

COVID-19 Re-Opening Plan Policies & Procedures

This temporary policy is effective May 18, 2020 until further notice.

Revised September 1, 2020

Revised November 30th, 2020

Revised December 15th, 2020

Revised January 11th, 2021

Background

The City of Victoria is committed to ensuring the safety and health of our employees and the public. The following is the city's Re-Opening Plan in response to the COVID-19 pandemic. The goal is to reduce the risk for potential transmission of COVID-19.

The plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to managers and employees; and
- Management and supervision necessary to ensure effective implementation of the plan.

Leave Policy

The City of Victoria has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

These leave policies include pre-COVID-19 policies: paid time off; City of Victoria COVID temporary leave benefit, and short-term disability benefits.

Policies for Employees Exhibiting Signs and Symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. As an employee, you must report to your supervisor when sick or experiencing symptoms.

If you have these symptoms or believe you have been exposed to the virus, you must stay home to take care of yourself and avoid spreading the disease:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Essential workers (firefighters, building inspectors and public works staff) should followed CDC Critical Infrastructure Workers [guidance](#).

Per [Centers for Disease Control guidelines as of November 3rd, 2020](#), **you may return to work only under the following conditions.**

- If you had COVID-19 symptoms, you can return to work after:
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**

- Symptoms have improved *loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.
- **If you tested positive for COVID-19 but had/have no symptoms**, you can return to work after 10 days have passed since the date you had your positive test.
- **If you were severely ill or have a severely weakened immune system** due to a health condition or medication, you might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Talk to your healthcare provider for more information.
- Anyone who has had close contact with someone with COVID-19 should stay at home for 14 days after their last exposure to that person. Close contact is defined as being within six feet of an individual with COVID-19 for 15 minutes or greater in a 24-hour period. However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does not need to stay home.
 - Has had COVID-19 illness within the previous three months **and**
 - Has recovered **and**
 - Remains without COVID-19 symptoms (for example, cough, shortness of breath)

While the CDC continues to endorse the 14-day quarantine period there are two options to reduce that quarantine period that can lessen stress on the public health system. The following options are available to reduce quarantine periods if you have been exposed to someone with COVID-19.

- You may end quarantine after day ten without testing.
- You may end quarantine after day seven after receiving a negative test result on day five or later.

After quarantine you should:

- Continue to watch for symptoms until 14 days after exposure.
- If you develop symptoms, immediately self-isolate.

Screening

To ensure the health and safety of fellow employees and the public, all employees are required to perform a daily self-assessment health status *prior* to entering the workplace and monitor your health status throughout your shift.

- You are expected to assess your health condition *prior* to leaving your home for work. This

includes assessing if you have a temperature, cough, sore throat, respiratory issues, body aches, fatigue, headache, and/or any of the other symptoms listed above that cannot be explained by any other medical issue you may be experiencing.

- If after completing the screening and you are showing symptoms of COVID-19, you are to report to your supervisor that you have symptoms and are not able to report to work.
 - Your supervisor may be able to arrange for you to work remotely.
 - You may qualify for the City of Victoria COVID Temporary Leave. The Finance Director will assist employees with applying for those benefits via email.

To ensure the health and safety of fellow employees and the public, employees with symptoms that onset during the workday must immediately notify his/her supervisor and leave the workplace.

- If symptoms appear during the workday, you shall immediately notify your supervisor as such and leave the workplace.
 - Your supervisor may be able to arrange for you to work remotely.
 - You may qualify for benefits per the city's COVID-19 Leave policy at attached to this document. Please contact the city's Finance Director if you need assistance applying for such benefits or have questions.
 - If you cannot immediately leave work, for example someone gave you a ride to work, you should gather any belongings and self-isolate outdoors just west of city hall in the plaza (benches are available) until you can leave. In the event of inclement weather (such as rain, high winds, colder temperatures, etc.) you can make arrangements with your supervisor to self-isolate in the wellness room (located on the East side of city offices) at city hall, community room at the fire station, the lobby conference room at the recreation center or the entrance of the old public works building. It is important to notify your supervisor whether you are self-isolating in any these facility spaces so the room can be properly disinfected before being used again.
- You must reduce contact and contamination as much as possible. Avoid touching any

unnecessary surfaces, chairs, handles, or other items when leaving the workplace or while waiting to leave.

Telework & Flexible Work Arrangements

Employees may work remotely/telework as long as work is available, the arrangement is approved in advanced by the supervisor and City Manager and a telework arrangement agreement is signed and returned to the city's Finance Director.

