



Title:	Adoption of COVID-19 Plan	
Resolution number:	20-054	
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Recommended action:	Adopt MCWD COVID-19 Plan	
Past Board action:	Res 20-021	Determination of District Activities or Projects as Critical Sector Work
	Res 20-033	Authorizing Certain Work Outside the Homes as Determined by the District Administrator Pursuant to Executive Order 20-02

Summary:

On March 25, 2020, in response to the COVID-19 pandemic, Governor Tim Walz issued Emergency Executive Order 20-020 – directing all Minnesotans to stay at home. Following that order, and subsequent ones, the MCWD Board first took actions to determine certain District activities as critical sector work. The Board then delegated the determination of additional work outside the home as determined by the Administrator in consultation with the Board President and legal counsel.

As part of that work, in May 2020 District staff prepared a COVID-19 Plan following guidelines from the Minnesota Department of Health (MDH), Centers for Disease Control (CDC) and the Department of Employment and Economic Development (DEED). This Plan was distributed to the Board President, legal counsel, and District staff.

Pursuant to Executive Order 20-074, requiring Critical Business to adopt a COVID-19 Preparedness Plan, at the July 9, 2020 Meeting, the Board of Managers will be asked to:

- Adopt the Plan
- Direct the Administrator to regularly advise the Board on implementation and adjustments to the Plan

Attachment:

1. COVID-19 Preparedness Plan



RESOLUTION

Resolution number: 20-054

Title: Adopt MCWD COVID-19 Plan

WHEREAS, on April 9, 2020, the Board of Managers adopted resolution 20-033 authorizing certain work outside the home as determined by the Administrator, in consultation with the Board President and District counsel, pursuant to Governor Walz’s Emergency Executive Order 20-020;

WHEREAS, the Administrator has continued to carefully evaluate the scope of District work activities in consultation with the Board President and District counsel, and assure that all necessary work outside of the home be conducted to the maximum extent possible in conformance with the guidelines from the Minnesota Department of Health related to COVID-19 including standards for social distancing

WHEREAS, on May 19, 2020 the Administrator delivered to the Board President, District counsel, and subsequently District staff, a COVID-19 Plan which followed guidelines from the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), the Minnesota Department of Health (MDH), and the Department of Employment and Economic Development (DEED), and Governor Walz’s Emergency Executive Orders and addresses – hygiene and respiratory etiquette, controls for social distancing, cleaning and disinfecting, prompt identification and isolation of sick persons, and staff communications and responsibilities;

WHEREAS, on June 5, 2020, Governor Walz issued Emergency Executive Order 20-074, which requires that all Critical Businesses develop and implement a COVID-19 preparedness plan by June 29;

WHEREAS, the Board of Managers wish to confirm its review and adopt the District’s COVID-19 Preparedness Plan;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby confirms its review and adoption of the MCWD COVID-19 Preparedness Plan, and directs the Administrator to regularly advise the Board on its implementation and adjustment as a living document.

Resolution Number 20-054 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 7/9/2020

 Secretary Date: _____



COVID-19 Preparedness Plan

Minnehaha Creek Watershed District

May 19, 2020
Rev: June 26, 2020

Table of Contents

Introduction.....	1
Scope of Work / Essential Functions.....	2
Health Screening Policies for Staff.....	3
Hygiene Etiquette and Social Distancing.....	4
Sanitization Guidelines (Office & Equipment).....	6
Office HVAC.....	6
Mail and Package Delivery.....	6
Use of District Vehicles.....	7
On-going Communications.....	8

Introduction

The Minnehaha Creek Watershed District (MCWD or District) is committed to providing a safe and healthy workplace for the staff team, its Board Members, Citizen Advisory Committee, and visitors. To help ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the pandemic. Our goal is to mitigate the potential for transmission of COVID-19 whether at the office, working from home, or out in the community. Only through this cooperative effort can we establish and maintain the safety and health of our staff. This Plan is a living document that will be updated as additional guidance is provided by public health officials at the federal and state level, and as MCWD's current remote work environment shifts back to regular in-office work

