



CITY OF SPRING PARK  
WORK SESSION AGENDA  
JUNE 15, 2020 – 6:00 PM  
SPRING PARK CITY HALL

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(Work Session discussion times are approximate)

1. 6:00 – LONG-TERM RENTAL ORDINANCE DISCUSSION
2. 6:45 – CODE ENFORCEMENT UPDATE/DIRECTION
3. 6:50 – COVID-19 PREPAREDNESS PLAN
4. 6:55 – ADJOURN





## COVID-19 Preparedness Plan for the City of Spring Park, Minnesota

The City of Spring Park is committed to providing a safe and healthy workplace for all our employees and customers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The City Administrator and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our staff and customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplace.

The City Administrator and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The City of Spring Park employees have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

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 workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.

**The City of Spring Park COVID-19 Preparedness Plan includes how the City of Spring Park has implemented the following additional requirements:**

8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

## **1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home**

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. City staff are encouraged to self-monitor for signs and symptoms of COVID-19. At this time, the City of Spring Park does not plan to formally assess an employee's health status prior to entering the workplace (e.g. taking an employee's temperature before entering City Hall.) City staff and any on-site contracted staff are directed to stay home if they are ill or are experiencing any symptoms of COVID-19. Any staff member who is ill or experiencing symptoms is required to contact the City Administrator as soon as practicable.

If an employee comes to work ill, they will be asked to go home immediately. If the employee refuses to leave work, the City Administrator has the authority to require the employee to leave the workplace. If the employee is too ill to leave the workplace on their own, the employee will self-isolate in the Council Chambers until other arrangements can be made for their safe return home. At such time, another staff member will wear appropriate PPE and sanitize the Council Chambers.

It is the responsibility of all staff members to be diligent in ensuring the safest work environment for all staff and customers and to follow the State of Minnesota Industry Guidance for essential places of business.

The City of Spring Park has implemented leave policies that promote workers 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. The City of Spring Park's personnel policy outlines the use of FMLA. An emergency leave program is available to City employees, and the rules are identified under the Families First Corona Response Act (FFCRA) which is effective from April 1, 2020 through December 31, 2020. Employees should contact the City Administrator for specific information about proper documentation and use of the emergency leave program, but in general employees who regularly work 40 hours per week are granted 80 hours of paid emergency leave and employees who regularly work under 40 hours per week will be granted an equivalent of two weeks of regularly scheduled hours of paid emergency leave. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The City of Spring Park has also 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 of 14 days. Should an employee be diagnosed with COVID-19 or be asked to quarantine by a medical provider or the Minnesota Department of Health for COVID-19 related symptoms, the identification of the employee will be kept confidential to protect the privacy of the employee's health status and health information.

## **2. Social distancing – maintaining six feet of physical distancing**

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols: City staff have provided their own facemasks that they are comfortable wearing throughout their work day. When an employee is unable to maintain social distance from

another individual, they will wear their facemask. All employee desks are already properly distanced for safe social distancing.

Employees who are equipped to and have been given permission by the City Administrator are able to work from home as much as possible to reduce the number of employees at City Hall during regular business hours. Remote work is not a substitute for dependent/childcare and employees are expected to make dependent/childcare arrangements for the period they will be working from home.

Employees have also been given the option to work alternate hours or schedules in order to stagger shifts at City Hall while ensuring all essential City business is being completed in a timely manner.

During this time of minimum staffing at City Hall and remote work, City staff will be diligent about maintaining proper communication with each other. Daily staff meetings via conference call will aid in the continued operation of essential services and all business at City Hall. Additional communication via email and voice mail, to City staff and contract staff, will be necessary to ensure business is conducted in a timely manner. The regularly scheduled monthly meeting with contracted staff will be conducted virtually until it is deemed safe to return to in-person meetings.

When City Hall is able to re-open to the general public and operate at full capacity, employees will be expected to return to work as usual and during standard business hours unless other arrangements have been approved by the City Administrator.

Social distancing of six feet will be implemented and maintained between workers and customers or clients in the workplace through the following engineering and administrative protocols: Visitors to City Hall are encouraged to wear a facemask inside the building. Hand Sanitizer is available to the public and staff. Signs are posted regarding handwashing, staying home when ill, wearing facemasks, and practicing social distancing. Visitors and staff are separated by a secure door that has a built-in glass teller window that protects both the customer and staff. Social distancing is being maintained in the public areas of the building by removing and rearranging furniture to reduce the number of persons allowed in the space. Furthermore, social distancing markers have been placed in the hallway to remind customers to maintain distance if more than one customer is in line at City Hall at one time.