You are encouraged to work with your supervisor to determine whether reporting to work, telework or a flexible work arrangement can be made. To ensure the city can maintain social distancing guidelines set forth by MDH and the CDC, the number of employees reporting to work may be limited. Employees may be asked to work staggered schedules, flexible work schedules, or remotely.

Communications Regarding Potential Exposure to COVID-19

The City of Victoria protects the privacy of its employees' health status and health information. If any employees have been exposed to COVID-19 through the workplace, supervisors will notify only those who were affected.

A discussion will take place as to whether social distancing has been followed which would reduce or may eliminate the likelihood of a true exposure. If social distancing and other hygiene etiquette has not been followed, **essential workers (firefighters, building inspectors and public works staff) should follow CDC Critical Infrastructure Workers [guidance](#)**. Other exposed employees may be required to self-quarantine for 14 days, report any symptoms to their supervisors and make arrangements with their supervisors to return to work after the quarantine period. With advanced supervisor approval, quarantined employees may be able to work remotely.

Several laws address the privacy of medical information. To ensure compliance with these laws, and to respect employee privacy, supervisors MAY NOT reveal the name of the person who has reported COVID-19 symptoms or tested positive/negative other than to those who absolutely need to know.

If an infected employee would like others to be made aware of his/her situation, he/she should ask a co-worker to share the information and not a supervisor or manager. Supervisors and managers should not share this information under any circumstances, even if it is widely known among a work group(s).

Handwashing

Basic infection prevention measures follow:

Employees

Please wash your hands for at least 20 seconds with soap and water:

- Frequently throughout the day
- At beginning and end of your shift
- Prior to and after any mealtimes
- After using the bathroom
- After interacting with any co-workers or members of the public

If soap and water is not available, hand-sanitizer containing at least 60% alcohol is an acceptable alternative.

Visitors

All visitors to city facilities will be encouraged to wash their hands prior to or immediately upon entering the facility. Upon reopening to the public, City hall and the Victoria Recreation Center will have hand-sanitizer dispensers in key locations (near entrances and/or counters).

Respiratory Etiquette

Employees

To ensure the health and safety of our employees and the public and comply with Governor Walz' Emergency Executive Order 20-81, city employees must wear cloth or disposable masks to cover their mouths and noses when:

- Working indoors in any city facility
- Entering a residence or business to perform city-related work (e.g. inspection, meter

replacement, post office, etc.)

- More than one person is in a city vehicle
- Working outdoors and it is not possible to maintain social distancing

Employees may temporarily remove their mask when:

- Alone in an office, a room, or a cubicle with walls that are higher than face level as long as social distancing can be maintained
- In a vehicle or cab of heavy equipment or machinery or in an enclosed work area alone
- Eating or drinking in an indoor business or public space as long as social distancing can be maintained
- Communicating with an individual who is deaf or hearing impaired or has a disability, medical condition or mental health condition that makes communication with that individual difficult while wearing a mask

There are two notable exceptions to this mask requirement. You are not required to wear a mask:

- If you have a medical condition, mental health condition or disability that makes it unreasonable for you to maintain a face covering. We ask that you work with either your supervisor or Finance Director if this exception applies to you.
- If wearing a face covering would create a job hazard. We ask that you work with your supervisor if you believe this exception applies to you.

The city will provide each employee with two (2) cloth masks. It is the employee's responsibility to properly care and launder the masks. Employees are required to have their masks accessible during the workday to be worn when appropriate.

Employees may choose to provide their own masks, provided they meet the criteria as established by the Centers for Disease Control and Prevention as shown below.

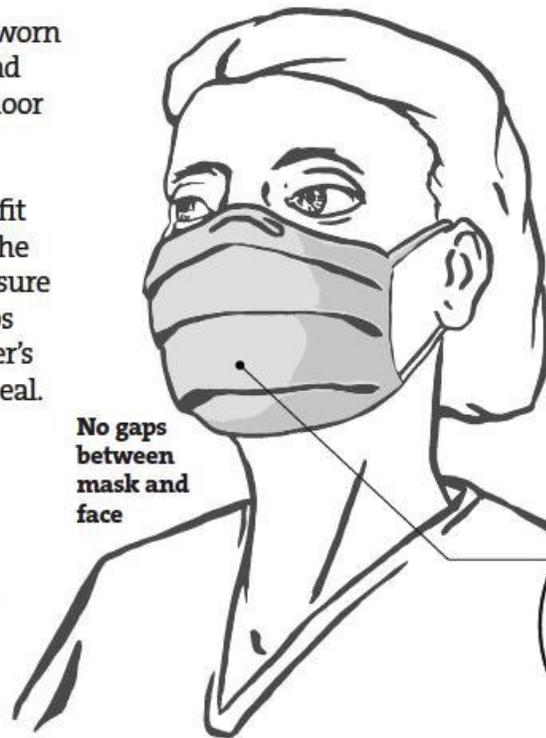
HOW TO WEAR A FACE MASK TO KEEP YOU AND OTHERS SAFE

