

**DAKOTA
COMMUNICATIONS
CENTER**

PANDEMIC RESPONSE PLAN

PLAN OVERVIEW

The Dakota Communications Center (DCC) is committed to providing a safe and healthy environment for our employees and guests. We have developed the following COVID-19 Return to the Workplace and Reopening Plan in response to the COVID-19 pandemic as we bring remote workers back into the office and open the facility to guests. This 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:

- Travel;
- Hygiene and respiratory etiquette;
- Social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Ensuring a healthy workforce;
- Communications and training that will be provided to managers and employees; and
- Management and supervision necessary to ensure effective implementation of the plan.

Employees are responsible for abiding by this plan with a goal of mitigating the potential for transmission of the virus in our workplace. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplace. We are interested in any suggestions employees may have regarding this plan and will incorporate suggestions as appropriate. Please direct any suggestions to Operations Director Cheryl Pritzlaff.

TRAVEL

Inside the Country

Employees returning from travel within the Country must follow all hygiene and respiratory, social distancing and monitoring guidelines detailed in this plan.

Outside the Country

Employees returning from travel outside the Country must isolate for 14 days upon return. Employees must also follow all hygiene and respiratory social distancing and monitoring guidelines detailed in this plan.

HYGIENE AND RESPIRATORY ETIQUETTE

Handwashing

Basic infection prevention measures are being implemented at the DCC at all times. 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 toilet. Hand-sanitizer dispensers are located throughout the facility and can be used for hand hygiene in addition to soap and water.

Cover your Cough or Sneeze

All employees are 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 afterwards.

SOCIAL DISTANCING

Social distancing has been implemented at the DCC through engineering and administrative controls to cover the following:

- Continue to promote remote work as much as practical and productive.
- Break times have been staggered decreasing the number of employees allowed in the break room while able to meet social distancing standards.
- Address traffic patterns and reduce crowding in corridors.
- Ensure physical distancing in all operational areas including at workstations.
- Limit in-person meetings to the maximum extent possible.
- Maintain at least six (6) feet of separation from one another when practicable.

Except as deemed operationally necessary, only employees shall be allowed in employee work areas. Employees and guests are prohibited from gathering in groups and from using other Employees' personal protective equipment, phones, computer equipment, desks, cubicles workstations, office or other personal work tools and equipment until thoroughly cleaned.

HOUSEKEEPING

As a tenant of a Dakota County-owned facility. The County will be responsible for ensuring all sanitation and housekeeping protocols follow CDC and MDH guidance.

Regular housekeeping services will continue, but service providers will be restricted from the dispatch floor. While this plan is in effect:

- Staff working on the dispatch floor will use the provided equipment and products to maintain the floor including vacuuming and trash removal.
- Trash receptacles will be placed by all restroom doors that don't have "Toopeners".
- Water fountains will not be used, but touchless water filling stations will continue to be available.

ENSURING A HEALTHY WORKFORCE

The Minnesota Department of Health provides guidelines on COVID-19 and When to Return to Work. The guidelines have also been distributed to staff and posted on the official bulletin board and DCC website at www.mn-dcc.org.

Facial covering

The Centers for Disease Control and Prevention (CDC) recommends people, employees and the public, stay home if sick. Do not come into the DCC facility if sick. The CDC recommends people should begin wearing cloth masks as a voluntary public health measure in public settings where social distancing (a space of 6 feet apart) is difficult to maintain. Facial coverings are required for employees working in close proximity to each other and unable to maintain physical distance 6 feet apart. Once the DCC facility is open to visitors, signage will clarify facility expectations for facial covering.

Face coverings are not surgical masks or N95 respirators. Those are critical supplies that must continue to be reserved for those providing direct patient care, as recommended by current CDC guidance. The face coverings do not have to be hospital grade but need to cover the nose and mouth. For example, bandanas, scarves or fabric masks.

This guideline allows employees to wear a cloth or similar mask in the workplace until it is deemed unnecessary during the COVID-19 health crisis. If you choose to wear a facial covering you must be able to perform the essential functions of your job, including clear communication.

Facial Covering Guidelines:

Access to the DCC facility by anyone other than DCC and Authorized Dakota County personnel is restricted unless deemed necessary for continuity of operations.

Access by DCC Administrative and Technical Support and authorized Dakota County personnel beyond the door between the lobby and the main hallway is restricted with the exception of anything that is deemed operationally necessary and that cannot be done electronically.

