

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. 039-20-CC

RESOLUTION FORMALLY DESIGNATING CHIEF DAN MEYER AS COVID 19 EMERGENCY RESPONSE MANAGER

WHEREAS, Governor Tim Walz issued Executive Order 20-01 and declared a peacetime emergency related to the COVID 19 outbreak. By reason of Emergency Executive Order 2075, Governor Walz extended the peacetime emergency; and

WHEREAS, the City of North Branch adopted an Emergency Operations Plan and a COVID 19 Preparedness Plan and the City Council desires to designate Police Chief Dan Meyer as the city's emergency management director to guide and implement the requirements of the Governor's Stay Safe Minnesota guidelines, best practices and requirements.

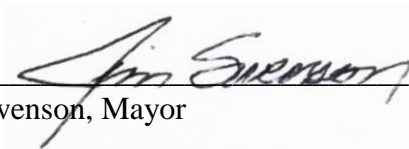
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BRANCH RESOLVES THAT Police Chief Dan Meyer is hereby designated as the City's Emergency Management Director to serve in this capacity for the duration of Governor Walz' peacetime emergency declaration, to coordinate the necessary activities for this emergency response, to take all appropriate action required to alleviate the effects of the coronavirus disaster emergency, to aid in the maintenance of essential public services, and to take any other lawful emergency response or action deemed necessary to protect public health, safety and welfare in the City of North Branch.

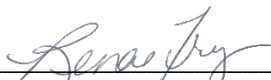
RESULT:	ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Joel McPherson, Councilmember
SECONDER:	Kelly Neider, Councilmember / Acting Mayor
AYES:	Swenson, Neider, Blomquist, McPherson, Voss

Passed and adopted this 23rd day of June 2020

CITY OF NORTH BRANCH



BY: 
Jim Swenson, Mayor

ATTEST: 
Renae Fry, City Administrator



CITY OF NORTH BRANCH

COVID-19 Preparedness Plan for City of North Branch

Adopted by the North Branch City Council

On June 23, 2020

The City of North Branch is committed to providing a safe and healthy workplace for all our employees and members of the public present in city buildings. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. City employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among all employees. Only through this cooperative effort can we establish and maintain the safety and health of our employees and the public with whom we interact.

Our employees are our most important assets. We are serious about safety and health and keeping our staff members working at for the city. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved department heads and employees in this process by listening to requests for changes to processes and procedures for a safer work environment, and then combining and implementing those requests and concerns into a working plan of action. Our Preparedness 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:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and staff members; and
- management and supervision necessary to ensure effective implementation of the plan.

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

Employees are instructed and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Employees will assess their physical wellness before leaving home for work each day, noting whether they are experiencing any of the more obvious symptoms of COVID-19. According to the CDC, people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms **might** have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

IF YOU ARE SICK, STAY HOME! Call your supervisor immediately to notify them you are unable to come to work and contact your health care provider to determine your next steps. Supervisor should be notified as to physician's recommendations so that shifts can be covered by other employees. The privacy of employees' health status and health information is strictly protected. If you begin to develop symptoms after arriving to work, immediately notify your supervisor, leave the building, go home and contact your physician.

Handwashing

Basic infection prevention measures have been implemented and are in use at our workplaces 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. Staff has open access to hand sanitizer present at several locations throughout the work areas at city buildings. All visitors to the facility will be asked to wash or otherwise sanitize their hands prior to or immediately upon entering the facility.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors. Mask use will be recommended, but not required at this time.

Social distancing

Social distancing has been implemented in the workplace through engineering and administrative controls that were put in place for everyone's protection. Signage encourages and promotes appropriate distancing

between members of the public present in municipal buildings. Additional protections have been implemented at the city's liquor stores.

- Gloves and masks are available for employees upon request. Hand and spray sanitizer is also provided.
- Signage and instructions for employees and visitors is posted that encourages not entering the store if they are sick, and maintaining six feet of distance between each other (we understand this is not always possible, but avoiding face to face interaction when closer than six feet unless masks are in use for both parties).
- Employees and visitors are prohibited from gathering in groups and confined areas and from using other employees' personal protective equipment, phones, computer equipment, desks, workstations, offices or other personal work tools and equipment unless unavoidable. Frequent sanitization of this equipment, if shared, should be practiced.
- Employees should notify their supervisor if they discover an issue with a current process and/or a better solution to a procedure to make it a safer practice.

Housekeeping/Sanitizing

Regular housekeeping practices have been and are continuing to be implemented and utilized, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break room, and offices. Frequent cleaning and disinfecting will be conducted in high-touch areas.

Use hand sanitizer or hand washing often, with or without gloves on. Gloves can be sanitized similar to sanitizing your hands while you are wearing them, but once you remove them, sanitize your hands and put on fresh gloves. Do NOT reuse gloves once you have removed them. Masks will need to be reused, but only by you. Wash fabric masks as often as you feel is necessary. Take more than one if you don't want to do laundry so often. We will also provide disposable masks, but please reuse those as well, and dispose of immediately if damaged or worn out.

Communications and training

Necessary training has been ongoing since late March, but will be provided to any employee who requests additional instruction. Additional communication and training will be ongoing and provided to all employees who did not receive the initial training, such as new hires or employees who were on LOA and have recently returned to work. Supervisors are to monitor how effective the program has been implemented and communicate issues to the City Administrator for consideration if further changes are indicated. All employees are to work through this new program together and update the training as necessary.



CITY OF NORTH BRANCH

COVID-19 Preparedness Plan for City of North Branch

Adopted by the North Branch City Council

On June 23, 2020

Rev. July 22, 2020

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Masks

As of July 25, 2020, per the Governor's Executive Order 20-81, people in Minnesota are required to wear a face covering in all public indoor spaces and businesses, unless alone. All employees will wear masks in the public spaces of any city building. Additionally, workers are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained. Even in situations where face coverings are not required, all persons should carry a face covering to prepare for close interactions with others or to enter an indoor space. The mask can be removed, while communicating with someone who is deaf or hard of hearing, or who has a medical condition, disability, or mental health condition that makes communication with that individual while wearing a mask difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household. A mask is not required when alone, such as when working in an office or a cubicle with walls higher than face level when social distancing is maintained, in an enclosed indoor area, in a vehicle, or in the cab of heavy equipment or machinery. In such situations, persons should still carry face coverings to be prepared to wear when no longer alone.

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CITY OF NORTH BRANCH

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Adopted On June 23, 2020

Rev. July 22, 2020

Rev. May 14, 2021

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Masks

As of May 14, 2021, per the Governor's announcement, people in Minnesota are not required to wear a face covering. Minnesotans who are not fully vaccinated are strongly recommended to wear face coverings indoors.

Handwashing

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Social distancing

Social distancing requirements will be lifted as of May 28, 2021 as per the Governor's change in COVID restrictions. Additional protections may be in effect at the city's liquor stores. Please refer to the liquor store's policy for additional information.

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