

NEW YORK MILLS CITY COUNCIL
Special Council Meeting
June 25, 2020
4:30 p.m.

CALL TO ORDER AND DETERMINATION OF A QUORUM

The special meeting of the New York Mills City Council was called to order at 4:30 p.m. in the Council Chambers at the City Hall Building at 28 Centennial 84 Dr. West, New York Mills, Minnesota all members of the Council having been notified of the meeting and the business to be transacted.

Members Present Maki, Roder, Hetland, Hoaby and Nesland

Members Absent

Staff Present City Clerk Julie Roberts

Guests Present None

Call to Order The meeting was called to order at 4:30 p.m. A quorum was present.

Adoption of COVID-19 Preparedness Plan for the City of New York Mills

City of New York Mills
COVID-19 Preparedness Plan

Introduction

The City of New York Mills is committed to providing a safe and healthy workplace for our staff, customers, and residents. To meet this commitment, we have developed the following COVID-19 Preparedness Plan. The goal of this plan is to continue to provide responsive and high-quality services in a collaborative way while mitigating the potential for transmission of COVID-19 in our workplace and community. All city staff are responsible for implementing and complying with all aspects of this COVID-19 re-entry plan. To mitigate the transmission requires full cooperation among our staff, customers, and residents. Only through this cooperative effort, can we establish and maintain the safety and health of our staff and workplaces. Staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The City Council are in full support in enforcing the provisions of this policy.

The following principles will be used to guide the implementation of this plan:

- Employee and visitor safety are the top priority
- Implementation of the plan will be done in a deliberate, thoughtful, and incremental way
- Implementation of this plan will not be driven by arbitrary dates or decisions; rather it will be based on preparedness measures being in place (policies and protocols, physical improvements, PPE availability) business needs, best practices, directives from the state and/or federal government, and guidance from the Minnesota Department of Health (MDH) and the Centers for Disease Control (CDC).

Preparedness Plan and Safety Precautions

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 applicable executive orders. The plan addresses the following:

- hygiene and respiratory etiquette;
- controls for physical distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

City employees should refer to guidelines set by the Centers for Disease Control and Prevention (CDC) on workplace safety.

Handwashing

Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. Signage will be posted encouraging visitors to wash their hands prior to or immediately upon entering the facility. Some city facilities may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water.

Restrooms are readily available in city buildings and are stocked and maintained by staff. Restrooms are cleaned and sanitized frequently. Employees may leave their workstations at any time to wash their hands. Spray sanitizer and towels are also available in office areas and conference rooms for general use. Hand sanitizer is also available.

Employees working in city vehicles are provided with sanitizing wipes and hand sanitizer in their vehicles to use as needed throughout the workday. When more sanitizing wipes/hand sanitizer is needed, employees should notify their supervisor.

Respiratory Etiquette

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles available to all workers and visitors.

Masks and Face Coverings

Pursuant to Minnesota Executive Order 20-56, masks and face coverings strongly encouraged. The Executive Order indicates that all Minnesotans are encouraged to wear a manufactured or homemade cloth face covering when they leave their homes and travel to any public setting where social distancing measures are difficult to maintain. To the extent staff, customers, and residents are unable to maintain social distancing, they are encouraged to wear masks or face coverings. Such face masks and coverings are for source control (to help limit the person wearing the covering from infecting others). They are not yet known to be protective of the wearer and therefore are not personal protective equipment.

Social Distancing

Social distancing of six feet will be implemented and maintained between Staff, customers and residents in the workplace. This requirement will be attained through: Administrative Staff will stagger work shifts, work from home, and attend meetings via teleconference. Public Works will, as possible, work alone or maintain six feet distance when working. Signage, markings and instructions for employees is displayed in the workplace as a reminder.

Additional protections and protocols for managing occupancy and personal safety

Indoor bar, restaurant, personal service and non-essential business have been reopened. Businesses must limit number of customers and vendors necessary to allow for the required social distancing and follow direction as required by executive order.

Housekeeping

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of public spaces including restrooms, break rooms, meeting rooms, handrails and doorknobs and drop-off and pick-up locations. Frequent cleaning and disinfecting is encouraged by all employees for high-touch work areas such as phones, keyboards, touch screens, controls, copy machines, credit card readers, delivery equipment, vehicles, tools and equipment, etc. Cleaning sprays and wipes will be provided for employee use. Employees should routinely sanitize their areas after use and at the end of the day. Employees should notify their supervisor with any concerns related to housekeeping practices. Signage has been placed at city parks instructing people to practice social distancing and warning the public that use of play equipment and facilities is at the individual's own risk.

Personal Protective Equipment (PPE)

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by human resources, the city administrator, and supervisors.

Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. The city will continually monitor how to handle related workplace issues and will update staff accordingly. In addition, city leadership will communicate any impacted operational issues related to specific positions any other measures taken to reduce the spread of disease.

Leave policies for Staff exhibiting symptoms of COVID-19

Staff are required to remain at home in self-isolation when they are exhibiting symptoms of COVID-19, when household members are exhibiting such symptoms, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The city provides leave programs and other benefits to compensate eligible employees who are unable to work under certain circumstances. Please refer to applicable personnel policies, labor contracts, and notices related to such benefits.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff are encouraged to self-monitor for signs and symptoms of COVID-19. COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

Symptoms that may appear 2-14 days after exposure to the virus include:

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of the following:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

If you experience any of these symptoms while at work, immediately contact your supervisor and isolate yourself from other Staff. If you exhibit any of these symptoms, you must stay at home. If you are able, please record who you were in contact with before and after you experienced the symptoms and what equipment you were handling and locations you visited. Following the notification to your supervisor and any records you can make, you are released to return home. If you are not able to drive yourself, you or your supervisor should contact your emergency contact to get transportation. While waiting for your transportation, please isolate yourself in your vehicle.

If an employee develops any of the emergency warning signs as specified by the CDC (trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face, or other symptom identified by the CDC), **seek medical attention immediately including calling 911.**

Notification to Staff if the City learns of Staff exposure to a person with COVID-19

The City of New York Mills will notify you if it learns you have been exposed to a person with COVID-19 at the workplace. Upon notification, you will be required to quarantine for the required amount of time.

In addition, the City of New York Mills will protect the privacy of Staffs' health status and health information. The City will treat all health information as confidential as required by the State of Minnesota.

Stay Home if Exhibiting COVID-19 Symptoms or Positive Test for COVID-19

If an employee has any of the [symptoms identified by the CDC for COVID-19](#) and/or has tested positive for COVID-19, they are required to inform a supervisor or human resources immediately, leave immediately if at work, and do not return to work unless and until the guidelines identified by the CDC are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. The city may request appropriate documentation from an ill employee before such employee may return to work. Human resources will be the main contact for any ill employee, and employees will be required to provide human resources with information regarding anyone they may have been in close contact with for up to 48 hours prior to exhibiting COVID-19 symptoms.

It is critical that employees check for, leave work, and do not report to work while they are experiencing these symptoms or combinations of symptoms: cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or any other symptom of COVID-19 identified by the CDC.

Inability to Report to Work

Employees who are ill may be allowed to work remotely with supervisor approval in accordance with city or department policy. The city provides leave programs and other benefits to compensate eligible employees who are unable to work under certain circumstances. Please refer to applicable personnel policies, labor contracts, and notices related to such benefits.

Returning to Work after Recovery

Employees will be required to follow [CDC guidelines for ending home isolation](#) after exhibiting symptoms of or testing positive for COVID-19. Employees who have exhibited symptoms of COVID-19 may return to the workplace when:

1. Employee has had no fever for at least 72 hours without the use of fever reducing medicine; and
2. Respiratory symptoms have improved; and
3. At least 10 days have passed since symptoms first appeared (or as recommended by the CDC).

Employees who have tested positive for COVID-19 may return to the workplace when:

1. Employee has no fever without the use of fever reducing medicine; and

2. Respiratory symptoms have improved; and
3. You have received two negative tests in a row, 24 hours apart, or your healthcare provider has given clearance to return to work.

Communications and Training

This plan will be provided to all staff. Necessary training, if applicable, will be provided. Additional communication and training will be ongoing as needed. Supervisors are required to monitor implementation of the plan in their respective areas and communicate any concerns with the city administrator, fire chief or human resources. Nothing in this plan establishes any precedent or practice. The city may change or eliminate these items, or portions thereof, at any time and without notice.

This plan supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure or regulation in which case this plan supersedes existing policy, rule, procedure or regulation. Therefore, employees are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan. Please contact Julie Roberts, City Clerk with any questions or concerns.

Please notify the City if accommodations for workers with underlying medical conditions or who have household members with underlying health conditions are needed.

Certified by: Julie Roberts, City Clerk

Signature: _____

Date: _____

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: [Building/business ventilation](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: [Health screening checklist](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf) – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: [Materials for businesses and employers](http://www.health.state.mn.us/diseases/coronavirus/materials) – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

A motion was made by Nesland to approve the COVID-19 Preparedness Plan for the City of New York Mills as presented. The motion was seconded by Hetland. The motion carried without a dissenting vote.

Adjournment - A motion was made by Roder and seconded by Haoby to adjourn. The motion carried without a dissenting vote.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted by,

Julie A. Roberts
City Clerk