

8/04/2020

Version 3



COVID-19 Preparedness Plan

Purpose

This plan outlines BWSR's approach to returning employees to office locations while taking account of the ongoing COVID-19 pandemic.

Introduction and Background

BWSR is committed to providing a safe and healthy working environment to all employees and partners. This plan implements Minnesota OSHA Standards and MDH and CDC Guidelines in its workplaces. All work must be conducted in a manner that adheres to Minnesota OSHA Standards and MDH and CDC Guidelines, including social distancing and hygiene practices.

Executive Order 20-48 directs employers to establish a Preparedness Plan for returning employees to workplace locations. Under the direction of Minnesota Management and Budget, agency plans must establish policies and procedures to screen for health, prevent sick workers from entering an office, and maintain safe working environments.

The goal is to mitigate the potential for transmission of COVID-19, which requires full cooperation among staff by following:

- Hygiene and respiratory guidelines
- Social distancing
- Housekeeping-cleaning, disinfecting and decontamination
- Identification and isolation of sick persons
- Communication and training that will be provided to all staff

Any questions on this document should be directed to Mary Norton, BWSR Facilities Coordinator: mary.norton@state.mn.us

Current Status

As of June 5, 2020:

- Any state worker who can work at home must continue to do so (per Executive Order 20-56).
- BWSR staff must have an exemption for any in person meetings, field site visits, or office work.

This plan will be updated as needed, including a specific timeline for a phased return to work locations.

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Employee Responsibilities

Employees are responsible for following this plan. Staff should take specific note to review the Tennessee Notice found in the Health Screening chapter.

Employees, as assigned or directed, shall help develop and respond to telework planning and return-to-work planning, tracking, and reporting requests of their supervisor.

Employees shall track COVID-19 related time worked and/or COVID-19 leave consistent with BWSR guidance or administrative procedures.

Employees who fail to follow the plan could be subject to disciplinary action.

Employees can receive support available through the state Employee Assistance Program, Life Matters, at; 651-259-3840 or 1-800-657-3719 or www.mylifematters.com (password:stmn1).

Exemptions to Telework

Until the **current status** (page 1) states otherwise, BWSR requires all staff to telework unless they've obtained an exemption.

Exemptions may be granted for specific and justified reasons (such as if staff are performing essential work, may need one-time visits to pick up work or equipment, may need to use printers/plotters, necessary field site visits and necessary in person meetings). Supervisors must request an exemption per person (see Appendix IV: Exemption Procedures)

Considerations for Employee Return to Offices

The following list outlines the priorities BWSR will consider when identifying employees to return to the offices:

- Those whose jobs are not conducive to telework full or part-time.
- Those with jobs that can be done using social distancing and other risk mitigation strategies.
- Those with telework problems (e.g., IT issues, poor internet connection, self-identified with home distractions).
- Those providing backup and relief for others who must be in the office.
- Those whose work hours can be staggered to decrease interaction between employees.

Scheduling Approach

Employee schedules for office, field sites, and/or in-person meetings may need to be developed with a staggered or other time schedule to accommodate health and safety considerations.

The BWSR Facilities Coordinator will develop space plans per location to best meet health and safety expectations.

Employees are expected to work the hours and locations specified, but may request amended hours and must obtain supervisor approval before working outside the normal work schedule and the updated staggered, or flex schedules that are currently in place. Pre-approval for shift differential and overtime still apply.

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Supervisors will consult with the Facilities Coordinator on changes to the office-location schedule. The agency may not be able to accommodate all employee scheduling requests. Business needs may require a supervisor to change schedules such as times and/or days of in-office work.

Employees instructed to return to the workplace must return to the workplace. Supervisors may consult directly with Human Resources for advice on how to have conversation with employees fearful of or that refuse to return to work.

Health Screening

All employees must self-monitor for COVID-19 symptoms.

These symptoms may include:

- Temperature >100.4 degrees F
- Cough
- Shortness of breath
- Fever
- Chills
- Headache
- Sore throat
- Muscle pain
- Loss of taste or smell

Employees experiencing any of the above symptoms while at home should remain at home and not report to any office location nor field site. Any employee who begins experiencing symptoms should leave the office or field site immediately.

Additionally, employees who work outside their home (office or field site visit) shall take their temperature at the beginning of each day of office or field work. Each BWSR office has access to a non-touch thermometer. Before entering any BWSR office building or any Field Visits, exempt staff are **required** to take the on-line or call-in Health Screening, **Appendix VI**. All information is kept confidential and only BWSR's approved Power BI user, HR staff and Executive Management have access to this information. (Please read Tennessee Notice)

NOTE: BWSR has offices in private commercial buildings as well as co-located with other state agencies. BWSR will provide additional guidance, as necessary, if health screening guidelines differ per location.

