COVID-19 Preparedness Plan Training for Minnesota DNR Volunteers

DEPARTMENT OF
NATURAL RESOURCES

About this course

The DNR is committed to providing a workplace that is safe and healthy for our staff, volunteers and the public. To do so, we've developed a Preparedness Plan for Safely Returning to the Workplace in response to the COVID-19 pandemic. The goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities.

The information provided in this course meets the requirements of Executive Orders signed by Governor Tim Walz that all Minnesota employers have a Preparedness Plan in place, and provide training related to that plan.

STAY SAFE MN

Objectives

Provide an overview of the DNR COVID-19 Preparedness Plan and information on:

- Symptoms of COVID-19 illness and modes of transmission

- Safeguards that will be implemented to protect workers

- Handwashing and cough etiquette

- Health screening

- Visitor access and social distancing

- Cleaning and disinfecting workspaces

- Policies related to COVID-19

- Resources, including agency contacts

About the DNR Preparedness Plan

The DNR COVID-19 Preparedness Plan ensures the gradual, safe and orderly return to the workplace — whether that is a building or field location — during the COVID-19 pandemic.

DNR COVID-19 Preparedness Plan

Includes plans for a gradual resumption of more public-facing services.

As of the plan's completion in June 2020:

- Those who are able to telework continue to do so and public-facing services are conducted virtually as much as possible.

- With the exception of some public-facing buildings at state parks and some other recreation lands, most DNR facilities are not currently open to the public.

DNR COVID-19 Preparedness Plan

Includes:

- Infection prevention measures

- Prompt identification and isolation of sick persons, including by health screening

- Measures for social distancing

- Housekeeping, including cleaning, disinfecting, and decontamination

- Communications and training for managers and workers necessary to implement the plan

- Management and supervision necessary to ensure effective ongoing implementation of the plan

Accessing our DNR COVID-19 Preparedness Plan

A copy of the DNR Preparedness Plan for Safely Returning to the Workplace, along with additional resources related to the DNR's response to COVID-19, can be obtained from your DNR volunteer supervisor or coordinator.

About COVID-19

COVID-19 is a viral illness that has spread throughout the world.

COVID-19 Coronavirus

COVID-19 is caused by a new coronavirus that can spread from person to person.

- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

- Asymptomatic people (i.e., those with the virus but without symptoms) can still spread the virus.

COVID-19 symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Some symptoms can be similar to allergies and the flu.

Allergies	**Flu**	**COVID-19**
• Itching eyes, nose, or roof of the mouth • Sneezing • Running, stuffy nose • Watery, red or swollen eyes	• Fever • Aches • Cough • Sneezing • Muscle aches • Chills and sweats • Congestion • Sore throat • Fatigue and weakness	• Cough • Shortness of breath or difficulty breathing • Fever • Chills • Muscle pain • Sore throat • New loss of taste or smell

This list does not include all possible symptoms. Symptoms may appear **2-14 days after exposure to the virus.**

How COVID-19 is spread

You can become infected:

- By coming into close contact with a person who has COVID-19. COVID-19 is primarily spread from person to person

- From respiratory droplets when an infected person coughs, sneezes, or talks

- By touching a surface or object that has the virus on it, and then touching your mouth, nose, or eyes with unwashed hands

Protecting yourself and others from COVID-19

There is currently no vaccine available to the general public to protect against COVID-19. The best way to protect yourself and others is to avoid exposure to the virus that causes COVID-19.

Avoid Exposure

To avoid exposure:

- stay home as much as possible and avoid close contact with others.

- wear a cloth face covering that covers your nose and mouth in public settings, consistent with Executive Order 20-81 issued by Governor Walz.

- clean and disinfect frequently touched surfaces.

- wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

- cover your cough and sneezes.

Wash hands frequently

Wash your hands:

- before preparing food and eating,

- after using the toilet,

- after coughing, sneezing, or blowing your nose,

- after touching garbage or commonly touched surfaces within a facility, such as door handles, tables, and counters,

- before and after treating a cut or wound.

How to wash your hands

1. **Wet** your hands with clean, running water (warm or cold), and apply soap.

2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.

3. **Scrub** your hands for at least 20 seconds (about the length of the "Happy Birthday" song twice).

4. **Rinse** your hands well under clean, running water.

5. **Dry** your hands using a clean towel or air dry them.

CDC guidelines on handwashing

Using hand sanitizer

For those in the field or other settings who do not have access to soap and water, use hand sanitizers as a substitute.

1. Apply the gel product to the palm of one hand

2. Rub your hands together

3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take about 20 seconds

4. Use an alcohol-based hand sanitizer that contains at least 60% alcohol

Finding hand sanitizer in our DNR workplace

Hand sanitizer can be found in:

- lunch rooms and other break areas,

- meeting rooms,

- public reception areas and other areas where there is interaction with the public.

