Introduction: The COVID-19 Preparedness plan has been put in place in an effort to protect Beltrami County employees as well as our general public and to slow and prevent any potential spread of the COVID-19. Executive Order 20-56 has provided for “Safely Reopening Minnesota’s Economy” and has provided directives that a Preparedness Plan should be in place.

COVID-19 Preparedness Plan for Beltrami County

Beltrami County is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Beltrami County managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Beltrami County. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by using a communication channel that flows through supervisors and department heads to administration. The county will also be intentional about adjusting the Preparedness Plan when input and observations from all levels of employees provides solid reason for such change. 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 Executive Order 20-48, and addresses:

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

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

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. A Self-Monitoring Checklist was provided to all employees, with instructions that employees not report to work or conduct in-person visits if checklist symptoms exist. (see Appendix A)

Stay Home Guidelines - Beltrami County will ask for voluntary compliance from employees that, based on guidelines, should stay at home. The county reserves the right to strictly enforce the Stay at Home protocols
that are provided in Appendix B. The Governor’s Executive Order 20-56 requires that employers establish policies and procedures that prevent sick workers from entering the workplace. If symptoms established in Appendix B exist, the County will direct an employee to stay at home using eligible benefits to employees not able to work.

Beltrami County has contracted with Sanford Health Occupational Medicine Clinic for a COVID-19 Telephone Line. The program provides a streamlined process for employees to verify the need to stay at home or verify their ability to return to work. Employees can simply call 1-888-600-2378 Option 1, and the OccMed COVID Line will guide the employee through a series of questions based on CDC guidance to determine if they meet necessary requirements to report to or return to work. At the end of the call, the employee will receive a written determination via e-mail. The phone lines are open Monday –Friday from 7:00 A.M. to 6:00 P.M.

Beltrami County has implemented leave policies that promote workers 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. County employees that do not have sufficient PTO, Sick-Leave or Vacation Leave and are not eligible for FMLA may exercise the new ability to “borrow” up to eighty (80) hours of PTO from Beltrami County.

**Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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, after coughing, sneezing or blowing your nose, after touching garbage or commonly touched surfaces within a facility, such as door handles, tables and counters. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Hand-sanitizer will be available for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Gloves will be provided to employees, and will be required for all exchanges of cash and documents.

References: Appendix C

**Respiratory**

Sneeze guards will be installed at every in-person customer service counter in Beltrami County. Employees will be required to wait on their clients/customers only at stations with sneeze guards.

Employees will be required to wear a mask when escorting or meeting clients/customers in areas not protected by sneeze guards. Masks will not be required behind sneeze guards.

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 demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Employees experiencing persistent sneezing and coughing will be encouraged, and sometimes required, to stay home using PTO, as a courtesy to fellow employees that may be uncomfortable with the symptoms.

References: Appendix C
Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: In cases that the county can financially and technically support work from home, the county will continue to do so until such time as the COVID19 Pandemic has been announced by the Governor of the State of Minnesota as over. Beltrami County will also allow flexible work hours and will establish work spaces in areas not normally intended as work spaces, in order to allow for distancing.

In the case of client/customer flow through buildings, obvious markings will be placed on floors to indicate the distancing norm (6 feet). As equipment and building alignment allow, crowd queue barriers will be placed to indicate traffic flow and traffic separation, and arrows placed on floors or walls.

Employees will be instructed to keep a six foot distance from each other. Beltrami County has provided workspace to allow for a six foot parameter to be possible.

Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators. Staff are strongly discouraged from using other staffs’ phones, desks, offices, or other work tools and equipment. If necessary, clean and disinfect equipment before and after use.

Reference: Appendix C

Housekeeping

County maintenance and custodial staff have implemented regular disinfection and cleaning, including routine cleaning and disinfecting in county buildings including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as controls, door handles, elevator panels.

Employees of each department will be required to provide disinfecting of work surfaces, phones, touch screens, door handles, customer counters, equipment, tools and machinery, and other areas in the work environment. Disinfection assignments will be worked out between employees and supervisors.