Tennessee Notice

Prior to entering the Admin workplaces, all individuals will be asked a series of questions. This data is classified as private under the Minnesota Government Data Practices Act. We will use this data to screen individuals seeking admission to Admin workplaces for potential health risks to try to avoid the potential of spreading contagious diseases. The data helps us to determine whether risk factors are present and whether you will be denied admission for the protection of agency staff and/or the public. This is not a COVID-19 test and is not a determination of whether an individual is infected with or has been exposed to COVID-19. This data will be gathered and reviewed by agency team members, including non-medical personnel, in deciding whether to permit you admission to the BWSR workplace. You are not legally required to provide this data and providing the data is voluntary. However, if you refuse to provide the data, you will not be admitted to the BWSR workplace. The data collected from you may be shared with agency team members collecting the data, agency HR staff, the agency safety administrator, agency management, and other persons or entities authorized by law.

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Social Distancing Guidelines

Social distancing means avoiding large gatherings, small enclosed spaces, and maintaining a distance of at least 6-feet from others. MMB will work with agencies to determine when state employees can return to work locations on a regular basis and at a capacity that can still maintain social distancing,

In office practices:

- staggered work schedule for each location. (staff will be scheduled on an every-other day work schedule to adhere to the 6' distancing guidelines).
- limiting in-person meetings, meeting for lunch in a break room and large work-related gatherings.
- conference room chairs shifted in order to provide the safe 6-foot distance.
- masks should be worn if social distancing practices cannot be maintained, such as in an elevator, hallways, or small room. Masks can be provided for staff that are returning to the workplace if the staff does not have access to one.

Employees and visitors are prohibited from gathering in groups indoors to no more than 10 people and all outdoor social gatherings of no more than 25 people per Executive Order 20-74. This includes confined areas where social distancing requirements can't be met, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices and other personal work tools and equipment.

In common use copy and multi-function device rooms, mail rooms, and supply rooms, employees must wait until the room is empty before entering and must wipe any touched surfaces with disinfectant prior to leaving the room. Employees should submit a request to the BWSR Facilities Planner if additional disinfectant is needed in each area.

Employees should talk to their supervisor if they are uncomfortable with the social distancing or other requirements in their work location. Supervisors may adjust work schedules or submit a request to the BWSR Facilities Planner about additional measures that may be considered (e.g., taping distances on the floor, additional barriers or relocation to a different workstation).

Worker Hygiene Guidelines

BWSR will work with office building landlords and co-located tenants to ensure that hand hygiene and signs are available in each location. This will include sinks with soap or alcohol-based hand sanitizer.

Employees returning to the workplace are instructed to wash their hands or use hand sanitizer routinely throughout the day, especially at the beginning and end of their shift, after using community areas (e.g., conference rooms, mail rooms, copy facilities, etc.) and/or appliances (e.g., copiers, shared keyboards and equipment, elevators and elevator buttons), prior to any mealtimes, and after using the bathroom.

Proper hand hygiene: Wash hands with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.

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Cleaning Guidelines

To help minimize the spread of the virus, follow the guidelines from the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) for cleaning and disinfecting our workplace.

- **Disinfect thoroughly.** Areas to clean include telephone, table, desk, mouse, keyboard, arms of chairs and other frequently touched and shared items. Ensure electronic devices are turned off and/or disconnected before using disinfecting wipes. Do not use on your monitor or touch screens.
- **Clean surfaces before disinfecting.** For visibly soiled surfaces, saturate a paper towel with soap and water but not so much that it is dripping. Clean off excess dirt before using the disinfecting wipes.
- **Don't use the nitrile gloves unless recommended by the wipe manufacturer.** Nitrile gloves are in short supply nationwide. To help conserve them, please refrain from using them unless the disinfecting container instructions state to do so.
- **Don't use the wipes on your skin.** Disinfecting wipes should not be used to clean or sanitize your skin.
- **Wash your hands after disinfecting activity.** Wash your hands thoroughly with soap and water for at least 20 seconds following cleaning or disinfecting activity.

When disinfecting wipes are not available, you should use bottled disinfectant and paper towels. **Do not use on computer or touch screens!** It could damage them. Follow the MNIT disinfection guidelines for electronics at the following Link: <https://mn.gov/mnit/media/blog/#/detail/appld/1/id/424345> for computer monitors and touch screens. It is acceptable to use the disinfectant that has been sprayed in a cloth or paper towel on mice, keyboards and computer on/off buttons.

Field Site Visit Practices

For field practices, please see Appendix II for field site visit expectations for BWSR staff.

Confirmed COVID-19 Worker

When there has been a suspected or confirmed case of COVID-19, BWSR will take the following actions, as directed by MMB and following CDC guideline: [Appendix VII](#)

- Immediately leave the premises.
- Notify your supervisor.
- Contact Human Resources to self-report (or report) the occurrence.
Dontelle Hosley - 651-259-5310, dontelle.hosley@state.mn.us
- Human Resources will provide detailed next steps including:
 - Appropriate notification of the Minnesota Department of Health.
 - Immediate notification to the Facilities Coordinator to close off the area(s) used by the sick person location of the office or cubicle, rest rooms, building entrances, cafeterias, etc.
 - The Facilities Coordinator will determine, with other facilities leaders as appropriate, if the Agency will disinfect the affected area on its own, by contract, or if the Agency will isolate the area for seven (7) days.

