

**TO:** Mayor Althoff and City Council

**FROM:** Jeffrey L. McCormick, Emergency Management Director

**SUBJECT:** City COVID-19 Plan and Resolution

**DATE:** June 30, 2020

**BACKGROUND**

The Minnesota Governor declared a State of Emergency and issued Stay at Home orders, City operations shut down except for critical services. The Police, Fire, Ambulance and Public Works implemented operational plans to limit the risk to employees of COVID-19. On June 15, 2020 the State issued an updated template for creating a COVID-19 plan for businesses, the City of Cannon Falls has adopted that template for its COVID-19 plan. I have worked with the City Administrator and Department heads in creating a COVID-19 plan that meets the needs of keeping our employees and those we serve in a safe environment. This plan is intended to identify COVID-19 risks and identify actions that can be used to mitigate those risks.

Originally this was going to be brought before the Council at a special meeting planned for a different item, but when that meeting was cancelled the City Administrator and I discussed if a separate meeting was needed. It was felt since City Hall has not reopened yet, this could be brought before the City Council at the next regular scheduled Council Meeting.

I have attached a resolution for the acceptance of this plan and authorize the Mayor to certify the plan.

**REQUESTED COUNCIL ACTION**

**Motion and approval of Resolution 2491 approving the COVID-19 plan and authorize to certify the COVID-19 plan.**

**CITY OF CANNON FALLS  
GOODHUE COUNTY, MINNESOTA**

**RESOLUTION NUMBER 2491**

**RESOLUTION TO ADOPT THE CITY OF CANNON FALLS COVID-19 PLAN**

**WHEREAS**, the City of Cannon Falls has completed a COVID-19 Plan as required; and

**WHEREAS**, the plan identifies risks connected to COVID-19; and

**WHEREAS**, the plan includes a mitigation strategy to reduce those risks; and

**WHEREAS**, the plan includes a provision for review and updating

**NOW THEREFORE BE IT RESOLVED**, that the City of Cannon Falls adopts the City of Cannon Falls COVID-19 Plan.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the City of Cannon Falls authorizes the Mayor to certify the City of Cannon Falls COVID-19 Plan.

**ADOPTED** by the City Council of Cannon Falls this 7 day of July, 2020.

**CITY OF CANNON FALLS**

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John O. Althoff  
Mayor

ATTEST: \_\_\_\_\_

Neil L. Jensen  
City Administrator

# COVID-19 Preparedness Plan for the City of Cannon Falls

The City of Cannon Falls is committed to providing a safe and healthy workplace for all our employees, elected officials, commission/committee members and those we provide services for. To ensure we have a safe and healthy workplace, City of Cannon Falls has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic this plan shall apply to all City facilities except the Library, which has its own governing body. Managers and employees, elected officials, commission/committee members 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, elected officials, commission/committee members and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the City's Emergency Management Director, who maintains the overall authority and responsibility for the plan. However, management and employees, elected officials, commission/committee members are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. City of Cannon Falls' managers and supervisors have our full support in enforcing the provisions of this plan.

Our employees, elected officials, commission/committee members are our most important assets. The City of Cannon Falls is serious about safety and health and protecting its employees, elected officials, commission/committee members and those we provide services for. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees, elected officials, commission/committee members in this process by: Seeking input from department managers who are in direct contact with front line employees as the City of Cannon Falls providing the day to day services during the State of Emergency declared because of the pandemic, and who's input have helped guide the changes made to our practices to provide our services in a manner safe for all .

The City of Cannon Falls' COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick employees, elected officials, commission/committee members stay home and prompt identification and isolation of sick persons;
- social distancing – employees, elected officials, commission/committee members must be at least six-feet apart, conduct work remotely when possible or utilize virtual meeting formats;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

The City of Cannon Falls has reviewed and incorporated the guidance applicable to our business provided by the State of Minnesota for the development of this plan. Other conditions and circumstances addressed in this plan that are specific to each department of the City and go beyond the guidance provided by this plan are listed in the Appendixes of this policy and address specifics of that department but not limited to:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

## **Ensure sick employees, elected officials, commission/committee members stay home and prompt identification and isolation of sick persons**

Employees, elected officials, commission/committee members 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 employees, elected officials, commission/committee members' health status prior to entering the workplace and for employees, elected officials, commission/committee members to report when they are sick or experiencing symptoms.