Field staff and volunteers can obtain hand sanitizer from their volunteer supervisor or coordinator.

Cover your cough or sneeze

Turn away from others nearby, and cover your mouth and nose with your sleeve or a tissue when coughing or sneezing.

- Avoid touching your face, in particular mouth, nose, and eyes, with your hands.

- Dispose of tissues in the trash.

- Wash or sanitize hands immediately afterward.

- Follow cough etiquette as demonstrated on posters.

Social Distancing and Limiting Visitor Access

The DNR continues to require those who can telework to continue doing so. For those reporting to a workplace, however, the DNR is taking a number of steps to ensure social distancing.

Social distancing in our workplace

To maintain social distancing:

- schedules can be flexible and include staggered start and end times, which may include evenings and weekends.

- follow posted signage in common areas such as break rooms about how to maintain social distancing.

- limit time in copy and supply areas – take turns when there are multiple users.

- use of cloth face coverings indoors is required per Executive Order 20-81 issued by Governor Walz, and outdoors if close contact with others cannot be avoided.

Social distancing during meetings

Use virtual meeting technologies (such as Teams) as much as possible. If an in-person meeting is <u>necessary</u>, maintain social distancing by:

- limiting the number of attendees to the capacity of the meeting room adjusted for social distancing, or 10 people, whichever is less.

- maintaining 6 feet of space or more between you and others.

- pre-arranging chairs to maintain social distancing.

- moving meetings to the largest available room.

Social distance in public spaces of DNR buildings

Guidelines include:

- Follow general social distancing signs posted in lobby and common areas

- Keep a safe distance of 6-10 feet from others

While most building are currently closed to the public, additional measures to support social distancing include:

- modified lobby operations,

- additional equipment such as use of sneeze guards in office areas,

- using technology applications and tools and other approaches to engage with the public remotely.

Visitor access to DNR Buildings is limited

Most of DNR's buildings are not currently open to the public. As buildings gradually re-open to the public in the future:

- visitor access will be limited within facilities.

- social distancing will be required in public areas of DNR buildings.

- exterior signage will continue to direct visitors to access DNR services on-line and by phone.

Other strategies to limit visitor interactions include appointment-only meetings; designated "check-in" locations, outside of the building, with a single point of contact; and drop-boxes for documents or deliveries.

Daily health screening

In compliance with the Governor's Executive Orders, the DNR COVID-19 Preparedness Plan requires that all personnel who report to a work site conduct daily health screening to ensure the safety of employees and the public.

A work-site is defined as where more than one staff member or volunteer reports to work, or where they engage in public contact. This includes all work locations whether office, field, or vehicle. This requirement does not apply to those teleworking or volunteering remotely.

Supervisors and/or volunteer coordinators are required to ensure that all personnel reporting to these types of work-sites complete the daily health screening.

Health screening procedure - step 1

1. The first step in the health screening procedure is that, prior to reporting to work on-site each day, personnel are asked to self-screen by reading and answering four health screening questions provided in advance:

- **Symptoms:** In the past 10 days, have you had any of the following COVID-19 symptoms that you cannot attribute to another health condition? Fever of 100.4 °F or higher or feeling feverish or new chills, cough, shortness of breath, sore throat, muscle aches not related to exercise, headache, loss of taste or smell, nausea/vomiting or diarrhea.

- **Positive Test:** Have you had a positive COVID-19 test based on a sample taken in the last 10 days?

Health screening procedure - step 1 continued

- **Recent Contact Within Your Household:** Has anyone you **live with** had a confirmed case of COVID-19 in the past 24 days (since they began COVID-19 symptoms OR, if they have not had any COVID-19 symptoms, since they got tested with a positive result?)

- **Recent Contact Outside of Your Household:** In the past **14 days**, have you been exposed to someone you don't live with who has a confirmed case of COVID-19?

  This means that either you have had direct contact with someone with COVID-19, or you have been less than 6 feet from someone with COVID-19 for 15 minutes or more throughout a 24-hour period.

# Health screening procedure – steps 2 - 3

2. Next, volunteers will determine whether they are cleared to report to work based on their responses to the questions:

- Those who answer NO to any questions are cleared to report to the work-site

- Those who answer YES to one or more questions are <u>not</u> cleared to report to the work-site

3. Volunteers must then contact their supervisor or volunteer coordinator to let them know if cleared to report to the work-site or not, using the contact method provided by the supervisor or coordinator (phone or text).

- Again, those volunteers who report they are "not cleared" will be instructed to stay home.