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- The Facilities Coordinator will notify the Assistant Director of Strategy and Operations, the identified building contact, and the Landlord of the incident and the actions that will be taken.

Mary Norton, Facilities Coordinator, [651-370-3159](tel:651-370-3159)/mary.norton@state.mn.us. If the facilities coordinator is not available, HR will contact Angie Becker Kudelka, Assistant Director, 612-616-5112, angie.beckerkudelka@state.mn.us.

Face Coverings

Executive Order 20-81: [Appendix VIII](#)

Starting July 25, 2020 all state employees and visitors must wear face coverings in public buildings, to include all state buildings, and agency buildings, including waiting outdoors to enter an indoor space.

When face coverings are required, they must be worn to cover the nose and mouth completely.

Visitors and customers may use agency-provided face coverings or face coverings they bring from home, so long the covering meets the standards set forth in the definition of a face covering.

In addition to wearing face coverings, visitors and staff should continue to social distance and use proper handwashing practices.

Temporary Removal of Face Covering

Visitors and customers may temporarily remove face coverings on agency premises in the following situations:

- When testifying or speaking in situations or settings such as news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (MS 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- When eating or drinking, provided social distance is maintained.
- During activities where the face covering will get wet.
- When asked to remove a face covering to verify an identity for lawful purposes.
- When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency personnel, in situations where wearing a face covering would seriously interfere with the performance of their public safety responsibilities.
- While 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 while wearing a face covering difficult, provided that social distancing is maintained to the extent possible.
- When the visitor or customer is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, or an enclosed work area.

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Consequences of Failing to Wear a Face Covering When Required

Staff and visitors who fail to wear a face covering as required will be offered a face covering and will be requested to wear it to cover the nose and mouth completely. If the visitor or customer still refuses to wear a face covering, is not exempt from the face covering requirement, and is not in a situation in which temporary removal of face coverings is authorized, they will be requested to leave the premises.

In addition, under Executive Order 20-81, individuals who fail to comply with the face covering requirement may receive a petty misdemeanor citation and a fine of up to \$100.

Implementation: Staff Communication and Training

1. The COVID 19 Preparedness Plan will be communicated electronically and verbally - typically via an all staff Skype meeting.
2. Staff will receive related training.
3. Ongoing informational communications will be implemented as the information changes.
4. Signage for social distancing guidelines will be placed in the entrance of each BWSR space. Every printer/scanner will have cleaning guidelines in place.
5. Workstation cleaning guidelines will be emailed to each staff member for placement in their workstations or offices.
6. Hallway and conference rooms will have signs placed about social distancing, hand hygiene and face mask guidelines.
7. Partners and Visitors may have additional restrictions to enter offices. Those will be outlined for specific locations.
8. Supervisors will monitor these plans and ensure that all BWSR staff are following the guidelines of this plan.

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Appendices

[Appendix I: Preparedness Plan Certification and Signatures](#)

[Appendix II: Field Site Visit Determination and Preparation](#)

[Appendix III: Disinfecting Wipes and Hand Sanitizer](#)

[Appendix IV: Exemption Procedures](#)

[Appendix V: Return to Work-location Checklist](#)

[Appendix VI: Health Screening for Exempt Employees](#)

[Appendix VII: COVID19 Health Symptoms](#)

[Appendix VIII: Face Coverings](#)

Additional Appendices to be added soon

- VIII. Bemidji Guidance
- IX. Brainerd Guidance
- X. Detroit Lakes Guidance
- XI. Duluth Guidance
- XII. Mankato Guidance
- XIII. Marshall Guidance
- XIV. Rochester Guidance
- XV. St. Paul – Lafayette Guidance
- XVI. St. Paul – Pine Guidance
- XVII. Waite Park Guidance

**Internal Administrative
Policies and Procedures**

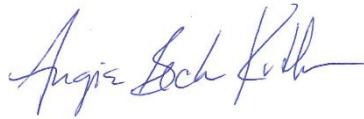
Appendix I: Preparedness Plan certification and signatures

I certify the BWSR has protocols in place to comply with executive orders allowing the safe return of employees to the workplace. By signing this certification, I attest the BWSR has followed all applicable guidance in this document and has communicated or will communicate all relevant standards and policies to employees before they return or immediately as they return to the workplace.



BWSR Executive Director _____

Date: 08-04-20 _____



BWSR Assistant Director _____

Date: 08-04-20 _____

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Appendix II: Field Site Visit Determination and Preparation

April 27, 2020 – effectively immediately until further notice. This document applies only to BWSR staff who have received an MMB exemption for field site visits. After reading the Field Site Visit requirements and prior to implementation, you must contact your supervisor by email and indicate you understand the expectations for all field site work and will abide by these requirements.

