

MIDDLE-SNAKE-TAMARAC RIVERS WATERSHED DISTRICT
APPROVED JULY 6, 2020 – APPENDIX A
COVID19 Business Reopening Plan and Addendum to Personnel Manual
Policy for Informing Employees of COVID-19 Exposure in the Workplace and for
Protecting Privacy of Workers' Health Status

The Middle-Snake-Tamarac Rivers Watershed District (MSTRWD) implements this policy to inform its employees of exposure to a person with COVID-19 at the MSTRWD office, and to outline the quarantine requirements in the event of employee exposure.

Exposure Notification: When the MSTRWD becomes aware of an employee's exposure in the MSTRWD office to a person with a confirmed case of COVID-19, or to a person with a suspected or presumed case of COVID-19, the MSTRWD will conform with the confidentiality requirements outlined in the Americans with Disabilities Act (ADA) and other relevant federal or state guidance to inform the employee of the possible exposure.

In addition to informing MSTRWD employees of exposure, the MSTRWD will notify any members of the public who may also have been exposed to a person with a case of COVID-19 in the MSTRWD office. Exposure is defined as being within 6 (six) feet of the infected person for 15 (fifteen) or more minutes, pursuant to CDC guidance. The infected person may or may not exhibit symptoms at the time of exposure.

Work From Home – Essential Workers: The MSTRWD will require any employees who were exposed to COVID-19 in the MSTRWD office to work from home for 14 (fourteen) days following the exposure, even if those employees test negative for COVID-19 during the 14 (fourteen) day quarantine period. If the employee is an essential worker, the employee may continue to work and must follow the CDC and State of Minnesota guidance for essential workers who have been exposed to COVID-19.

Symptomatic Employees: The MSTRWD may, in its discretion and in conformance with relevant CDC and State of Minnesota guidance, require an employee exhibiting symptoms – including fever, cough, or shortness of breath – to be separated from other employees and others in the MSTRWD office. The MSTRWD will follow the guidance of the Equal Employment Opportunity Commission that advising an employee who exhibits symptoms consistent to COVID-19 to go home is permissible and not considered disability-related, and may advise an employee exhibiting COVID-19 symptoms to go home.

Limited Disclosure – Privacy: In alignment with HIPAA guidance, the MSTRWD will make reasonable efforts to limit the information disclosed to that which is the minimum necessary to accomplish the public health purpose of notifying MSTRWD employees and any relevant members of the public of their exposure to a person with a confirmed

case of COVID-19, or to a person with a suspected or presumed case of COVID-19, in the MSTRWD office.

The MSTRWD will follow CDC guidance, the Minnesota Data Practices Act, and other relevant state or federal guidance to inform its employees and relevant members of the public of their exposure to a person with a confirmed, suspected, or presumed case of COVID-19 in the MSTRWD office.

Certified on July 6, 2020 By:



John W. Nelson
MSTRWD President

MIDDLE-SNAKE-TAMARAC RIVERS WATERSHED DISTRICT
APPROVED July 6, 2020 – APPENDIX B
COVID19 Business Reopening Plan and Addendum to Personnel Manual
Policy for Temporary Emergency Paid Leave for COVID-19

This policy (Policy) responds to the COVID-19 pandemic and the State of Minnesota declared peacetime emergency to ensure that the employees of the Middle-Snake-Tamarac Rivers Watershed District (MSTRWD) have access to emergency paid leave for COVID-19 related reasons enumerated in paragraph A, in conformance with the MSTRWD's commitment to the safety and well-being of its employees and other members of the community.

This Policy establishes paid leave for COVID-19 for MSTRWD employees and defines the terms and conditions for use of paid leave for COVID-19 related reasons during the COVID-19 peacetime emergency. Under this Policy, the MSTRWD provides emergency paid leave of up to 80 hours to the employees of the MSTRWD to be used if an MSTRWD employee must be absent from work for quarantine, isolation, or family care needs due to COVID-19 exposure or illness, or other reasons related to COVID-19, as further described in paragraph A.

The emergency paid leave under this Policy is in addition to the two weeks of emergency paid sick leave provided by federal law. If the MSTRWD in the future hires part-time employees, they are covered under the federal leave and entitled to the number of hours that they work, on average, over a two-week period.

