STEVENS COUNTY HRA

COVID-19
PANDEMIC
RETURN-TO-WORK
PHASED
PREPAREDNESS PLAN

Effective: May 18, 2020
Stevens County HRA is committed to the health and safety of its employees. In order to minimize the risk from COVID-19 in the workplace and at the public housing facility (GrandView Apartments), Stevens County HRA will take the following steps in order for employees to return to work effective May 18, 2020.

**PHASE ONE: May 18 through May 31, 2020**

**Locked to Public Access**

The HRA Offices and GrandView Apartments will remain locked to public access during this period. Clients, residents, participants will be instructed to communicate via phone or email. No face-to-face meetings will take place unless the circumstances make this unavoidable.

If in-person meetings must take place, all social distancing guidance will be followed, all participants will wear mask/face coverings and all participants will verbally answer the health screening questionnaire (Attachment B). If a participant answers Yes to any of the screening questions, the meeting will be rescheduled for no sooner than 14 days later. GrandView Apartments will remain closed to visitors and community spaces will remain closed.

**Vendors**

Vendors who are considered essential to the maintenance of the building or are construction workers will be required to wear masks when entering the building. Vendors will be expected to follow CDC guidelines on frequent and thorough hand washing, refraining from touching the face and, follow cough and sneeze etiquette.

**Employee Screening**

Each employee will review the CDC guidance on symptoms which would require remaining home ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)). Employees will be expected to be aware of these symptoms and refrain from coming to work if they are experiencing any of those symptoms. A health screening questionnaire will be provided to assist employees in their self-assessment.

If an employee begins to show symptoms of respiratory-like illness while at work, prompt notification by phone or email must be made to the supervisor. The employee must immediately leave the workplace and consult with their health care professional. A sick employee with COVID-19 like symptoms should remain at home for a minimum of 14 days or seek a medical evaluation.

**Cleaning and disinfection**

All high touch areas such as stair railings, guards, doorknobs, bathrooms etc. will be fully cleaned and disinfected each day. Hand sanitizer and disinfecting spray/wipes will be available to employees to clean work areas such as desks, phones, keyboards etc. daily. Shared equipment such as phones and copiers, should be wiped down after each use.

Employees should follow CDC guidelines on frequent and thorough hand washing, refraining from touching the face and, follow cough and sneeze etiquette.

**Distancing**

Those employees who are able to successfully telecommute, should continue to do so after discussion and approval by the supervisor.

CDC recommended social distancing protocols will be followed at all times.

No more than 3 employees at a time will be allowed to use the break room while maintaining social distancing guidelines.

Employees are encouraged to wear a mask or face covering at all times. When employees are outside of their own office space, masks or face coverings will be required.

Meetings will continue through electronic or virtual means whenever possible.
Travel will be limited to only what is necessary for business purposes and cannot be accomplished by electronic means.

Out-of-country travel or travel to known hot spots while on vacation is not encouraged. Be advised any such travel may require a two-week self-quarantine period prior to re-entering the HRA Offices utilizing accrued vacation hours, unpaid leave or subject to telework whenever feasible. While traveling on vacation, employees are expected to follow CDC guidelines on handwashing, social distancing and other safe practices.

**PHASE TWO: June 1 – 14, 2020**

**Re-opening HRA Offices / GrandView Apartments to the Public**

After a two-week period, the Directors will review the Governor’s recommendations on re-opening. If deemed safe, the offices will re-open to the public on a limited basis.

Clients will continue to be encouraged to complete necessary paper-work and communication via phone / email. When clients/participants/residents or members of the public require face-to-face services, they will be asked to call to setup an appointment. Clients will be required to answer a verbal health screening questionnaire prior to the appointment. See Attachment A. If anyone scheduled for an appointment answers yes to any of the questions, admittance will not be permitted and the appointment will be rescheduled for another 14 days or, services may be provided remotely by any other means possible.

The front doors will remain locked and customers with appointments will be asked to call reception to gain entrance. Employees will meet the customer at the front door and escort them to the designated meeting area while maintaining social distancing. Face coverings are encouraged.

Clear partitions will be installed at counters where face-to-face exposures exist. Distancing markers will be placed on the floor every 6-feet for customer use. A 6-foot line will be placed on the floor in front of desks used by staff. A plexi-glass shield will be installed in the Conference Room to allow for visits with staff. All staff will use this space if meeting with a client.

Every two-weeks the Directors will review the Governor’s recommendation and evaluate the continued phased re-opening.

**Vendors**

Vendors who are considered essential to the maintenance of the building or are construction workers will be expected to follow CDC guidelines on frequent and thorough hand washing, refraining from touching the face and, follow cough and sneeze etiquette and wearing masks.

**Communication**

The Executive Director will provide updates to employees regarding actions taken by the Board to prevent COVID-19 exposure in the workplace via email as soon as possible after such action.

Employees who experience COVID-19 symptoms should report these symptoms to their supervisor as soon as practicable and stay home. HRA sick leave policies including COVID-19 related leave will be utilized.

**PHASE THREE**

Upon determination by the Directors and the Governor’s Executive Orders declaring public spaces safe, the HRA Offices and GrandView will open to the general public as normal. Masks will be encouraged.

Telework will only continue upon the approval of the Executive Director.

Employees will continue to follow MDH/CDC sick call-in guidelines for respiratory illnesses.

Face-to-face staff meetings will be permitted utilizing social distancing guidelines, masks and the Conference Room.

Travel and training restrictions will be lifted.