1. Determination for Field Site visit and prep work:

- Obtain supervisor approval for each site visit.
- Prioritize sites based on proximity and urgency. (BWSR must minimize field site visits and field work only to identified necessary site visits.)
- Eliminate all overnight trips.
- Do not enter offices unless necessary for equipment/keys.
- Plan on visits that minimize staff presence at field site locations while maintaining necessary safety and operational requirements.

2. Transportation and State-Owned Vehicles prep:

- Each vehicle (state or personal) must have: Disinfectant wipes and hand sanitizer.
- Take individual transportation (no carpooling)
- Wipe down steering wheel, knobs mirror, seat buckle, door handles/locks, or anything else that may be touched – both at beginning of vehicle use and each time the car is entered.
- If gasoline is needed, wear gloves to pump the gas.

3. On Site Compliance:

- Maintain site-based social distancing of greater than 6 feet at all times.
- Do not share paperwork, equipment, etc.
- Wear gloves on site; wear face masks (non-medical grade) if practical.
- If anyone else on site shows signs of illness (e.g. coughing), please leave the area.
- Avoid touching phone/laptop until immediately after you use hand sanitizer.

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4. Concluding field work:

- Wipe down all vehicle surfaces touched; disinfect all tools before storage — especially handles, disinfect all other site equipment (pens, clipboard, phones, etc.)
- Log each day that includes a field visit: https://www.surveymonkey.com/r/C19_Office_Visits

To avoid unnecessary occurrences/visits to the office, employees with field site exemption may be allowed to keep work vehicles at their place of residence if all the following conditions apply:

- Employee has their own assigned vehicle or has scheduled use of a group vehicle for an extended period of days
- Employee has a safe place/location in which to keep the vehicle overnight
- Employee must safely secure the vehicle and associated field equipment if kept overnight

Supervisor approval required. During this interim COVID-19 related policy, employees do not have to report overnight usage of vehicle on their timesheet reporting (“CAR”).

**Internal Administrative
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Appendix III: Disinfecting Wipes and Hand Sanitizer

April 27, 2020 - Covid-19 precautions have changed some of the routines we have at BWSR related to field work. Care must be taken to disinfect vehicles and equipment before and after use. Therefore, we need to make sure BWSR Fleet Vehicles and personal vehicles used for state business are equipped with hand sanitizer and disinfecting wipes.

Supplies of these products are low across Minnesota. Over the past 4 weeks we have not been able to procure these products using our usual state contracts and other online retailers. As a result, our agency has two options.

- 1) To wait until these supplies are delivered before starting field work**
- 2) To make our own products (or procure locally as available) now**

We believe our best option is finding supplies locally, near fleet vehicle locations. In many areas, retailers are out of these products. If this is the case in your area, we've included recipes for making your own. We know this isn't an ideal solution, but having the cars equipped with these products is essential for BWSR staff to be able to conduct field work.

Our expectation is these products must be **properly labeled and secured at all times**, including when children are in personal vehicles.

How to purchase

You are authorized to purchase hand sanitizer and disinfecting wipes (or the supplies to make them) and submit as a business expense. Please coordinate with others in your office location to most efficiently create your supplies.

Please fill out and attach the following form to your business expense. Then, please title your business expense description **COVID Supply**. Only include covid-related materials in the reimbursement request. If you have non-covid items during the same time frame, please fill out a separate business expense.

Expense Group	*Start Date:	<input type="text"/>	*End Date:	<input type="text"/>
ID:				
*Expense Description:	<input type="text" value="COVID Supply"/>			Expense Status:

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COVID-19 Emergency Purchase
Business Expense Form



Please attach this form to your business expense, along with your receipts



Staff Requestor Name: _____

Date: _____

Field office base location: _____

Vendor/Store Name: _____

Store Address: _____

Item Number if known	Description	Quantity	Price per Unit	Total Price
Fiscal Staff- Use this funding string:			Subtotal:	
1000 R9P32ADM R9PADM0 Statewide Cost Code C19			Sales tax:	
			Shipping:	
			TOTAL:	

Supervisors – Please review all purchases before approving in self-service.