CORRECT

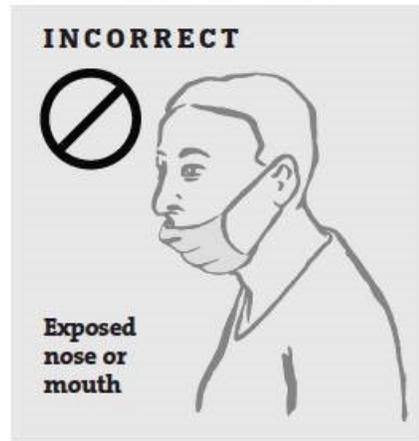
Masks must be worn over the nose and mouth in all indoor public spaces.

The mask must fit snugly against the user's face to ensure there are no gaps between the user's skin and mask seal.

If mask has a metal bar or moldable nose cushion, it should rest over the nose, not under the chin.



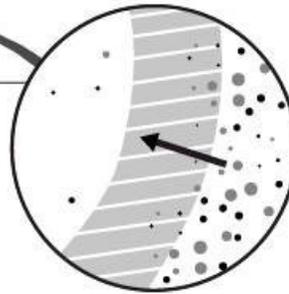
No gaps between mask and face



INCORRECT



Exposed nose or mouth



To be effective, masks must block most airborne droplets.

Source: Centers for Disease Control and Prevention

MARK BOSWELL • Star Tribune

Visitors

To ensure the health and safety of our employees and the public and comply with Governor Walz' Emergency Executive Order 20-81, visitors to city facilities must wear cloth or disposable masks to cover their mouths and noses. Visitors will be encouraged to:

- stay at home if ill
- call or perform transactions online
- cover their coughs and sneezes

Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors.

Cleaning/Disinfecting

The City of Victoria is enhancing its cleaning/disinfecting regime to help ensure the health and safety of its employees and the public.

Restrooms are readily available in city buildings and are cleaned and sanitized. Employees may leave their workstations at any time to wash their hands. Hand sanitizer is available at entrances to city hall, and the Victoria Recreation Center and have been placed at key locations throughout city facilities (e.g. conference rooms, break rooms, transaction counters).

Employees utilizing city vehicles and equipment are provided with sanitizing wipes and/or hand sanitizer and are required to wipe the touch surfaces of the vehicle/equipment before and after use. When more sanitizing wipes/hand sanitizer is needed, email your supervisor.

Employees are encouraged to clean and disinfect high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, etc. after use or after assisting customers. Counters and other hard surfaces (e.g. handrails, door handles, microwave, refrigerator) will be wiped clean and disinfected by the city's cleaning service provider. Employees are encouraged to wipe counters after assisting customers.

Common work areas are cleaned and disinfected by custodial staff. Employees may choose to wipe common surfaces such as copier touch pads, light switches, handles, before and after use.

Members of the public are encouraged to utilize their own pens for transactions. If city pens are used, employees should wipe the pen with a disinfectant wipe immediately after use and before placing it back in its storage container.

Social distancing

The City of Victoria will continue to follow MDH and CDC social distancing guidelines. As such, the city has implemented the following to allow for social distancing:

- Telework
- Flexible work arrangements
 - Adjusting shifts
 - Flexible shifts
 - Staggered shifts
 - Reduced hours
- Assigning employees to facilities, teams, or vehicles
- Allowing city vehicles at home

Modifications to facility space to add temporary or permanent protective barriers may be seen in some high-trafficked areas where city staff routinely engage with the public to reduce the risk of exposure to COVID-19. Employees are encouraged to discuss any concerns with their supervisors.

Employees entering or exiting rooms such as conference rooms, work rooms, office entry doors, etc. should stand back and maintain a six-foot distance for anyone who is already in the room or attempting to exit/enter.

Employees and visitors are discouraged from:

- Gathering in groups in confined areas (e.g. elevators, vehicles, breakrooms, meeting rooms)

where social distancing guidelines cannot be maintained

- Using other employees' personal protective equipment
- Sharing phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment

Communications and training

Additional communication and training will be ongoing via email and provided through supervisor updates. Managers and supervisors are to monitor how effective the program has been implemented by requesting feedback and concerns from employees as well as personal observation.

This re-opening policy and plan has been certified by City of Victoria management and was posted in the workplace and sent to staff on May 18, 2020. It will be updated as necessary.

