

COVID-19 Preparedness Plan for the City of Cologne

Created: June 17, 2020

Updated: July 25, 2020

The City of Cologne is committed to providing a safe and healthy workplace for all our employees and users of our facilities. 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. Employees and users of our facilities are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facilities and community, and that requires full cooperation among our employees and users of our facilities. Only through this cooperative effort can we establish and maintain the safety and health of our employees, facilities, and community.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at meeting the needs of the Citizens of Cologne. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by meeting with them to hear concerns and get suggestions while implementing this plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- protection and controls for pick-up, drop-off and delivery;
- communications and training that will be provided to employees; and
- management necessary to ensure effective implementation of the plan.

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

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Employees are asked to report when they are sick or experiencing symptoms.

The City of Cologne will be implementing leave procedures that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider 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 will be implemented.

The City of Cologne will also be implementing a procedure 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. A procedure will be implemented to protect the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures are being followed 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. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Face masks required in all Indoor Public Settings

Executive Order 20-81, requiring Minnesotans to wear a face covering in indoor businesses and indoor public settings went into effect on July 25, 2020. For detailed information on masking go to: [MN.gov/COVID19](https://mn.gov/COVID19)

Cleaning, disinfection, and ventilation

Regular housekeeping is occurring, disinfecting products are available, and employees are encouraged to use them frequently. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained.

City of Cologne Facility Guidelines – Updated for Phase III

CITY HALL

Business is conducted between 8:00 AM and 4:30 PM Monday through Friday. City Hall doors will be open for public walk-ins for limited hours, 9:30 AM to 4:00 PM Monday through Friday. Signage outside the entrance encourages the public to limit walk-ins by using the drop boxes available and conducting business via email and phone when at all possible. Signage also indicates that City Staff may be working remotely, and all contact information is provided.

PUBLIC WORKS FACILITY

The public works facility is closed to the public. Employees are maintaining social distance and driving separate vehicles to work sites.

COLOGNE FITNESS CENTER

The Cologne Fitness Center will be open beginning June 22, 2020 with the following guidelines posted and communicated to all members:

- Maximum capacity in Fitness Center limited to 4
- Members must use <https://booking.appointy.com/colognecity> to register for workout time
- Users in the Fitness Center must maintain 6-ft Social Distance
- Users in Fitness Center must sanitize equipment
- Water fountains will not be available

- Limit locker room use and recommend not using facility showers
- Protective face masks are recommended

Staff will spray all surfaces with sanitizer once a day and will maintain a sanitizing chart in the workout room that reflects when sanitizing has been conducted. The City's Cleaning Company will clean and sanitize the Fitness Center weekly. The Fitness Center will be monitored via badge scans and video; violation of rules could lead to suspension of privileges. Members are directed to the following contact information to communicate any concerns: email info@colognemn.com or call the City offices a 952-466-2064.

COLOGNE SPLASHPAD

There are no plans to open the Splashpad at this time.

FACILITY RENTAL

The City of Cologne has indoor public space available for event rental and will follow MDH guidelines on capacity limits. The gym space maximum capacity is 400 and the community room maximum capacity is 70. The current guideline from MDH is 25% capacity. As of the adoption of this plan, maximum capacity for rental of the gym is 100 people and maximum capacity for rental of the community room is 17 people. All rental of these spaces will be made aware of and adhere to the following guidelines:

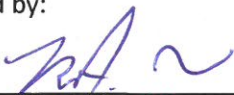
- Maximum Capacity will be set by the MDH guidelines in effect for the date of the rental
- Protective face masks are recommended
- Lessees must maintain 6-ft Social Distance
- Water fountains will not be available

Cleaning of the rental spaces will occur after any event. Cologne Fire and Rescue Station (formerly Louis Hall) will not be available for rent at this time to protect the safety of Cologne Fire Department Firefighters and First Responders.

Communications and training

This COVID-19 Preparedness Plan was communicated to all workers June 16, 2020 and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been reviewed by the Cologne City Council and was posted throughout the workplace June 17, 2020 It will be updated as necessary.

Certified by:



Matt Lein, Mayor and Emergency Management Director
Emergency Management Director

Adopted on: June 17, 2020

Amended on: July 25, 2020