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Possible locations for purchasing supplies (supplies vary, call first)

Bemidji	Walmart Supercenter #3233 2025 Paul Bunyan Drive NW Bemidji, MN 56601	(218) 755-6120
Brainerd	Ace Hardware 14506 State Highway 6 Brainerd, MN 56401-2922	(218) 829-5476
Detroit Lakes	L&M Fleet Supply 1100 US-59 Detroit Lakes, MN 56501	(218) 847-1171
Duluth	Vikre Distillery 525 Lake Avenue South Ste. 102 Duluth, MN 55802	(218) 481-7401
Mankato	Drummers Garden Center & Floral 281 Saint Andrews Drive Mankato, MN 56001	(507) 388-4877
Marshall	Ace Home & Hardware 500 N US-59 Marshall, MN 56258	(507) 532-3296
Rochester	Loon Liquor Company 1325 Armstrong Road Northfield, MN 55057	(507) 403-0178 Thursday-Friday 4 p.m. – 7 p.m.
St. Cloud	OfficeMax 2530 Division Street West St. Cloud, MN 56301	(320) 253-0314
St. Paul	Copperwing Distillery 6409 Cambridge Street Saint Louis Park, MN 55426 info@copperwingdistillery.com (email for sanitizer info)	(612) 293-6157 Wed – Friday 10 a.m. – 7 p.m.
Willmar	Runnings 3031 S 1 st Street Willmar, MN 56201	(320) 235-1325
	Office Depot 1901 South First Street Willmar, MN 56201	(320) 235-4704

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Make your own Hand Sanitizer and Disinfecting Wipes

If you are unable to find hand sanitizer and disinfecting wipes, you may choose to make your own.

Hand Sanitizer

Items you will need:

isopropyl alcohol (91%),

aloe vera gel,

plastic funnel,

several clean, empty bottles for use. (such as travel supply sizes)

You may optionally add a few drops of essential oils such as clove, thyme, or eucalyptus.

To make the sanitizer:

Step 1: Wipe down your workspace with a diluted bleach solution and thoroughly wash your hands and all equipment before you begin

Step 2: Mix two parts (91%) isopropyl alcohol with one-part Aloe Vera gel. For example: 2/3 cup of isopropyl alcohol to 1/3 cup of Aloe Vera gel.

Step 3: Mix with a spoon then beat with a whisk to combine into a gel. Pour into easy to use container. Do not touch the mixture with your hands until it is thoroughly mixed and ready to use.

Step 4: After application, rub hands thoroughly together for at least 60 seconds or until your hands are dry.

For large batch hand sanitizer please see the [World Health Organizations \(WHO\)](#) formula.

Disinfecting Wipes

Items you will need:

paper towels (preferably higher quality ones),

an airtight container large enough to fit half of a roll of paper towels,

bleach,

distilled water.

To make the wipes:

Step 1: Cut your paper towel roll in half with a serrated knife and place into your airtight container.

Step 2: Carefully mix four teaspoons of bleach with one quart of water. For a larger batch mix one third cup per gallon of water.

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Step 3: Pour the mixture evenly over the paper towels in the container. Your towels should be soaked and can sit in a bit of liquid. Too much liquid will disintegrate your paper towels.

Step 4: Pull out the center roll from your paper towels and pull towels from the center. Wipe down surfaces and ensure a minimum contact time of one minute or let air dry.

This solution works well for non-porous surfaces. You may add lemon juice or a bit of essential oils for fragrance if desired. **DO NOT** mix bleach with ammonia or other cleaning agents!

For a quick disinfecting spray take a bottle of at least 70% isopropyl alcohol and put a spray nozzle on top. Please visit the [CDC website](#) for information on cleaning and disinfection guidance.

**Internal Administrative
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Appendix IV: Exemption Procedures

Purpose:	To provide the process for requesting staff exemptions to home-based telework during the Stay Safe Order; and for determining approval.
Reference:	Emergency Executive Order 20-56
Associated Links:	Request Form Field Site Visit Requirements Sanitizer and Disinfecting requirements Daily Reporting Form
Approved by/Date:	Exe team Approval; effective June 8, 2020

Background:

While Executive Order 20-56 allows more non-critical businesses to safely reopen, all state employees who can work from home must continue to do so.

In limited cases, BWSR supervisors can request exemptions from this telework mandate for staff to perform necessary field work or come into the office for a defined purpose.

As of June 2020, MMB is no longer performing exemption request approvals for COVID-related exemptions. Exemptions are still required, and each agency must document requests and approvals.

Request Process:

Staff initiate exemption requests with supervisors, who work with staff to define need and opportunities to limit in-person work. For work that is unable to be accomplished remotely, supervisors may submit an exemption requests via this online form:

<https://www.surveymonkey.com/r/COVIDexemptionRequest>

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The request form (illustrated at right) includes the following: -- Supervisor name, staff name, scope of exemption and details on the duration/frequency of the exemption to demonstrate an effort to limit time away from the home office.

Before submission for in-person meetings/trainings, supervisors must work with staff to determine:

1) if the meeting/training is necessary for, or critical to, their work, and if so:

2) that the meeting/training adheres to the current executive order for gathering sizes/social distancing guidelines.

3) duration requests should only include time in the office or field (since we do not carpool, solo travel time is not necessary to track on this form.)

Executive Order 20-56 allows more non-critical businesses to safely reopen, but all state employees who can work from home must continue to do so. In limited cases, BWSR supervisors can request exemptions for staff to perform necessary field work or come into the office for a defined purpose.

