



SAFE RE-OPENING PLAN

JUNE 1, 2020

Executive Order 20-40, issued by Governor Walz on April 23, 2020, required each business operating during the peacetime emergency establish a “COVID-19 Preparedness Plan” before re-opening to the public.

Isanti County is committed to providing a safe workplace for all employees and those that are visiting. The following plan outlines the commitment to take these extra safety measures.

Safety Measures

Ensure sick workers stay home

- Health screening protocols for workers:
 - All staff are asked to keep apprised of [Center for Disease Control \(CDC\) guidelines](#) and [Minnesota Department of Health \(MDH\) guidance](#) regarding when to stay home from work, and best practices to prevent the spread of germs
 - Jail - at the start of each shift, employees have their temperature taken and answer a health screening survey
 - All other employees – provide [screening questions](#) and ask employees to do self-assessment each day before reporting to work
 - Employees who have tested positive for COVID-19 are encouraged to notify their supervisor and follow the advice and direction of their healthcare professional regarding self-isolation and self-quarantine
 - Employees who may have been in close contact with an individual that has tested positive for COVID-19 will be contacted through contract tracing investigation by Minnesota Department of Health or Isanti County Public Health, and should follow the recommendation given.
 - Supervisors are instructed to ask employees to go home if they are exhibiting COVID-19 symptoms

- If an employee begins to feel sick while at work they should go home immediately and stay home for 10 days and/or until they are fever free for 72 hours, or until the employee obtains a doctor's note to return to work
 - Isanti County has leave policies that promote employees staying at home when sick, or caring for a sick family member. Employees should contact Human Resources for more information on available leave time.

- Social Distancing - cones or markings on the floor for lines will be put in place to assist the public to ensure proper social distancing, and traffic patterns will be evaluated to reduce crowding at entrances and in hallways. As such, all employees are asked to discontinue the use of the main Government Center entrance.
 - Isanti County will continue to require staff that can work from home continue to work remotely on a rotating basis. Additionally, each department has been directed to create schedules which support fewer personal interaction in the office spaces, while also ensuring the services to the public are still being met. Every employee is directed to maintain a six feet distance between employees and visitors, and signage has been placed throughout the facilities to remind employees and visitors to maintain social distance. Efforts to continue virtual meeting practices whenever possible is encouraged.
 - Gatherings are limited to small groups where social distancing can be maintained.

- PPE, hand washing and sanitizer – infection prevention measures are in place, 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. Isanti County facilities also have hand-sanitizer (with greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. "Cover your cough" and "handwashing guideline" signs have been posted throughout facilities.
 - Employees will be provided with masks and gloves and the use of non-medical cloth masks is encouraged
 - On-site food preparation for sharing with others is prohibited

- Efforts will be made to ensure traffic levels are controlled, visitors will be asked to wait outside if there are too many people in the front entrance area waiting for security. When we are able to offer driver's license services we will consider stationing an employee at a visitor booth to check people in and ensure they have the correct documentation in order to make the counter visit time more efficient and a quicker flow of traffic.
- Cleaning measures – Isanti County will continue to provide disinfectant to each department for staff to sanitize and clean their respective workspace. Maintenance and facilities staff continue to clean and sanitize high traffic areas at least daily and glass barriers are being installed at each service department's window. If a worker becomes ill with COVID-19 the workplace will be decontaminated with guidance from MDH and Isanti County Public Health.

Communication and Training

This Safety Preparedness Plan has been communicated to all employees via email and by their direct supervisor, necessary training will be provided. All training will be ongoing. Managers and supervisors are expected to monitor how effective the program has been implemented by checking with their staff and communicating back to the County Administrator and Human Resources Director. This Plan will also be posted throughout facilities and updated as necessary.

Certified by:

Julia Lines
Isanti County Administrator