Prior to leaving for work or meetings employees, elected officials, commission/committee members are expected to take their temperatures and assess if they have any symptoms of COVID-19 as defined by the CDC and/or MDH and report, via text or telephone call, to their direct supervisor, or in the case of elected officials or commission/committee members to the City Administrator, that they are unable to attend work or the meeting because of symptoms consistent with COVID-19.

If employees, elected officials, commission/committee members begin to experience symptoms while at work or a meeting, they are expected to self-isolate immediately. Employees will notify their direct superior via text or telephone call, or in the case of elected officials or commission/committee members to the City Administrator, that they are unable to continue at work or the meeting because of symptoms consistent with COVID-19.

The direct supervisor or the City Administrator will notify Human Resources of the potential of a COVID-19 occurrence. Human Resources or designee will contact the employee, elected official, commission/committee member to determine all City Faculties or other City employees, elected officials, commission/committee members the person has been contact within the last seventy-two (72) hours, so proper sanitization procedures and notification of potential exposure can be conducted.

The City of Cannon Falls has implemented the Federal Families First Coronavirus Response Act which promote employees, elected officials, commission/committee members 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. In addition to the Families First Coronavirus Response Act the City of Cannon Falls provides Sick and Vacation Leave to all full-time and some part-time workers who meet certain requirements that provide additional paid time off options, outside of or in concert with. Accommodations for employees, elected officials, commission/committee members with underlying medical conditions or who have household members with underlying health conditions have been implemented and such employees should contact Human Resources so a determination of accommodations needed can be made.

The City of Cannon Falls implements with this plan that the City will inform employees, elected officials, commission/committee members if they have been exposed to a person with COVID-19 at their workplace and requiring them to follow the recommendations of the CDC which could include quarantine.

In addition, this plan implements the requirement to protect the privacy of employees, elected officials, commission/committee members' health status and health information. Any notification to other employees, elected officials, commission/committee members will not identify the source of exposure, only that the employee, elected official or commission/committee member was exposed to a person with a suspected or confirmed case of COVID-19 within the last 72 hours.

## **Social distancing – Employees, elected officials, commission/committee members must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between employees, elected officials, commission/committee members and those we provide services for in the workplace through the following engineering and administrative controls:

Address the requirements provided in the industry guidance that is applicable to the business and describe how the business will implement social distancing.

The City of Cannon Falls is committed to providing a safe environment for all in City facilities and social distancing is an important part of that commitment. The City has implemented several steps to accomplish that objective to include but not limited to:

- Teleworking and flexible work hours where possible for City staff.
- On-line viewing and attendance options for City Council, Commission or Committee meeting.
- Reducing the number of persons within City facilities to numbers approved by the State of Minnesota under the reopening guidelines. Flow of persons will be designed to promote single direction movements were ever possible
- Wall/door signage and floor marking will be used to provide directions, instructions and/or guidance to facility users regarding social distancing.
- Couch/sneeze barriers will be installed in all locations where face to face interactions are part of conducting business. Counters and surrounding area will be limited to one person every six (6) feet if allowed by design. If not allowed by design then it will be limited to one person in that area at a time

- City Council chambers will be configured to maintain a six (6) foot distance between elected officials, staff and audience members and provide walking areas that are also six (6) feet from others. All chairs not at least that distance apart will be temporarily removed and placed into storage.
- Foyers, entry and exit areas will be signed to remind people to only enter is space for them exists and to exit directly to the outside without lingering to prevent congestion.
- Conference rooms and break areas will have six (6) spacing for siting spots and all chairs not at least that distance apart will be temporarily removed and placed into storage.
- Areas that do not have exclusive use by a single employee will be cleaned between uses and the employee that last used the location shall be responsible for cleaning the area before leaving.
- Counter areas that require pens to be used by customers will keep pens in an area in assessable to customers, and a clean pen will be provided upon request. After use the pen will be placed into a container to be sanitized between users.
- The City provide a method to bring questions and/or concerns directly from the City webpage.
- The City will provide recommended or required personal protective equipment for employees, elected officials, commission/committee members, as needed from a variety of sources and provide guidance based on the recommendations of the CDC and/or MDH regarding when and how they should be used.