As the force that directly implements the District's mission, MCWD's staff is the organization's most important asset. As with all of our work, to succeed we all need to work together. That means everyone on the team is responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan, in order to keep each other and the broader community safe. Each individual's engagement is critical to our collective success, and so if you have a concern, a suggestion or feedback to the on-going maintenance of this program, we want to know.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Governor Walz's Emergency Executive Order, and addresses:

- hygiene and respiratory etiquette;
- controls for social distancing;
- cleaning and disinfecting;
- prompt identification and isolation of sick persons; and
- staff communications and responsibilities

MCWD's Scope of Work

Now, and for the foreseeable future, MCWD will remain closed to the public and allow only authorized essential staff functions to be performed in the office or field. Currently, authorized office and field work includes:

- Research and Monitoring
 - Select stream and lake water quality, and biological monitoring
 - RESNET install and operation
 - Carp barrier operation
- Projects, Planning, and Maintenance
 - Gray's Bay Dam Operation
 - Field inspections
 - Construction observation
- Permitting
 - Field inspections
 - Public notice preparation
- Operations
 - Processing mail, checks, and other necessary administrative work

This list will be reviewed routinely by the Program Management team and can be modified as-needed should additional essential work functions be identified, with approval by the Administrator. Please check with your manager regarding additions to the list, as well as if you have any questions or concerns.

Program Managers are required to work closely with their teams to develop more specific written protocol (tailored to program workflow) for conducting essential work functions within the guidelines provided by the CDC, MDH and this Plan.

Health Screening Policies for Staff

Staff is encouraged to self-monitor for signs and symptoms of COVID-19. First and foremost, if you are sick or experiencing symptoms, stay home. If you exhibit symptoms, have a known or possible exposure after having been in the office or in the field, notify your manager immediately.

This information will be used to inform staff who may have been to the office, entered District vehicles, or worked within your proximity that they may have been exposed to COVID-19, thereby requiring them self-isolate for 14 days, as well as begin the process of workplace and vehicle sanitization.

If you are in the office and begin to experience symptoms you will be required to leave the office immediately.

The District Administrator and/or Program Managers may ask staff to leave the office if they believe staff is unwell and/or not following required protocol.

The District's sick leave policy promotes staff staying at home when sick, or when you must care for sick family members. The District also maintains short and long term disability programs available to staff should the need arise. FMLA (the Family Medical Leave Act) can also be used if necessary.

Hygiene Etiquette and Social Distancing

Handwashing

The District has implemented prevention measures that include handwashing signage reminding staff to frequently wash their hands for at least 20 seconds with soap and water throughout the day.

These practices remain in place, and staff should continue to wash their hands routinely, including prior to any food preparation and after using the bathroom. Hand sanitizers are placed throughout the office and available for vehicles. Staff are required to sanitize their hands after touching shared surfaces or materials.

Respiratory etiquette: Cover your cough or sneeze

Staff are reminded to cover their mouth and nose with their sleeve or tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. Dispose of tissues in trash bins and wash or sanitize hands immediately afterward. Reminders of proper respiratory etiquette are posted throughout the office.

Social distancing

Staff are required to continue to work from home where feasible. However, some work has been deemed essential and may require you to enter the office building or work in the field.

All work requiring a presence at the office must be coordinated with all staff, the Assistant Operations Manager and Administrator, via the “in-office calendar”, to ensure that the number of staff within the office at any point in time is kept to an absolute minimum.

If more than one person must be in the office building at a time, social distancing greater than six feet must be maintained at all times.

If social distancing is unable to be maintained, in the office or in the field, staff must wear a mask.

The District’s tall-wall workstations provide staff with appropriate separation. However, if you are uncomfortable sitting at your workstation, or your workstation does not provide complete separation, you can coordinate your work with the Assistant Operations Manager to identify and use an empty office or conference room.