All DCC and Authorized Dakota County personnel must wear Facial Covering (Facial Covering Guidelines) whenever they venture beyond the main hallway door in either direction.

All supervisors must wear a facial covering while administering temperature checks and ensuring that no incoming employee has a temperature over 100.3.

Obtaining a facial covering

The DCC operations director will provide a mask or facial cloth covering for employees upon request or as distributed on a departmental basis. Informal coordination of resources for facial coverings may be set up. Any information would be posted to the employee bulletin board.

If you make cloth face covering, follow the CDC guidelines

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Self-monitoring & reporting

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 following CDC and MDH Guidelines (*Visitor and Employee Health Screening Checklist*).

There are five (5) guidelines in the *Covid-19 and When to Return to Work* guidance provided by the MDH.

Workplace monitoring & reporting

Upon arrival at the workplace, all dispatch floor personnel must enter through the back employee entrance and wear a facial covering until:

1. They have reviewed the provided Visitor and Employee Health Screening Checklist available at the table located in the employee/main hallway intersection and confirm to their supervisor that they are not experiencing any of the symptoms listed on the checklist.
2. They have confirmed they have not been exposed to anyone who had been diagnosed or was symptomatic while away from work.
3. They have received notification from a supervisor that their temperature reading was under 100.4.

The shift supervisor will ensure the employee has answered the questions to the *Visitor and Employee Health Screening Checklist* and take the employee's temperature prior to allowing access beyond the employee/main hallway intersection. Anyone with a temperature of 100.4 or higher will be sent home with a copy of *Covid-19 and When to Return to Work* guidance.

In the event an employee begins experiencing COVID-19 symptoms while at work, they must immediately report the symptoms to their supervisor. The supervisor must send the employee home immediately. If they cannot be sent home immediately, the employee must be isolated in

a closed room until they can be sent home. Any workers who have been in close contact with the symptomatic employee must be monitored for symptoms and have their temperature taken periodically through their shift.

Any/All time-off take as the result of COVID-19 symptoms or exposure must be reported to Administration via the required Emergency Sick Leave form provided to staff.

COVID related leave

On March 18th, 2020 the Family First Coronavirus Response Act (FFCRA) was signed into Federal law and detailed two provisions:

1. Emergency Paid Sick Leave Act
2. Emergency Family and Medical Leave Expansion Act

In executive 2020-001 it was determined that all DCC staff would be eligible for the Emergency Sick Leave provision but excluded from the Emergency Family and Medical Leave Expansion provision.

The Emergency Paid Sick Leave provision allows for

- up to 80 hours of paid sick leave at the employee's regular rate of pay where the employee is unable to work because they are quarantined (pursuant to Federal, State or Local government order or at the advice of a healthcare provider) and/or experiencing COVID-19 symptoms and seeking medical diagnosis; or
- up to 80 hours of paid sick leave at two-thirds of the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State or Local government order or at the advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Treasury and Labor.

The Emergency Paid Sick Leave Act (EPSLA) went into effective April 1st, 2020 and was scheduled to run through December 31st, 2020.

In the event an employee finds themselves in need of EPSLA leave, they should complete the emergency sick leave form and provide it to Administration.

Deliveries and pick-ups

Contactless deliveries and pick-ups are encouraged whenever possible.

On-site contracted work

On-site work deemed necessary for continuity of operations will be allowed. Guest will be required to:

- Administer a self-assessment using the provided Visitor and Employee Health Screening Checklist.
- Limit their access to areas of the facility necessary to complete their work.
- Wear a facial covering at all times.

Workplace building and ventilation

As a tenant of a Dakota County-owned facility. The County will be responsible for ensuring all building and ventilation protocols follow CDC and MDH guidance.

MANAGEMENT AND SUPERVISORY IMPLEMENTATION

It is the responsibility of management and supervisory staff to ensure their direct-reports understand when this Plan is in force and that it must be followed as identified

COMMUNICATIONS AND TRAINING

This Preparedness Plan was communicated through DCC email and posted on the DCC official bulletin board as well as the DCC website at www.mn-dcc.org for all employees on Thursday, June 18th, 2020.

Certified by:

A handwritten signature in black ink, appearing to read 'TFolie', written over a light blue horizontal line.

Tom Folie, Dakota Communications Center Executive Director