## Worker hygiene and source controls

Basic infection prevention measures are being implemented at City of Cannon Falls facilities at all times. Employees, elected officials, commission/committee members 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 restroom. All persons we provide services for are requested to wash or sanitize their hands prior to or immediately upon entering a City facility. 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.

The CDC and MDH recommend handwashing as the best method to clean hands, sanitizer should be used if handwashing is not an option. In following those guidelines, the City is recommending the following be done:

- Upon entering a City facility should either wash their hands or use a hand sanitizer.
- Persons seeking City services are encouraged to wash their hands or use a hand sanitizer.
- Bathroom are located in all staffed facilities and signed.
- Hand sanitizer bottle are located at the entrances of all facilities.

The CDC and MDH recommend source control masks for all persons in indoor public spaces where persons could be within six (6) feet. In following those guidelines, the City is recommending the following be done:

- When in common areas were an encounter with another person could occur, it is recommended that Employees, elected officials, commission/committee members wear a source control mask.
- In areas that are open to those the City provides services for, the City will post signs encouraging and recommending the use of a source control mask.

Employees, elected officials, commission/committee members and persons we provide services for 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, particularly their mouth, nose and eyes, with their hands. Employees, elected officials, commission/committee members and persons we provide services for are expected to dispose of tissues in provided trash receptacles 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, elected officials, commission/committee members and other persons entering City facilities. The City will post signs in common areas throughout facilities to provide instruction and reminders of good respiratory etiquette.

## **Workplace building and ventilation protocol**

Operation of City buildings in which the workplaces are located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air-conditioning (HVAC) systems. 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. Steps are also being taken to minimize air flow blowing across people. The City utilizes contractors to ensure the correct operation of the mechanical systems of its facilities to ensure they are functioning correctly to ensure a safe and healthy environment of all users of the facilities.

## **Workplace cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

In following the guidelines of the CDC and MDH, the City is recommending the following be done by cleaning staff:

- Daily sanitizing of the following high touch areas using a bleach solution or other equally effective disinfecting solution:
  - Counters in areas that provide services to customers
  - Entrance and exit door handles
  - Conference room tables and chairs
  - Lunch room tables and counters
  - Door handles
  - Hand railings
  - Restroom handles, counters, hand towel dispensers
  - Copier and printer control panels and paper pickup areas

In following the guidelines of the CDC and MDH, the City is recommending the following be done by employees for their work area:

- Daily sanitizing of the following high touch areas using a bleach solution or other equally effective disinfecting solution:
  - Keyboard and mouse
  - Telephone
  - Desktop surface
  - Other work areas that are used by the employee

In following the guidelines of the CDC and MDH, the City is recommending the following be done:

- Areas that do not have exclusive use by a single employee will be cleaned between uses and the employee that last used the location shall be responsible for cleaning the area before leaving.
- Counter areas that require pens to be used by customers will keep pens in an area not assessable to customers, and a clean pen will be provided to customers upon request. After use the pen will be placed into a container to be sanitized between users.

Appropriate and effective cleaning and disinfecting 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.

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated by e-mail advising all employees, elected officials, commission/committee members will be made the following business day after the certification of this plan that a copy is located in the lunchroom area of all City Facilities and necessary training was provided. Additional communication and training will be ongoing by conducted by instructional e-mails, voice or video recordings to keep person to person gatherings minimized. Training will be provided to all employees, elected officials, commission/committee members who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all employees, elected officials, commission/committee members, including independent contractors, subcontractors, vendors, outside technicians and persons we provide services for about protections and protocols, including:

- 1) social distancing protocols and practices;
- 2) Cleaning of common areas, customer areas and individual work areas;
- 3) practices for hygiene and respiratory etiquette;
- 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by employees, elected officials, commission/committee members and persons we provide services for.



All employees, elected officials, commission/committee members and persons we provide services for will also be advised not to enter City facilities if they are experiencing symptoms or have contracted COVID-19 through the use of signage and other notices.

Managers and supervisors are expected to monitor how effective the program has been implemented. Managers and supervisors will seek feedback from employees and make personal observations of the effectiveness of the areas addressed by the plan, to identify areas of success or areas for adjustments and improvements. All management and employees, elected officials, commission/committee members are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by City of Cannon Falls management and the plan was posted at City facilities and made readily available to employees following business day after the certification of this plan. The plan will be updated as necessary by the City's Emergency Management Director.