In addition to restricting the number of staff in the office at one time to an absolute minimum, the following protocol are also in place:

- Do not walk down a workstation walkway unless you sit in that row
- Do not enter other staff's work areas
- Limit the number of common surfaces you come in contact with
- Common areas of the office, including copy room and some workstation areas will be marked with distancing signage
- If you are taller than your workstation wall (including the glass partition) do not stand to talk to the person across from, in front of, or behind you
- The kitchen/lunchroom will be available only for obtaining or heating your lunch. Eating in the lunchroom is not permitted at this time. Kitchen area is limited to 2 people at a time.
 - All surfaces must be sanitized after use. Be sure to wipe down doors and handles that you've used, including fridge, microwave, faucet, etc.
 - If eating at the office plan to bring your own food containers as well as dishes and utensils
 - If you must use the District supplied dishes or utensils wash thoroughly and replace
 - Coffee service will remain on hold and making coffee is discouraged
- You may use the deck area for a lunch break, however the area is limited to two people at one time following social distancing guidelines
- If more than one person is in the building at a time, face masks must be worn while in common areas of the building
 - While sitting at desk you do not need to wear a mask unless you choose to do so
- Meetings, whether with internal participants only or not, will continue to be held virtually with very few exceptions
- Although the District will remain closed to the public for the foreseeable future, a plexi-glass screen will be installed at the front desk and all items typically available for customer use at the front desk, (pens, paper clips, etc.) will be removed.
- All essential field work performed with two or more people must be conducted in a manner consistent with social distancing guidelines. Face masks are required when field work cannot be conducted alone.

Sanitization Guidelines

The District's janitorial service has increased the frequency and emphasis on cleaning and disinfecting the shared and high touch areas of the office. Staff are also required to assist in helping keep the office a healthy and safe place by wiping surfaces of equipment and common areas before and after use. For example, copier, postage machine, door handle of the fridge, faucets, stair handrail, and elevator buttons, etc.

*Field and lab equipment will not be not be disinfected by the janitorial service. Staff are required to clean and sanitize after each use.

The District is implementing a "clean desk" policy. If you need to complete essential work within the office, you are required to sanitize your desk and work area before leaving.

Cleaning supplies and/or wipes are available throughout the office and staff should become accustomed to carrying a disinfecting wipe anytime you leave your workstation.

Office HVAC

The District has worked with an HVAC consultant to complete a full analysis of the building's HVAC systems including filter usage and replacements, fresh air intake and air recirculation. The District, where necessary, will increase, improve or maintain the ventilation provided throughout the building in accordance with recommended MDH, CDC and other protocols associated with COVID-19.

Mail and Package Delivery

Deliveries received at the office should be accepted via a contactless method whenever possible. Delivery personnel will be asked to leave packages not requiring signature by the entrance. For packages requiring signature, social distancing and hygiene guidelines must be applied to the extent practical. Limit the exchange of shared equipment such as scanners, pens or other tools associated with the delivery. Masks must be worn if full social distancing is not possible. Hands and packages should be sanitized following delivery.

Use of District vehicles

If your job duties require use of a District vehicle, the following guidelines apply.

- One employee per vehicle (i.e. no ride sharing)
- Vehicles must carry a container of disinfectant wipes or cleaning spray and paper towel, provided by the District
- If driver switching is necessary, sanitize vehicles – steering wheel, handles, buttons, etc. upon entering and existing the vehicle

- A full sanitizing wipe down is required at the end of every day
- Vehicles may be kept at the office overnight and on weekends to eliminate the need to ride-share to public works vehicle storage
- To the extent possible, employees will be assigned to one vehicle to help mitigate vehicle switching
- Personal vehicles can be used for work related tasks if a District vehicle is unavailable or if the employee feels more comfortable for health safety reasons using their own vehicle
 - Remember, it is the employees responsible to track mileage for reimbursement
 - The District insurance policy does not cover accidents incurred in a personal vehicle regardless of whether it was being used for district business

On-going communications

This is a living document and guidance and protocols will be updated as necessary and as the COVID-19 situation and public health guidance changes over time, and as MCWD's current remote work guidelines shift towards in-office work.

Program Managers are required to ensure the requirements of this plan are appropriately communicated and enforced with their respective teams. The list of essential work that has been authorized, as well as the guidelines of this plan and its implementation, will be revisited as needed at the Program Manager Meetings.

If you have questions, concerns or suggestions related to this Plan, and/or the District's overarching approach to COVID-19, you are encouraged to speak with your Program Manager, member of the Leadership Team, or District Administrator.