

MAPLE PLAIN REOPEN PLAN MAY 2020

Maple Plain will follow all CDC Guidelines in reopening offices and conducting city business as listed below.

WORKPLACES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider reopening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at higher risk for severe illness?

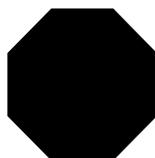
ANY
NO



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
- ✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- ✓ Train all employees on health and safety protocols

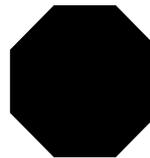
ANY
NO



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY
NO



ALL
YES

OPEN AND
MONITOR



cdc.gov/coronavirus

CITY OFFICE

- Office staff will be placed at least 6 feet apart in desk arrangements
- Office staff will be required to wear mask into and out of the office and anytime they are not at that their desk or socially isolated from each other
- Office staff will always wear a mask when talking to the public in person and the public is expected to wear a mask when approaching staff
- A taped line will be placed three feet away from the window for residents and visitors to stand.
- X will be placed on the floor outside to designate appropriate spacing between people
- Signage will be placed on the bulletin board on our social distancing and masking strategy
- Staff will be encouraged to stay home if sick
- Staff will be asked each day to answer the following questions each day they work about themselves and any member of their family where they live. If they answer yes to any of these questions they will be asked to leave the office and contact their clinic and will not be allowed in the office until cleared by a medical provider
 - Do you or a member of your family have a temperature of greater than 100 degrees?
 - Do you or a member of your family have a cough?
 - Do you or a member of your family have a new loss of taste or smell?
 - Do you or a member of your family have shortness of breath?
 - Do you or a member of your family have a sore throat?
- Office staff will be encouraged to use hand sanitizer and wash their hands frequently
- Hand sanitizer will be made available for the public outside the window
- Office surfaces and frequently touched items (e.g. copy machines, phones) will be cleaned at the end of each workday
- Staff meetings will be held maintaining social distancing of at least 6 feet and use conference calls when possible

PUBLIC WORKS

- Public Works will wear masks when in public or have any contact with the public or staff
- Appropriate social distancing of at least 6 feet will always be maintained.
- When possible, meetings will be held with Public Works via phone
- Encourage the use of hand sanitizer and wash their hands frequently
- Public works will be encouraged to wipe down hard surfaces that they come in contact with during the week.

PARKS

- All parks will be open to the public
- Signage will be placed on all park encouraging social distancing, using hand sanitizer and washing hands frequently and that gathering of no more than 10 people may occur
- Hand sanitizer station will be installed at each park with appropriate signage
- Softball and baseball fields at parks will be available if appropriate social distancing can be maintained and there are no more than 10 people gathering

- Public Works will wipe down all playground unit surfaces daily
- West Hennepin will help monitor the 10 people gatherings and help educate the public if gathering go over the 10-person limit

FIRE DEPARTMENT

- Training and other meetings will only be allowed if proper maintained social distancing can be maintained. Training and Fire Department meetings may need to be held at City Hall to accommodate social distancing.
- No meeting or training may be held with more than 10 people in attendance
- Fire fighters will be required to wear masks at all meetings and trainings

MEETINGS

- No meeting will be held with more than 10 people in attendance
- Meetings will continue to be made available for the public via video and audio access.
- All council, commission, staff meetings will be held in the council chambers with appropriate social distancing.
- All participants will be required to wear masks at all meetings
- Staff, council members or commissioners may continue to use remote access for meetings as needed for social distancing, health concerns or to maintain the meeting at less than 10 people gathering together.

CURRENT STATUS FOR MONDAY

- City Administrator bringing in gloves and masks for the office staff for Monday.
- City Administrator will need to speak with the Fire Department and look at purchasing additional PPE for office staff and Public Works.
- All desks are separated by Six Feet already.
- Taped Lines and X's for residents and visitors to social distance correctly are going down on Monday Morning.
- The language for the Park Signs has been identified and will be implemented on laminated signs for Monday with metal signs being ordered for the future.
- The Park bathrooms will be cleaned and opened for Residents.
- Sanitation stations will be ordered to place into the Park.
- Meeting for Monday are still planned for virtual.
- Signs will be implemented on the bulletin board explaining the X's and line at the window.
- All CDC guidelines will be followed by staff.

OTHER CONSIDERATIONS

- Should city officials become aware of any COVID-19 infections in Maple Plain, appropriate government officials will be notified.

- City Administrator will develop a contingency plan in the event all staff become sick and work needs to continue.
- CDC guidelines will be monitored, and these plans adjusted as guideline change
- City Administrator will provide Council with weekly updates of the implementation of this plan and any necessary adjustments that need to be made.