## **Additional protections and protocols**

Other conditions and circumstances addressed in this plan that are specific to the departments of the City are attached to this plan as Appendixes.

Certified by:

**[Signature]**

**[Date]**

**[Title of senior executive or management official]**

## Appendix A – Guidance for developing a COVID-19 Preparedness Plan

### General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

### Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

### Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

## Appendix B – Police Department Specifics for COVID-19 Preparedness Plan

### Personal Protective Equipment

The Cannon Falls Police Department recommends the following:

- Police employees when outside the Police Office or their squad car should wear a source control mask.
- Police employees when responding to in progress call should wear an N95 mask.
- Employees should follow the PPE conservation guidelines from the CDC for the reuse of N95 masks when possible.
- Police employees when wearing an N95, should also use eye protection glasses or face shield.
- Police employees when responding to a known COVID risk, should utilize other PPE items contained in the COVID response bags located in each marked squad car.

### Sanitizing

The Cannon Falls Police Department recommends the following:

- Police employees are responsible for sanitizing high touch points in the squad car at the start of their shift, including but not limited to:
  - Steering wheel
  - Radio and emergency controls and microphone
  - Laptop and keyboard
  - Door handles and controls
- Police employees are responsible for ensuring proper sanitizing of any equipment or uniforms that were contaminated utilizing the decontamination station that has been setup at the Public Safety Building.

### General

The Cannon Falls Police Department recommends the following:

- Police employees that are riding in a vehicle together will wear source control masks and keep the windows slightly opened as recommended by the CDC.
- Police employees that are assisting someone who is not wearing a mask and would be within six (6) feet of that person to assist them, should ask the person to wear a source control mask and provide one if needed. If the person refuses to wear a mask, the police employee should maintain the minimum six (6) foot distance and switch to an N95 mask before any further interactions.

## Appendix C – Fire Department Specifics for COVID-19 Preparedness Plan

### Personal Protective Equipment

The Cannon Falls Fire Department recommends the following:

- All medical calls an N95 mask, safety glasses and gloves should be worn.
- All medical calls where the patient is or is screened potentially positive for COVID 19 a N95 mask, face shield, gloves and gown should be worn.
- All employees should wear a surgical or cloth source control mask when attending meetings or trainings when social distancing isn't possible.

### Sanitizing

The Cannon Falls Fire Department recommends the following:

- Fire employees are responsible for sanitizing touch points in fire apparatus after use. They may utilize wipes or the hypochlorous acid sprayer to do so. Places should include but not limited to:
  - Steering wheel
  - Door handles
  - Seats
  - Pump controls
  - Radios
  - SCBA
- Fire Employees should utilize the gear washer to sanitize uniforms, turnout gear and gowns.
- A fire employee will be designated to sanitize the meeting room and bathrooms with hypochlorous acid before any scheduled meetings.

### General

The Cannon Falls Fire Department recommends the following:

- When riding in vehicles together, a surgical or cloth source control mask should be worn until you exit the vehicle.
- The department will not meet as an entire group until the pandemic emergency status has ended. Fire staff will use the two battalion roster to know which meetings to attend during the pandemic emergency status.
- The fire station will remain closed to the public until the pandemic emergency status has ended.

## Appendix D – Public Works Specifics for COVID-19 Preparedness Plan

### Personal Protective Equipment

The Cannon Falls Public Works Department recommends the following:

- Public Works employees that are entering a residences home or business for maintenance should wear a N95 mask, boot covers, and rubber gloves.
  - Boot covers and gloves should be disposed of at earliest convenience and properly
  - Employees should follow the PPE conservation guidelines from the CDC for the reuse of N95 masks when possible.
- When Public Works employees are meeting with sales people.
  - Should be by appointment only
  - Mask should be worn
  - Maintain 6 foot distance
- When Public Works employees that are assisting someone who is not wearing a mask should maintain a 6 foot distance from said individual and put on a mask.

### Sanitizing

The Cannon Falls Fire Department recommends the following:

- Public Works employees are responsible for sanitizing high touch points in city owned equipment before operation of equipment, including but not limited to:
  - Steering Wheel
  - Door Handles and controls