### **3. Worker hygiene and source controls**

Worker hygiene and source controls are being implemented at our workplaces at all times. Upon arriving at City Hall, staff will sanitize all common surfaces with virus and bacteria killing disinfectants. Plastic gloves, disinfecting wipes, and hand sanitizer are available to all employees.

### **4. Workplace building and ventilation protocols**

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. The City of Spring Park contracts regular HVAC maintenance to assure proper ventilation.

## **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. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. As stated above in #3, upon arriving at City Hall, staff will sanitize all common surfaces with virus and bacteria killing disinfectants. Plastic gloves, disinfecting wipes, and hand sanitizer are available to all employees.

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. Virus and bacteria killing disinfectants, antibacterial hand soap, plastic gloves, disinfecting wipes, and hand sanitizer are available to all employees. All employees have been made aware of what products should be used on the surfaces of common areas to ensure the building is properly sanitized for staff and visitors to City Hall.

## **6. Drop-off, pick-up and delivery practices and protocols**

The City of Spring Park receives drop-off items and disinfects deliveries as is practical.

## **7. Communications, training and supervision practices and protocols**

The City of Spring Park conducts on-going training and communication through conference calls and via email. The City Administrator will monitor how effective the program has been implemented by recognizing staff's participation in safe workplace practices and through staff feedback. The City Administrator and staff are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by the Spring Park City Administrator and was posted throughout the workplace in June 2020. The City Administrator should be contacted with any questions at [dtolsma@ci.spring-park.mn.us](mailto:dtolsma@ci.spring-park.mn.us) or 952-471-9051. The plan will be updated as necessary.

## **8. What customers and clients can do to minimize transmission of COVID-19**

The City of Spring Park guidelines to minimize transmission of COVID-19 include: 1) practicing social distancing with a minimum of six feet; 2) wearing facemasks; 3) washing hands and/or using hand sanitizer; and 4) staying home when ill.

## **9. Additional protections and protocols for receiving and exchanging payment**

Customers are able to mail in payments, use the drop-box at the rear entrance to City Hall, or the mail-slot at the front entrance to City Hall for a contact-free payment option.

## **10. Additional protections and protocols for managing occupancy**

Visitors and staff are separated by a secure door that has a built-in glass teller window that protects both the customer and staff. This secure door also limits the number of individuals allowed in the staff area.

Signs have been posted with guidelines for public space including handwashing/hand sanitizing, staying home if ill, face masks, and social distancing.

Social distancing markers have been placed in the hallway to remind customers to maintain distance if more than one customer is in City Hall at one time. Further social distancing measures are in place by removing and rearranging furniture in the public areas of the building to reduce the number of persons allowed in the space.

## **11. Additional protections and protocols to limit face-to-face interactions**

Residents have been informed of alternative methods of interaction with City staff through the City's website, email, and the quarterly newsletter sent via bulk mail. Customers have also been informed of alternative methods of interaction through phone and email communication. While City offices will be minimally staffed to ensure essential services continue, residents and customers can communicate with staff via email and phone at 952-471-9051 during regular business hours. More detailed contact information has been posted on the City's website at [www.ci.spring-park.mn.us](http://www.ci.spring-park.mn.us) to ensure their questions are routed to the correct staff member.

## **12. Additional protection and protocols for distancing and barriers**

During the Primary and General Elections in 2020 standards for social distancing, sanitizing, and other protective protocols as described throughout this plan will be in place to protect election judges and voters. Furthermore, due to recent legislation, the City of Spring Park has been given the option to opt-out of in-person absentee voting for the State Primary. City staff and the City Council are in agreement and have decided it is in the best interest of the City to opt-out of in-person absentee voting at Spring Park City Hall for the State Primary in 2020.

The COVID-19 Preparedness Plan was presented to and approved by the Spring Park City Council at their regular meeting on June 15, 2020. The plan will be implemented by the City Administrator and city staff. As the COVID-19 pandemic is a rapidly changing situation, this plan may need to be amended or altered in the future. The City Council has given the City Administrator approval to amend or alter the plan as necessary. However, if the City Administrator believes that any amendments or alterations to this plan would greatly impact resident services or City finances, he will bring those amendments or alterations to the City Council for review, discussion, and approval.

Certified by:

Dan Tolsma  
City Administrator



## COVID-19 Preparedness Plan for the City of Spring Park, Minnesota

I acknowledge that I have received and read the *City of Spring Park's COVID-19 Preparedness Plan*. I understand that it describes the conduct and behavior expected of me as an employee who works at Spring Park City Hall.

By my signature, I acknowledge that I will not report to work if I am experiencing symptoms of COVID-19 or otherwise sick.

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Employee Signature/Date

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Employee Printed Name

Please return this signed acknowledgment form to the City Administrator