A. Eligibility: The employees of the MSTRWD are eligible to receive up to 80 hours (prorated for part-time employees) of emergency paid leave when they are unable to work or telework due to any of the following:

- The employee is subject to a federal, state, or local quarantine or isolation order due to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to COVID-19 concerns;
- The employee is experiencing the symptoms of COVID-19 and is seeking a medical diagnosis;
- The employee is caring for an individual subject to or advised to quarantine or isolate;
- The employee is caring for a child whose school or childcare is closed or unavailable due to COVID-19, or assisting with the relocation of a college-age child for reasons related to COVID-19; or
- The employee is experiencing a substantially similar issue related to COVID-19.

B. Rate of Pay

In any week an employee takes emergency paid leave, the employee may claim up to the number of hours they would normally be scheduled to work.

C. Use of Emergency Paid Leave

The employee may take emergency paid leave intermittently or on a reduced schedule basis when teleworking, subject to approval by the MSTRWD. The MSTRWD will be flexible in scheduling emergency paid leave whenever possible.

The employee must take any emergency paid leave during the term of the declared emergency and within normally scheduled work hours. The MSTRWD's emergency paid leave operates concurrently with eligible FMLA leave.

The employee may be eligible for additional leave for reasons under Paragraph 5 of Section B under the Families First Coronavirus Response Act emergency expanded family and medical leave. MSTRWD employees should review to the Emergency Family and Medical Leave Act Expansion Policy for more information regarding Expanded Family and Medical Leave.

If the employee is experiencing any of the scenarios described in paragraph A that could potentially expose other MSTRWD employees or members of the public to COVID-19, the employee is required to continue to take emergency paid leave each day until the employee uses the full amount of emergency paid leave or no longer faces any of the scenarios described in paragraph A for taking emergency paid leave. Once the reason under paragraph A for which the employee took emergency paid leave has concluded, the employee will return to work on the employee's next regularly scheduled workday.

D. Reporting Leave

An MSTRWD employee eligible for emergency paid leave must notify the Administrator, and the Administrator must notify the MSTRWD Board of Managers and follow any MSTRWD rules and policies for calling in sick or reporting an absence.

E. Reasonable Notice: After the first workday (or portion thereof) that an MSTRWD employee receives emergency paid leave under this Policy, the MSTRWD may require the employee to provide reasonable notice of the need for additional emergency paid leave in order for the employee to continue receiving emergency paid leave.

F. Return to Work: Prior to returning to work, an employee that has taken emergency paid leave must complete a Confidential Health Form certifying that the employee does not present a risk of spreading COVID-19 in the workplace.

G. Carryover: The emergency paid leave described in this Policy will not carry over to the next calendar year and is in addition to other paid leave provided by the MSTRWD.

H. Overtime: Any hours taken as emergency paid leave do not count as hours worked for purposes of calculating an MSTRWD's employee's entitlement to overtime.

I. No Need for Replacement Employee: An MSTRWD employee who takes emergency paid leave is not required to search for or find a replacement employee to cover the hours during which the employee is using emergency paid leave.

J. Termination of Employment: If an MSTRWD employee's employment should end for any reason, any unused emergency paid leave will not be paid out as wages upon termination and shall be forfeited by the employee.

K. Coordination with Other Laws: The MSTRWD will comply with any and all applicable federal and state laws enacted to address the COVID-19 virus. This Policy is drafted to coincide with the FFCRA. In the event of any conflict between this Policy and the FFCRA, any federal regulations or guidance related to the FFCRA, or any other paid sick leave laws passed in response to COVID-19, the terms of the applicable state or federal legislation that conflicts with or supersedes this Policy shall control.

L. Effective Date and Expiration: This Policy was approved by the MSTRWD Managers at their July 6, 2020 regular meeting and becomes effective on July 6, 2020, and any rights to emergency paid leave will expire on December 31, 2020, or upon conclusion of the State of Minnesota's peacetime emergency, whichever is sooner.

Certified on July 6, 2020 By:



John W. Nelson
MSTRWD President

MIDDLE-SNAKE-TAMARAC RIVERS WATERSHED DISTRICT
APPROVED – JULY 6, 2020
COVID-19 RETURN TO WORK PLAN

BACKGROUND: Under Gov. Tim Walz’s executive orders, identified businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. A business’s COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions the business will implement to meet the State of Minnesota Industry Guidance for the business, Centers for Disease Control and Prevention (CDC) guidelines, federal Occupational Safety and Health Administration (OSHA) standards, and applicable executive orders related to employees, visitor, and customer safety and health while in their workplaces. The plan should have the strong commitment of management and be developed and implemented with the participation of employees.