References: Appendix C

Notifications

Any supervisor that is aware of an employee that has tested positive for COVID19, or that has displayed symptoms of COVID19 prior to testing, and that has been in a county building during such time, must immediately notify the Administrator, Human Resource Director, Facility Manager and MIS Director via e-mail or a direct phone conversation (not voicemail). Notification should include the date of exposure in a county building, where the person had been in the building(s), and any other information that will be useful in assuring sanitizing.
Communications and training

This Preparedness Plan will be communicated by “all contacts” e-mail to all county employees before buildings or offices will be opened. Training on disinfection methods will be provided to Department Heads and assigned staff of the CAB and CSC by the Safety Director before the buildings or offices are opened to the public. Additional communication and training will be ongoing via e-mail, but more importantly through supervisors, and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by direct input to the County Administrator, County or Department Safety Director, or Human Resources. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Beltrami County Management Team (made up of all Department Heads) and was posted in each workplace before opening. It will be updated as necessary.

Beltrami County Parks

Beltrami County Park System Preparedness Plan can be found on Appendix D and Appendix E.

Certified by:

Kay L. Mack
Beltrami County Administrator

Appendix A – Beltrami County Employee Self-Monitoring COVID Check List
Appendix B

Stay Home if Feel ill

Many times, with the best of intentions, employees report to or stay at work even though they feel ill, but employees should not stay at nor report to work if they feel ill due to the current circumstances. If you feel ill, please inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until you are no longer ill or a pandemic virus is unlikely. Employees who report to work ill will be sent home in accordance with these health guidelines. We may request appropriate information related to illnesses from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

Sanford COVID Screening Line

Beltrami County has contracted with Sanford Health Occupational Medicine Clinic for a COVID-19 Telephone Line. The program provides a streamlined process for employees to verify the need to stay at home or verify their ability to return to work. Employees can simply call 1-888-600-2378 Option 1, and the OccMed COVID Line will guide the employee through a series of questions based on CDC guidance to determine if they meet necessary requirements to report to or return to work. At the end of the call, the employee will receive a written determination via e-mail. The phone lines are open Monday –Friday from 7:00 A.M. to 6:00 P.M.

Stay Home if COVID-19 Symptoms or Positive Test

The following guidelines do not apply to emergency responders.

If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may request appropriate information related to these items from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

It is critical that employees check for, leave work, and do not report to work while they are experiencing any symptoms such as the following:

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you have COVID-19 symptoms described above, but have not been tested, do not come to work until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use
medicine that reduces fevers); and
• Other symptoms have improved (for example, your cough or shortness of breath have improved); and
• At least 10 days have passed since your symptoms first appeared; and
• You have followed the guidance of your healthcare provider and local health department.

If you have had COVID-19 symptoms described above and have tested positive for COVID-19, do not come to work until:
• You no longer have a fever (without the use medicine that reduces fevers); and
• other symptoms have improved (for example, when your cough or shortness of breath have improved); and
• You have followed the guidance of your healthcare provider and local health department.

If you have not had COVID-19 symptoms described above but tested positive for COVID-19, do not come to work until:
• At least 10 days have passed since the date of your first positive COVID-19 diagnostic test; and
• You have had no subsequent illness; and
• You have remained asymptomatic; and
• You have followed the guidance of your healthcare provider and local health department.

If you develop any of the following emergency warning signs, as specified by the CDC, get medical attention immediately:
• Trouble breathing
• Persistent pain or pressure in the chest
• New confusion or inability to arouse
• Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

Stay Home if Exposed to COVID-19
The following guidelines do not apply to emergency responders.