* 1. Requestor name (supervisor)

2. Requesting exemption for (Employee name)

3. Specify where. Check all that apply

- | | |
|---|---|
| <input type="checkbox"/> Bemidji office | <input type="checkbox"/> Rochester office |
| <input type="checkbox"/> Brainerd office | <input type="checkbox"/> St. Paul - Lafayette Road office |
| <input type="checkbox"/> Detroit Lakes office | <input type="checkbox"/> St. Paul - Pine Street office |
| <input type="checkbox"/> Duluth office | <input type="checkbox"/> Waite Park office |
| <input type="checkbox"/> Mankato office | <input type="checkbox"/> Field site visits/field work |
| <input type="checkbox"/> Marshall office | <input type="checkbox"/> In-person Meeting or Training |

4. Describe the scope of exemption (specific reason/need/justification)

5. Explain duration/frequency of exemption, such as one-time only (we need to explain the limits of exemptions)

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6. Affirm that you will work with exempted staff to ensure all COVID health, safety, and social distancing measures are in place so they can perform exemption safely

Affirm

7. For in-person meetings and trainings - please work with employee to determine if mtg. is necessary/essential to their work. Also, note that we must adhere to current executive orders for gathering size. We cannot attend the meeting or training if the gathering size is larger than what is currently allowed. Supervisors are responsible to gather this information before allowing staff attendance.

Affirm

Approval Process:

The Executive Support Position will monitor requests twice per week during summer 2020 and at least once per week afterwards (ongoing). When requests come in, they will be forwarded to the Assistant Director Strategy and Operations for a determination. If the AD is unavailable, the requests will be forwarded to the Chief Financial Officer for decision.

The criteria for determining if an exemption is approved or denied is dependent on all of the following:

- Scope demonstrates specificity to a task/responsibility.
- Clear justification of why the exemption is necessary or critical to the staff person's job duties and how the work is unable to be completed via telework.
- Duration/Frequency that is specific and shows exemption limits. (such as one-time office visit for up to four hours)
- The exemption is not at odds with other approved requests (requests for the same work should not have significantly different durations/frequencies).
- Supervisor has agreed to ensure all COVID health and safety measures are followed
- Supervisor has agreed to ensure that current Executive order requirements (such as gathering size or social distancing expectations) are followed and that the staff person will not attend (or leave immediately) if the requirements are not met.

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Once a determination has been made with approval or denial, supervisor and staff will receive an email notification. Dependent on location, the staff needs to be informed on any restrictions or policies for their office location. An example of the request reply:

.Dear [Supervisor Name],

Your exemption request has been approved as requested.

Employee	[Employee name]
Location:	[Specific] office
Frequency/ Duration:	Into office for up to x visits. Date and time chosen by employee. No more than x hours.

Requirements:

Health Screening

All employees must self-monitor for COVID19 symptoms. These symptoms may include:

- Temperature >100.4 degrees F
- Cough
- Shortness of breath
- Fever
- Chills
- Headache
- Sore throat
- Muscle pain
- Loss of taste or smell

Employees experiencing any of the above symptoms while at home should remain at home and not report to any office location nor field site. Any employee who begins experiencing symptoms should leave the office or field site immediately.

Social Distancing

This means avoiding large gatherings, small enclosed spaces, and maintaining a distance of at least 6-feet from others. We recommend cloth masks be worn if social distancing practices cannot be maintained, such as in an elevator, hallways, or small room).

Cleaning

Please disinfect shared surfaces (such as copiers, conference room chairs, etc.) before and after use. Wash hands frequently.

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When you have completed your field/office visit, please record it at this link: https://www.surveymonkey.com/r/C19_Office_Visits If there is any contact tracing that needs to be done for a confirmed COVID case, we then know you were in a building and can inform you.

Let me know if you have any questions. -Angie

Angie Becker Kudelka, Assistant Director
MN Board of Water and Soil Resources
Phone: 612-616-5112
Email: angie.beckerkudelka@state.mn.us
Web: www.bwsr.state.mn.us

Exemption implementation and Documentation:

Building notification

If you learn of an office building that is restricting/tracking entry into these offices, please let Rachel Mueller know so we can give them approval documentation. (For example, MPCA requires a list at the front desk on who they can let in).

Leaving when required

All staff must ensure that current Executive Order requirements (such as gathering size or social distancing expectations) are followed. BWSR staff must not attend (or leave immediately) if the requirements are not met. If you are in a situation where the social distancing guidelines or gathering size does not meet current executive order requirement you must leave immediately. Please convey the following message as you see fit:

“As a BWSR employee, I am required to follow all executive orders related to the COVID-19 pandemic. BWSR management mandates that I leave immediately. You may contact them with concerns.”

Daily Recording

Every time you complete an office or field visit, please record it at this link:

https://www.surveymonkey.com/r/C19_Office_Visits

The form includes:

Name	Location	Date	# of hours in office	Reason for coming in office
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If there is any contact tracing that needs to be done for a confirmed COVID case, we then know you were in a building and can inform you.