Plans must be provided to employees prior to beginning work and posted at the workplace in a manner that is accessible for employees to review. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health (MDH), has the authority to determine whether a plan is adequate. COVID-19 Preparedness Plans must include and describe how businesses will implement, at a minimum, the following, in compliance with the industry guidance, CDC guidelines and OSHA standards above:

1. Policies and procedures that assist in the identification of sick employees and ensure sick employees stay home.
2. Implementation of engineering and administrative protocols for social distancing.
3. Worker hygiene and source controls.
4. Workplace building and ventilation protocols.
5. Workplace cleaning and disinfecting protections and protocols.
6. Drop-off, pick-up and delivery protections, and protocols.
7. Communications, training, and supervision protocols.

For businesses that engage with customers and clients, the COVID-19 Preparedness Plan must include and describe how businesses will implement, at a minimum, the following, in compliance with the industry guidance, CDC guidelines and OSHA standards above:

1. What customers and clients can do to minimize transmission.
2. Additional protections and protocols for receiving and exchanging payment.
3. Additional protections and protocols for managing occupancy.
4. Additional protections and protocols to limit face-to-face interactions.
5. Additional protection and protocols for distancing and barriers.

COVID-19 PREPAREDNESS PLAN FOR THE MIDDLE-SNAKE-TAMARAC RIVERS WATERSHED DISTRICT (MSTRWD): The MSTRWD is committed to providing a safe and healthy workplace for all our employees and customers. To ensure employees have as safe and healthy workplace, the MSTRWD has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees 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 employees, management, customers, and clients. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. MSTRWD Managers have our full support in enforcing the provisions of this policy and we encourage our employees to ask questions, raise safety and health concerns, and offer suggestions related to the plan and its implementation. Our employees are our most important assets and we are serious about safety and health and keeping our employees working at the MSTRWD. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan and we have involved our employees in this process by frequently communicating COVID-19 safety concerns.

The MSTRWD has five employees and they are in constant contact with the MSTRWD Managers about safety issues related to COVID-19. The MSTRWD Managers have the safety and well-being of its employees in mind during this pandemic situation. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

- 1. POLICIES AND PROCEDURES THAT ASSIST IN THE IDENTIFICATION OF SICK EMPLOYEES AND ENSURE SICK EMPLOYEES STAY HOME:** Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employee staff health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms:

- A. Employee Screening:** MSTRWD employees may be asked to confirm the status of their health as part of working in the office. The MSTRWD reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the office and as a response to a confirmed diagnosis. Employees unwilling to complete a screening will be required to work remotely.

B. Exposure, and Confirmed Illness Protocols: Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they must be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding.
- Clean high touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Note: Employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table are met:

Return to Work Considerations	
Employee was symptomatic but was not tested for COVID-19.	Employee was tested for COVID-19.
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time. • Coughs and other symptoms have improved. • Seven days have passed since they first experienced symptoms. 	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> • They no longer have a fever. • Coughs and other symptoms have improved. • They have received two negative COVID-19 tests in a row.

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

Any MSTRWD employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify the MSTRWD Administrator and/or MSTRWD Managers as soon as practicable. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, the MSTRWD will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. The MSTRWD may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

The MSTRWD has implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time (Attachment A). In addition, confidentiality policies are in place via Attachment A and the MSTRWD Personnel Manual to protect the privacy of workers' health status and health information and this Manual is available upon request.

The MSTRWD has also implemented leave policies (Attachment B) that promote employees staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

2. SOCIAL DISTANCING – MAINTAINING SIX FEET OF PHYSICAL DISTANCING:

Social distancing of at least six feet will be implemented and maintained between employees in the workplace through the following engineering and administrative protocols:

- **BiMonthly Board Meetings:** Regular bimonthly meetings will either continue to be held electronically or will be held in person as allowed and with social distancing being adhered to. The MSTRWD may also limit the number of meeting attendees for in-person meetings to comply with the 6-foot distance due to the physical size of the MSTRWD meeting space. In this case, conference call information will be shared with meeting attendees to monitor MSTRWD meetings.
- **Committee Meetings:** The MSTRWD will adhere to social-foot distancing of at least 6 feet for regular in-person committee meetings. All MSTRWD committees are less than six people and physical MSTRWD meeting space will allow for the 6-foot minimum distance to be maintained.
- **Employee Meetings and Day to Day Interactions:** Employees will ensure that the 6-foot minimum distance will be met at all times.