Close Contact
If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:
• Inform your supervisor or designee immediately
• Leave work immediately if you are at work
• Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
• Self-monitor for symptoms
  o Check temperature twice a day
  o Watch for fever, cough, or shortness of breath
• Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
• Follow CDC guidance if symptoms develop
Appendix C – Guidance for developing a COVID-19 Preparedness Plan

General


Handwashing

https://youtu.be/d914EnpU4Fo

Respiratory etiquette: Cover your cough or sneeze


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

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

Social distancing

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

Housekeeping


Employees exhibiting signs and symptoms of COVID-19


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

Training

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

Employee Assistant Program: Employees are encouraged to contact the EAP if they or their family members are experiencing financial, anxiety or emotional symptoms due to COVID-19. 1-800-550-6248 or info@sandcreekeap.com
Appendix D

Rognlien Park, Movil Maze Recreation Area, and Three Island County Park Covid – 19 Operating Plan.

The above-mentioned sites are open with the following guidelines:

- VAULT TOILETS WILL BE CLEANED AND SANITIZED AT LEAST THREE TIMES A WEEK.
- MAINTAIN SOCIAL DISTANCING OF AT LEAST 6 FEET FROM PEOPLE OF OTHER HOUSEHOLDS AT ALL TIMES.
- DO NOT CONGREGATE IN GROUPS LARGER THAN 10.
- GIVE OTHER SITE USERS PLENTY OF SPACE.
- COME PREPARED AND BE SELF-SUFFICIENT. ARRIVE WITH YOUR OWN SOAP, SANITIZER, DISINFECTANT, AND TOWELS.
- AVOID CONTACT WITH SHARED AMENITIES. USE OF SHARED AMENITIES IS AT YOUR OWN RISK. IT IS RECOMMENDED THAT IF UTILIZED, TO APPLY HAND SANITIZER PER CDC GUIDELINES BEFORE AND AFTER EACH USE.
- ANYONE WITH SYMPTOMS CONSISTENT WITH COVID-19 SHOULD NOT USE THIS SITE AND SEEK MEDICAL GUIDANCE FROM A HEALTH CARE PROVIDER IMMEDIATELY.
- MORE INFORMATION ON COVID-19 GUIDANCE FROM MN DEPARTMENT OF HEALTH 1-800-657-3903
https://www.health.state.mn.us/diseases/coronavirus/index.html
Grant Lake Horse Camp Covid – 19 Operating Plan.

The above-mentioned site will be opened starting June 1, 2020 to overnight camping with the following:

- **VAULT TOILETS WILL BE CLEANED AND DISINFECTED AT LEAST TWICE A WEEK.**
- **MAINTAIN SOCIAL DISTANCING OF AT LEAST 6 FEET FROM PEOPLE OF OTHER HOUSEHOLDS AT ALL TIMES.**
- **DO NOT CONGREGATE IN GROUPS LARGER THAN 10 OR IN CAMPGROUND COMMON AREAS.**
- **GIVE OTHER SITE USERS PLENTY OF SPACE.**
- **COME PREPARED AND BE SELF-SUFFICIENT. ARRIVE WITH YOUR OWN Soap, Sanitizer, Disinfectant, AND Towels.**
- **ALL CAMP SITES CAN BE UTILIZED AS THEY ARE ALL AT LEAST 50’ FROM EACH OTHER.**
- **CAMP ONLY WITH THOSE FROM YOUR SAME HOUSEHOLD.**
- **AVOID CONTACT WITH SHARED AMENITIES. USE OF SHARED AMENITIES IS AT YOUR OWN RISK. IT IS RECOMMENDED THAT IF UTILIZED, TO APPLY HAND SANITIZER PER CDC GUIDELINES BEFORE AND AFTER EACH USE.**
- **ANYONE WITH SYMPTOMS CONSISTENT WITH COVID-19 SHOULD NOT USE THIS SITE AND SEEK MEDICAL GUIDANCE FROM A HEALTH CARE PROVIDER IMMEDIATELY.**
- **MORE INFORMATION ON COVID-19 GUIDANCE FROM MN DEPARTMENT OF HEALTH 1-800-657-3903**
  https://www.health.state.mn.us/diseases/coronavirus/index.html