X



Dana Hardie
City Manager

January 12, 2021

City of Victoria COVID Temporary Leave Benefits
This policy is effective January 12th-February 28th, 2021.

I. STAY AT HOME TO STOP THE SPREAD OF COVID-19

Watch for the following symptoms. If you have these symptoms, you must stay home to take care of yourself and avoid spreading the disease.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Per [Centers for Disease Control guidelines as of November 3rd, 2020](#), you may return to work only under the following conditions.

- **If you had COVID-19 symptoms, you can return to work after:**
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved *loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.
- **If you tested positive for COVID-19 but had/have no symptoms**, you can return to work after 10 days have passed since the date you had your positive test.

- **If you were severely ill or have a severely weakened immune system** due to a health condition or medication, you might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Talk to your healthcare provider for more information.

II. City of Victoria COVID Temporary Leave Benefit

Eligibility

All staff are eligible for the temporary leave benefit, in addition to paid time off that you may earn per the city's personnel policies. Full-time staff are granted up to 80 hours of temporary leave benefit. Hours available to part-time staff are prorated, based on their regular work schedule. For staff working a variable schedule, the number of emergency paid sick leave hours is the average hours worked in a two-week period over the last six months or since date of hire, whichever is most recent.

Use

This leave may only be used under one of the following conditions.

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID -19.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID -19.
- The employee is experiencing symptoms of COVID -19 and seeking a medical diagnosis.
- The employee is caring for an individual who is subject to a quarantine or isolation order as described above or has been advised a by a health care provider to self-quarantine due to concerns related to COVID -19. (The "individual" need not be a family member.)
- The employee is caring for a child whose school or place of care has been closed, or the childcare provider is unavailable, due to COVID -19 precautions. "Child" includes an adult child who has a physical or mental disability and is incapable of self-care due to that disability.
- The employee is experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Since testing for the virus is very limited at this time and medical personnel are very busy, confirmation of a diagnosis by test or doctor certification is not required. If tests become widely available, the city may request documentation confirming the diagnosis by a medical provider.

Complete the form attached to this policy to request use of temporary leave benefit.

Compensation

- This leave is paid at the employee's regular rate of pay.
- Temporary leave benefit hours do not accrue, carry over or pay out if unused by February 28th, 2021.
- This policy does not change the terms of other city leave policies, such use of paid time off or catastrophic leave. This temporary leave benefit leave is in addition to existing city leave policies; no PTO or catastrophic

leave time will be deducted for hours up to the maximum granted for eligible uses of temporary leave benefit.

- *Benefits*

The city will continue to pay the employer portion of health insurance premiums. Our medical plan provider, Health Partners, has made some changes to coverage to comply with this policy. These include covering COVID-19 screening and related office visits without cost sharing and allowing additional categories of COVID-19 tests even though they may not have been approved by the U.S. Food and Drug Administration. Health Partners will also cover telehealth services (whether or not they are related to COVID-19) before a patient pays the plan deductible.

All group health plans are required to cover without cost sharing “qualifying corona virus preventive services” as recommended by some federal government agencies.

Eligible expenses for health savings and flexible spending accounts now include over-the-counter medicines without a prescription. This change is retroactive to January 1, 2020.

Under the city’s short- and long-term disability insurance policies, employees who test positive for COVID-19 may be eligible for disability benefits based on the specific circumstances of the claim.

Complete the form attached to this policy to request use of the temporary leave benefit.



Request for Paid Sick Leave Per the City of Victoria COVID Temporary Leave Benefit

Between January 12th-February 28th, 2021 you may be eligible for temporary leave benefit per the city policy.

To request temporary leave benefit, check the box below that describes the reason you are not able to work.

- I am subject to a federal, state, or local quarantine or isolation order related to COVID-19, including but not limited to a “stay at home” order.
- I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- I am caring for an individual who meets one of the following conditions.
- Subject to a federal, state, or local quarantine or isolation order related to COVID-19, including but not limited to a “stay at home” order.
 - Advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- I am caring for a child because whose school or place of care has been closed, or the childcare provider is unavailable, due to COVID-19 precautions.
- I am experiencing a substantially similar condition, as specified by the U.S. Departments of Health and Human Services, Labor, and Treasury.

The city may request documentation at any time to confirm your eligibility for this leave. If you are unable to work but do not qualify for emergency paid sick leave, contact human resources to discuss other options for leave.

Leave Start Date:		Anticipated Return to Work Date:	
Print Employee Name:		Employee Signature:	Date:
Supervisor Signature:	Date:	Finance Director Signature:	Date:
City Manager Signature:		Date:	