3. WORKER HYGIENE AND SOURCE CONTROLS: Worker hygiene and source controls are being implemented at our workplaces at all times and the MSTRWD promotes the following:

- Regularly washing of hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Covering of coughs and sneezes.
- Avoiding touching eyes, nose, and mouth

4. WORKPLACE BUILDING AND VENTILATION PROTOCOLS: Reopening the MSTRWD workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical, and HVAC systems. The MSTRWD will rely on staff to change furnace filters as needed.

5. WORKPLACE CLEANING AND DISINFECTION PROTOCOLS: Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Employees have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. The MSTRWD also promotes the following:

- Employees should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools, and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by the MSTRWD. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.
- To help employees remain healthy, the MSTRWD has hand sanitizer and disinfecting wipes available. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal. Additionally, we will be disinfecting key areas such as door handles at the beginning and end of each day or more often as needed.
- Employees are encouraged to wear face coverings when in public and when physical distancing of 6 feet or more cannot be guaranteed. Employees will provide their own face coverings in accordance with CDC guidelines. It is recommended that employees wear face coverings when entering and exiting the building and when using common areas such as bathrooms, kitchens, and the lobby.
- Finally, employees who are feeling sick are asked to stay home from the office. Employees who have symptoms of acute respiratory illness, should immediately seek medical attention, and follow the guidance of a health care provider. Employees with symptoms are required to work remotely or take sick leave.

Employees who have been diagnosed with or are aware they have been directly exposed to COVID-19 should notify the MSTRWD Administrator and/or MSTRWD Managers.

6. DROP-OFF, PICK-UP AND DELIVERY PRACTICES AND PROTOCOLS: The MSTRWD will work with vendors to ensure contactless deliveries that occur on a normal and regular basis. Visitors will be strongly encouraged to wear face coverings when visiting the MSTRWD office. The MSTRWD may add to this list of workplace procedures. Employees should monitor workplace communications to ensure they are up to date on all health and safety communications.

7. **COMMUNICATIONS, TRAINING AND SUPERVISION PRACTICES AND PROTOCOLS:** This COVID-19 Preparedness Plan was communicated electronically with employees and MSTRWD Managers and necessary training will be provided as needed. This plan will be updated as conditions require changes or adjustments to ensure employee safety. The MSTRWD Managers and Administrator will monitor how effective this plan is and the Administrator will review the plan on a frequent basis. Management and employees will work through this plan together and management will provide updated training as necessary. This COVID-19 Preparedness Plan has been certified by the MSTRWD and was posted throughout the workplace on July 6, 2020. This plan will be updated as necessary.

8. **WHAT CUSTOMERS AND CLIENTS CAN DO TO MINIMIZE TRANSMISSION OF COVID-19:** The MSTRWD will require the following when customers or clients visit the MSTRWD office:
 - Hand Sanitizer:** A dispenser with hand sanitizer is available and customers and clients will be encouraged to use hand sanitizer before touching surfaces and door handles.
 - Walk in Area:** Customers and clients will be restricted to an immediate walk-in area only as designated by the MSTRWD.
 - Writing Utensils:** Customers and clients will be required to use their own pens and writing utensils. If they do not have such utensils, customers and clients will be asked to keep the utensils given to them.

9. **ADDITIONAL PROTECTIONS AND PROTOCOLS FOR RECEIVING AND EXCHANGING PAYMENT:** All transactions are electronic or received via US mail.

10. **ADDITIONAL PROTECTIONS AND PROTOCOLS FOR MANAGING OCCUPANCY:** The MSTRWD owns office space. Therefore, occupancy issues are the responsibility of the MSTRWD.

11. **ADDITIONAL PROTECTIONS AND PROTOCOLS TO LIMIT FACE-TO-FACE INTERACTIONS:** Clients, customers, and visitors will be requested to limit in-person meetings and the use of conference calls and other technologies will continue to be used for partner and stakeholder meetings as much as possible.

12. **ADDITIONAL PROTECTION AND PROTOCOLS FOR DISTANCING AND BARRIERS:** The MSTRWD may consider the installation of barriers.

Certified on July 6, 2020 By



John W. Nelson
MSTRWD President