



COVID-19 EMERGENCY EMPLOYEE INFORMATION – UPDATED July 23, 2020

Thank you all for your continued service to our community during the COVID-19 emergency. As you know it is my wish to continue to provide information related to this event as new information is released almost daily.

It is now as important as ever to practice good personal hygiene (covering your cough and sneezes, washing your hands for 20 seconds or more, etc....) and social distancing manners. Along with staying home when you don't feel well, your efforts will help ensure we all remain healthy. My goal is that you are safe and healthy when you go home to your families after work.

Please review the information below that is driven by the Emergency Executive Order by Governor Walz on July 22nd. (For purposes of this communication "mask" shall include all of types of face coverings outlined below.) Here is a link to that order if you want to read it: <https://www.leg.state.mn.us/archive/execorders/20-81.pdf> .

Masks and what that means to us: Start carrying a mask with you when you come to work and are at work. Many of us do not have to wear them all day long, but we are all likely to be in situations where we will need to have one on. If you don't have a mask, talk to your supervisor and we will get one for you. You can use one of those disposable ones, a cloth one, a scarf, a bandana or even one of those neck gaiters that I am now seeing more of. N-95s and medical grade masks are not suggested. You can use your own mask as long as it meets the rules in the Governor's order. That means those "fishnet" masks are not allowed nor are the ones with the easy breathe valves. I will allow the use of the plastic clear face shields if used with a "sneeze guard" at your work station. I believe the combination of the face shield and sneeze guard meets the intent of the Order. Please note however, if you choose a face shield and you are moving in areas of the building where you are no longer behind a sneeze guard, you must have a regular mask on.

Outside: if you are outside and can maintain 6 feet of social distancing then you do not need to wear a face covering, but if you are working closely with another employee or in contact with the public you need to wear one. If you are alone in a mower or truck or other vehicle you do not need to have one on but if more than one person is in the vehicle you must have one on.

Inside: If you are indoors you should have a mask on unless you have your own office and are alone, or in a larger office area and are alone. If anyone else comes in you should put on your mask. This means that if you are on break with others you should have a mask on unless eating or drinking but as you come in to the break room or are on your way out of the breakroom or in the hallway or going to the bathroom you should have one on. Anytime we are meeting in person with the public we should have a mask on. So if you work at a front desk serving the public

you will need to have one on. If you are working in a garage or storage facility you are considered inside, so please wear a mask.

Transit

The same rules apply as articulated above, however, when driving on the bus a mask must be worn unless there is no one else on the bus.

Exceptions

If wearing a mask creates some type of unsafe work or job hazard or you have a medical or mental health condition that you can document that would prevent you from wearing a mask, you will be exempt from wearing a face covering at work. Law enforcement is exempted from this rule when they are performing their duties, but if they are on a break they would be required to wear a mask in the hallway or in the breakrooms.

Masks and what it means to the public when they come to our buildings: When the public comes into our buildings, any building, they need to have a face mask on. If they don't have one, please ask them to put one on or we would be happy to help them over the phone or via email. Let them know how they may contact you by giving them your number. We have prepared signage for all the doors that will have this phone information.

Here is something you might say. *"Under the Governor's Order and our City policy you are asked to have a face mask on. The rules help protect both of us. If you have a mask please put it on and if you don't please feel free to leave the building and give me a call at (phone number) and I will be happy to help you."* If they refuse to do either please explain it to them one more time and if they refuse a second time you should contact your supervisor.

The Supervisor should go through the same protocol as above and if our customer still refuses tell them you will help them but *"I am required to get your name address and phone number."* Once you have obtained that information, help them while protecting yourself and social distancing and then send their information down to me. If they ask why you are getting their name, address and phone number tell them. *"Under our rules we are required to track folks. We maintain contact tracing information if someone becomes ill."*

If they provide the information, help them while wearing your mask and keeping social distancing rules in mind. If they refuse to provide the information or won't leave or refuse to put on a mask as asked, tell them to stay where they are, remove yourself from that area, and call for assistance from the Police Department. The customer will then be asked to leave because they are trespassing.

Exceptions to the public mask wearing rule: If they tell you they have a medical condition or mental health condition or disability that makes it unreasonable for the individual to wear a mask, they do not need to wear a mask, but please wear your mask and keep the social distancing measures in mind.

We will continue screening all employees as we come to work. This screening is not changing, but does look different in each building and each department. We will continue to take your temperature when you arrive at work and you will be asked those questions you have all heard by now – do you have any new chills?; new cough?; shortness of breath; new sore throat?; and others. If you say yes to any of those questions you will be sent home and we will start a process to evaluate how and when you come back to work. If you are sent home you are eligible for one of two kinds of sick leave that is available through the City or Federal government. Again, this process is not changing but I wanted you to know that your cooperation is appreciated and helps us all.

Since we have been open to the public our cleaning game as been upped but we continue to need everyone's help in this which means helping to make sure your space and the space and equipment you share with others is sanitized. We continue to follow the Center for Disease Control's recommendation for cleaning which include:

- At least a once per day cleaning of frequently touched surfaces like door handles, light switches, railings, faucets, copiers and fax machines.
- Asking you to wash your hands frequently and use hand sanitizer before and after using shared equipment.
- We will have gloves available for those who touch cash, papers or other items that might be handed to employees by the public.
- We will put up additional signage to help keep the public in the "public only" spaces and, in some cases, we may provide additional physical barriers.
- If you are out in the field and customers come up to you to visit, you can certainly alert them that, "We are practicing social distancing rules and I am happy to talk while we maintain our six feet separation."

What happens if we have a suspected or confirmed case of COVID-19 in the workplace? Employees who have symptoms when they arrive at work or become sick during their work hours will be sent home. If you develop symptoms outside of work you should notify your supervisor and stay home until you have achieved 72 hours without symptoms without use of any medications. We encourage you to use Doctor on Demand and review with your health care provider whether or not you should have a COVID test.

What happens if we have a confirmed case in the workplace? We will let those folks who we believe may have had contact with that employee know. HIPAA rules prohibit both the City and you as an individual employee from sharing names of anyone infected, but we will do our best to let you know the timeline of any possible exposure you may have had and we will continue screening at the start of your shift just as you should continue to self-assess.

If an employee has been exposed to a person with a confirmed case of COVID-19, meaning that you have been in "close contact" with someone who tested positive, you should stay home, contact your supervisor and should remain at home for 14 days while practicing social distancing.

It is important that we all assess ourselves for symptoms regularly and go home right away if ill. Each of us should practice careful and frequent hand hygiene, not touch our faces with unwashed hands, and use proper respiratory etiquette.

If you have any other questions please know you can call me, stop by or email me. I am always open to employees who have questions.

Thanks for all you are doing for each other and our community. Please take care of yourself, your family and stay positive and let's work to set a healthy example for our community because what you do has an impact on so many people.

Thank you,
Todd