Cleaning our workspaces and facilities
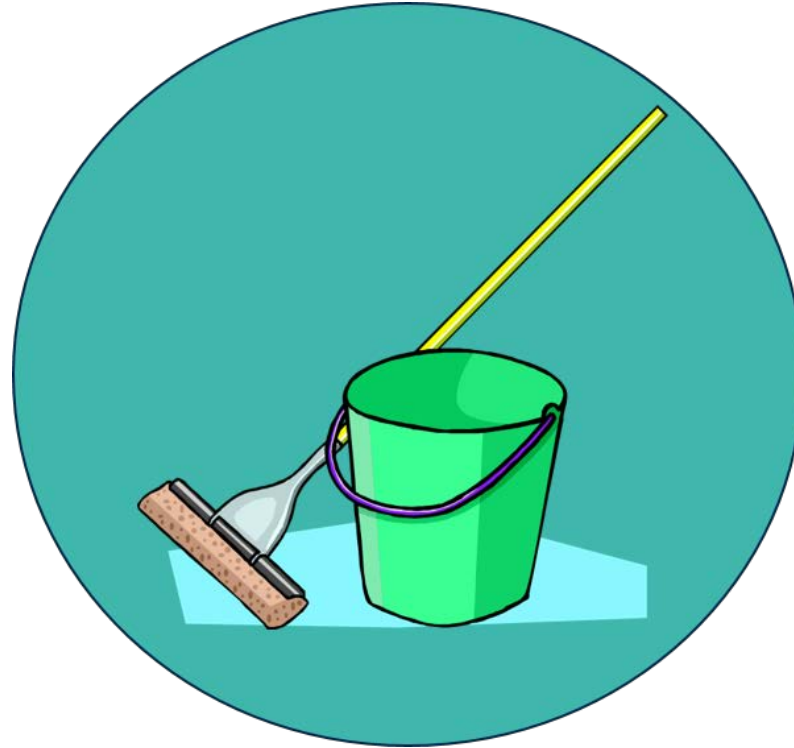
Site Coordinators will ensure their site follows DNR guidance on cleaning and sanitizing buildings.

Cleaning our workspaces

Each person is responsible for cleaning and sanitizing their individual work space surfaces.

Cleaning and disinfecting resources can be obtained from your supervisor or volunteer coordinator. You can also review additional CDC guidance about cleaning and disinfecting a facility on the Center for Disease Control website.

Cleaning your workspace

When cleaning your workspace:

- Use a detergent or soap and water to clean surfaces

- Use cleaning wipes, or sanitizing cleaners with paper towels, to disinfect work surfaces.

- A list of EPA-approved disinfectant products for use against the virus that causes COVID-19 is available on the United States Environmental Protection Agency's website

- Follow the manufacturer's instructions for all cleaning and use of personal protective equipment (PPE).

Respirators, masks, and face coverings

Respiratory protection protects the wearer from hazardous atmospheres, materials, and agents within the wearer's breathing zone.

Face-coverings protect those around the wearer from infectious agents expelled by the wearer while sneezing, coughing, or speaking. Masks and face-coverings are **not** regarded as PPE, unlike respirators.

Cloth or Paper Face Mask

Surgical Face Mask

Filtering Facepiece Respirator (e.g. N95)

Personal protective equipment (PPE)

It is the DNR's responsibility to do a PPE assessment through a Job Safety Analysis to determine PPE needed to perform a task.

Personnel in office buildings will typically *not* be required to use a N95 mask. Supplies are limited to tasks that require this level of protection.

While cloth face coverings and masks are not considered PPE, use of them is required, consistent with Executive Order 20-81 issued by Governor Tim Walz.

Cleaning electronics

For electronics, such as tablets, touch screens, keyboards, remote controls and ATMs:

- Turn off the device before cleaning or disinfecting it.

- Squeeze out excess liquid before using a disinfectant wipe when wiping down any device or technology hardware.

- Do not spray any liquids directly onto an electronic device. Do not use bleach for cleaning devices, as it can damage the finish.

- Wash hands before and after handling equipment used by others.

If you have COVID-19

Personnel who have been onsite at a DNR workplace, and who have been confirmed to have (or told by a medical professional to assume they have) COVID-19, should notify their DNR supervisor, volunteer coordinator or contact.

They should NOT continue to report to the workplace.

Stress and well-being resources

- [Minnesota Department of Health website](#)

- [National Alliance on Mental Illness (NAMI) Minnesota](#) at 888-626-4435

- [Minnesota Association for Children's Mental Health](#) at 800-528-4511

- Crisis Text Line: This emergency service provides free, 24/7 support via text message and is available if you or someone you know is experiencing a psychiatric or mental health crisis. To access, text MN to 741741.

- County crisis contacts (directories of mental health crisis phone numbers by county) for:

  - [Adults mental health crisis response numbers](#)

  - [Children's mental health crisis response numbers](#)