

**TO:** Mayor Althoff and City Council

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

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

**DATE:** February 12, 2021

**BACKGROUND**

The City Council approved the COVID-19 plan for the City of Cannon Falls at the July 7, 2020 meeting. The COVID-19 pandemic guidance is ever changing, and I review our plan when guidance changes or is added to ensure that our plan stay current. This pandemic emergency is coming up on a year in length and several more month likely before it ends. Because of the development of new variants, the length of time that people have been restricted in activities and that we will be entering sever weather season the City administrator and I had a discussion about keeping our workplace safe and healthy. We determined that it was appropriate to make an update to our COVID-19 plan and tried to take into consideration a wide range of “what if” scenarios and the best practices that could be used. Attached is Appendix F – Employee Activities Precautions Specifics for COVID-19 Preparedness Plan

This appendix was reviewed by the Finance Committee on 2-11-2021 and was unanimously approved to be brought to the City Council for approval. While not every update will come before the City Council, it was felt that since this also address activities employees engage in away from thier job, but has a protentional impact on the City’s safe and healthy workplace that having the elected officials consider and approve this addition. The proposed appendix addresses the latest guidance from the CDC. That included person that have received both doses of the two shot vaccines. Currently only two shot vaccines have received emergency authorization, but should single dose vaccines be approved for emergency use this appendix would be updated to include those if the CDC gives the same exception from quarantine the CDC has given to those who have received both shots.

**REQUESTED COUNCIL ACTION**

Motion and approval of adding Appendix F to the City of Cannon Falls COVID-19 plan.

# Appendix F – Employee Activities Precautions Specifics for COVID-19 Preparedness Plan

## Employee Activities

The City of Cannon Falls recognizes that employees are engaged in both work and non-work activities. The City of Cannon Falls also recognizes that as an employer the City have a duty to ensure a safe and healthy workplace for all employees and that employees have a personal duty to help the City in doing so. COVID-19 and the everchanging nature of its variants present a clear and ongoing danger to employees and the community. Because of that threat the City of Cannon Falls has adapted these guidelines to address the different types of activities that employees may engage in and steps that can be taken to keep employees, co-workers and the community safe.

## Employer Directed Activities

The City may find it necessary to have employees travel outside of the City for purposes of their job. If the travel is outside of Goodhue or adjacent Counties, the employee’s Supervisor will determine if the purpose for the travel is immediate and cannot be accomplished through a different method. If the purpose is both immediate and unable to be accomplished through a different method, the supervisor and the employee will create a travel plan that is designed to mitigate the risk to the employee, co-workers and community upon their return. Factors to be considered in that plan include but are not limited to:

- Length of time the travel will be.
- Purpose of the travel.
- Expected interaction with others.
- PPE that will be utilized.
  - N95 Mask
  - Face-shield
  - Sanitizer
  - Gloves
- Will fuel, meals or lodging be needed while traveling?
- Based on the above factors does the supervisor believe a quarantine period for the employee would be required?

Once the travel plan is created it should be reviewed with the Emergency Management Director to see if it adequately addresses the safety of not just the traveling employee, but also co-workers upon the employees return. If it is determined that a quarantine period is necessary, the employees Supervisor in consultation with the Emergency Management Director and the City Administrator will determine if the employee can work in an isolated assignment, remotely or needs to be away from the workplace during the quarantine time period. If away from the work place the quarantine time will be considered time worked because it resulted from City required travel. The quarantine timeline follows the CDC guidance listed below.

While the employee is traveling for the City, the City expects that all parts of the travel plan will be followed by the employee and failure to follow the plan will result in discipline of the employee.

## **Employee Elected Activities**

Employees may choose to engage in activities away from work that place them at a greater risk, however, such choices can impact the ability of the City to ensure a safe and healthy workplace. Employees are expected to take appropriate steps to mitigate the risk of exposure to themselves and by extension these the work with and the community the City provides services to by taking steps recommended by the CDC while working like wearing a mask and maintaining social distance from others.

The CDC has identified activities that have an increased risk of becoming infected with COVID-19, including but not limited to:

- Going to a large social gathering like a wedding, funeral, or party.
- Attending a mass gathering like a sporting event, concert, or parade.
- Being in crowds like in restaurants, bars, fitness centers, or movie theaters.
- Taking public transportation like planes, trains or buses or being in transportation hubs like airports.
- Traveling on a cruise ship or riverboat.

The City has an expectation that employees will also take the same precautions recommended by the CDC to help ensure a safe and healthy workplace while away from work.

The City recognizes that employee travel outside of Minnesota by public transportation or cruise ship or riverboat poses is an increased risk of exposure to COVID-19 because of the extended time spent in a crowded location(s). While employee time way from work is the employees, the City has a duty to ensure a safe and healthy workplace and to that end requires employees advise the City if they engage in travel outside of Minnesota by Public Transportation or cruise ship or riverboat because of the risk COVID-19 could pose to co-workers and the community they interact with during their jobs. Employees who travel outside the Minnesota by public transportation or cruise ship or riverboat shall report such travel and are expected to quarantine as recommended by the CDC as outlined below and notify their supervisor of such travel. Failing to follow the provisions of employee elected activities outline above may result in discipline of the employee.

## **CDC Quarantine Timeline Recommendation**

This section will follow the latest recommendations published by the CDC regarding quarantining during the COVID-19 Pandemic and will be updated to reflect revisions as warranted by CDC actions. The after you travel guidance below is based on the CDC information revision dated February 2, 2021\*.

The recommendation for quarantining after travel is because the employee may have been exposed to COVID-19 on their travels. An employee may feel fine and not have any symptoms, but can be contagious without symptoms and spread the virus to others. Employees and their travel companions (including children) pose a risk to other for 14 days after returning home. For that reason, the City of Cannon Falls is following the CDC guidance regarding the need for employees to get tested and stay home after travel. Quarantine is the best way to ensure the safety of co-workers and others employees would otherwise come in contact with others through their job. Upon returning home employees should do the following:

- Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel. A viral test is a nucleic acid amplification test or commonly referred to as a PCR test.
  - o Even if you test negative, stay home and self-quarantine for the full 7 days.
  - o If your test is positive, isolate yourself for the full 14 days from the date of your return home to protect others from getting infected.
  - o If you don't get tested, stay home and self-quarantine for 10 days after returning home.
- Avoid being around people (older adults, persons with medical conditions) who are at increased risk for severe illness for 14 days, whether you get tested or not.

Quarantine time may be charged to any leave time except sick time, unless the employee provides proof of a positive COVID-19 test.

Quarantine is not required for employees who provide proof of receiving both doses of two a shot vaccine after a possible exposure to COVID-19 per the CDC guidance, and as such are not required to quarantine after travel because of possible exposure to COVID-19. \*\*

\* <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

\*\* <https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html>