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Appendix V: Return to Work Location Checklist

Supervisors should have each employee complete the following form on the employees' first day back in the workplace.

Welcome back! We are glad to be working on getting our team back together and we are glad you're here!

State Property. Please confirm which of the following state-owned equipment you are returning to the office (alternate option is to attach form for removal of equipment from office and indicate each piece that has been returned).

- Mobile device (e.g., cellphone, hotspot) asset # _____
- Laptop/desktop – asset # _____
- Computer Monitor(s)
- VPN token
- Office Chair
- Other (please specify) _____

Did you clean and sanitize all equipment according to guidelines?

- Yes
- No

Communications

- Remove any modified service message on your voicemail and record a new personal greeting.
- Remove any modified services delivery message on your internal and external email.

Employee Signature _____ DATE _____

Supervisor Signature _____ DATE _____

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Appendix VI: Remote Health Screening Procedure for Employees

What is this?

Under OSHA guidance and Governor Walz’s Emergency Executive Orders for the COVID-19 pandemic, employers must, to the extent reasonably possible, prevent sick workers from entering the workplace. Below is the remote health screening procedure employees must follow before entering the workplace each day you enter one of the BWSR facilities. Please follow this procedure before you enter the workplace.

Who needs to follow this procedure?

Any BWSR employee who is assigned to work at the workplace (includes in-person field visits) or who currently has an exemption to enter the workplace for more than 10 minutes, must complete the health screening questionnaire.

Steps to complete the remote health screening procedure:

Primary method: Online remote screening

1. **Before you enter the workplace** for the first time each day, [complete the online health screening form](#)
2. Answer the questions
3. Follow the instructions for admitted or denied admission

Backup method: Remote screening via telephone

1. **Before you enter the workplace** for the first time each day, call: 651-259-3685 (if you need a toll-free number, contact your supervisor)
2. Answer the questions
3. Follow the instructions for admitted or denied admission

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Appendix VII: What to do if an Employee Develops Symptoms of COVID-19

Employee

- If you have new or worsening onset of [symptoms](#) that you cannot attribute to another health condition, stay at home or go home, and let your supervisor know.
- If you have a confirmed case of COVID-19 or have been advised by a medical professional to assume you have COVID-19, stay at home or go home, and let your supervisor know immediately.

Supervisor

- Separate sick employees:
 - Employees who appear to have [symptoms](#) upon arrival at work or who become sick during the day must be immediately separated from other employees, customers, and visitors, and sent home.
 - Get contact information for the employee.
 - If your employee is not too ill to work and is able to telework, have the employee complete the Telework Agreement Form. If your employee is too ill to work, have them code their time as sick time or if applicable, apply for [Paid COVID-19 Leave](#).
 - Stay in touch with employee and ask them to send updates.
- If possible, open outside doors and windows to increase air circulation in the area. Consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by persons experiencing symptoms before beginning disinfection.
- Close off or mark off the individual workstation or office room used by the person experiencing symptoms to prevent inadvertent entry by other employees until it is cleaned. Wait 24 hours, if possible, before you clean or disinfect the specific area(s) the employee was working in. Follow the [Office Cleaning Protocols](#). After cleaning, the workspace or office can

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be used again as normal. Routine, scheduled cleaning of the building as a whole should proceed without interruption.

- Maintain confidentiality regarding the name of the affected employee and any medical information.
- While fresh in your mind, begin to gather information in the event the employee is confirmed with a COVID-19 case. Consider which locations, equipment, and specific work areas the employee was in contact with. Also, consider if any other employees may have been in contact with the sick employee or any of the 'contaminated' work areas and equipment.
- If an employee has a confirmed case of COVID-19 or has been advised by a medical professional to assume they have COVID-19, contact Human Resources immediately:

Dontelle Hosley
Dontelle.Hosley@state.mn.us
phone: 651-259-5310

If Dontelle is unavailable, please contact Mary Norton:
Mary.Norton@state.mn.us
Cell Phone: 651-2370-3159

Human Resources

Inform the employee about available resources, and how to fill out their timesheets.

For confirmed cases or cases assumed positive by a medical professional:

- Ask the employee where they have been in the past 48 hours as well as who the employee had contact with, based on guidelines from MMB.
- Email confirmed case and information about who the employee had contact with to:
 - COVID19.mmb@state.mn.us
 - Governor's Office (Jessi Held and Emmalynn Bauer)
 - Department of Health (Kris Ehresmann)
 - Facilities Planner or HR will notify staff who had contact with the employee and those who might have been exposed using MMB's standard memo. Communication to employees who do not have email will be done through their supervisor, using the same MMB memo.

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Appendix VIII. Face Coverings Policy for Staff and Visitors

Executive Order 20-81
Effective July 25, 2020

Objective

To mitigate, to the extent reasonably possible, the transmission of COVID-19 by visitors and customers of the agency who may be asymptomatic or pre-symptomatic carriers of the virus through use of face coverings while on agency premises, as required by Executive Order 20-81.

Policy Statement

The COVID-19 pandemic presents an unprecedented challenge to our State. The virus is highly contagious and potentially deadly. COVID-19 can be spread by people who do not have symptoms and do not know that they are infected.

According to the Centers for Disease Control and Prevention (CDC), face coverings may help prevent people who have COVID-19 from spreading the virus to others. Face coverings are a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks, or raises their voice. This is called source control. COVID-19 spreads mainly among people who are in close contact with one another (within about 6 feet), so the use of face coverings is particularly important in settings where people are close to each other or where social distancing is difficult to maintain. Face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

To mitigate, to the extent reasonably possible, the transmission of respiratory droplets by agency visitors and customers who may be asymptomatic or pre-symptomatic carriers of COVID-19, visitors and customers are required to wear face coverings as provided below while on agency premises.

Visitors and customers who fail to wear a face covering while on agency premises as required may be requested to leave the premises.

Wearing face coverings is not a substitute for staying home when ill. Visitors and customers should stay home if they are sick or experiencing symptoms of COVID-19.

This policy is subject to change at the agency's discretion, including based on public health guidance.

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Scope

This policy applies to all visitors and customers while on agency premises.

Definitions and Key Terms

Terms	Definitions
<i>Face Covering</i>	<p>A paper or disposable mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering that:</p> <ul style="list-style-type: none">• Fits snugly against the sides of the face;• Covers the nose and mouth completely;• Is secured over the nose and mouth; and• Allows for breathing without restriction. <p>Medical-grade masks and respirators are sufficient face coverings, but to preserve adequate supplies, their purchase and use is discouraged for individuals who do not work in a health care setting or other occupations that require medical-grade protective equipment (e.g., certain construction occupations).</p> <p>Masks that incorporate a valve designed for easy exhaling, mesh masks, or face coverings with openings, holes, visible gaps in the design material, or vents are not sufficient face coverings because they allow droplets to be released.</p> <p>Face coverings are not considered personal protective equipment (PPE), are not appropriate substitutes for PPE, and are not intended to be used when individuals need PPE for protection against exposure to hazards.</p>
<i>Social Distance/Social Distancing</i>	<p>Keeping at least 6 feet of distance from other individuals who are not members of the visitor's or customer's household.</p>

Exclusions

This policy does not apply to visitors or residents when there are in health care settings or other settings where they are required to wear medical-grade or other personal protective equipment (PPE) masks or respirators, rather than face coverings.

This policy does not apply to visitors or students of K-12 or higher education institutions when they must instead comply with face covering and face shield guidance in Executive Order 20-81 or Minnesota Department of Health guidance for schools.

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GENERAL STANDARDS AND EXPECTATIONS

Face Covering Requirement

Except as provided in sections II and III below, visitors and customers must wear a face covering while indoors on agency premises, including when waiting outdoors to enter an indoor space.

When face coverings are required, they must be worn to cover the nose and mouth completely.

Visitors and customers may use agency-provided face coverings or face coverings they bring from home, so long as the covering meets the standards set forth in the definition of “face covering” above. Visitors and customers are responsible for washing any reusable face covering they use.

In addition to wearing face coverings, visitors and customers should continue social distancing and proper handwashing practices. Wearing face coverings is not a substitute for these public health measures.

Temporary Removal of Face Covering

Visitors and customers may temporarily remove face coverings on agency premises in the following situations:

- When testifying or speaking in situations or settings such as news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (MS 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- When eating or drinking, provided social distance is maintained.
- During activities where the face covering will get wet.
- When asked to remove a face covering to verify an identity for lawful purposes.
- When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency personnel, in situations where wearing a face covering would seriously interfere with the performance of their public safety responsibilities.
- While 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 while wearing a face covering difficult, provided that social distancing is maintained to the extent possible.
- When the visitor or customer is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, or an enclosed work area.

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Exemptions from Face Covering Requirement

The following individuals are exempt from the face covering requirement:

- Children who are five years old and under.
- Visitors or customers with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
 - Visitors and customers unable to wear a face covering due to a medical condition, mental health condition, or disability must request a reasonable modification. An alternative option, such as a face shield or providing service options that do not require the individual to enter the premises, will be provided when possible.

Consequences of Failing to Wear a Face Covering When Required

Visitors and customers who fail to wear a face covering as required will be offered a face covering and will be requested to wear it to cover the nose and mouth completely. If the visitor or customer still refuses to wear a face covering, is not exempt from the face covering requirement, and is not in a situation in which temporary removal of face coverings is authorized, they will be requested to leave the premises.

In addition, under Executive Order 20-81, individuals who fail to comply with the face covering requirement may receive a petty misdemeanor citation and a fine of up to \$100.