



Special Town Board Meeting
6:30 p.m.
Monday, May 11, 2020
12165 Hancock Street

Attending in person

- Township Chair Brian Kolbinger
- Township Vice Chair Brad Wilkening
- Township Supervisor Robin Boros

- Township Supervisor Joe Danielson
- Township Supervisor Luke Babler
- Township Clerk Lucinda Messman

Absent Members: Township Deputy Clerk Fran Seeley, Township Treasurer Tanya Danielson

Attending Staff: none

Others Attendees: none

Meeting called to order at 7 pm. Quorum verified by Chair Kolbinger.

Meeting called specifically to approve of a COVID-19 Preparedness Plan in compliance with Governor Tim Walz's Executive Orders in order to continue operation during the Peacetime Emergency.

Plan presented to board for review. Minimum standards include the following in order to be in compliance with the guidelines and standards indicated in the Executive Order.

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. cleaning, disinfecting, decontamination and ventilation;
5. communications and training for managers and workers necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

Full text of plan adopted by unanimous consensus of the Becker Town Board follows:

COVID-19 Preparedness Plan for Becker Township

Becker Township is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Town Board Supervisors and all staff members are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Town Board Supervisors, Planning Commissioners, Joint Planning Board members, "board members" and all staff members are responsible for implementing and complying with all aspects of this Preparedness Plan. Our staff members are our most important assets. We are serious about safety and health and keeping our workers working for the Town of Becker. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;

- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

All board members and staff 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. All board members and staff are to self-monitor for symptoms and are expected to remain at home if any symptoms are present. If someone is ill, they will contact the clerk directly by phone, text or email. If they become ill at work, they will go home immediately. Isolation in the workplace is not possible given the small quarters. Once the ill individual leaves, their work area will be disinfected using bleach solution.

Becker Township has implemented leave policies that promote workers 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. Workers will maintain their positions if leave/quarantine is necessary. No sick leave pay is available normally and none will be given at this time. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Those workers who are at high risk or living with a household member with underlying health conditions have had accommodations made to allow the worker to perform job duties from home. These accommodations may include taking home township equipment or files as needed. In addition, limiting those who will be in the building when workers with accommodations need to exchange materials will continue to be enacted.

Becker Township has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. It is the duty of board members and staff to immediately inform the clerk if they have been exposed to COVID-19.

Becker Township will then inform impacted employees immediately.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. This office will not release health status beyond those with a need to know due to their employment position.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Township Hall has restroom facilities with handwashing stations and will provide hand sanitizer at the entrance/exit to the building as well as an additional bottle of hand sanitizer at the conference table.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors 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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash 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 workers and visitors. Reminders of this will be communicated using informational graphics and education.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Becker Township is continuing its use of flexible work hours to minimize the number of staff workers in the building at a time. Six feet of distances is indicated by the blue tape on the floor. Staff workers are limited to one person in the clerk's office at a time. To allow work to continue, one work station has been moved to the main room to comply with social distancing guidelines. Board members and visitors are prohibited from gathering in groups and confined areas, including the clerk's office and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. It is recommended that all Township Board members and staff wear face masks when social distancing is not possible. All Township employees are to verify with the clerk that they possess a facemask as recommended by the CDC or if they require one. If board members or employees prefer, they can continue to attend board meetings virtually or in person (following social distancing guidelines) , they will continue to work remotely until the Township can obtain the recommended personal protective equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Routine cleaning schedule will increase to every other week rather than current twice a month. May 10th, 24th, June 7th and 21st are the next scheduled cleanings. It will continue every other week until such time the Board determines the schedule can return to twice per month. Products used include those approved by the CDC. At this time they are Clorox cleanup and Windex for all non-porous surfaces in the building. Bi-weekly cleaning will continue to be done by Stacey Peterson at this time. High touch areas will be cleaned and disinfected on a daily basis by the clerk. These areas include keyboard, mouse, monitors, door handles, counter between appointments, phone, printer, etc..

Communications and training

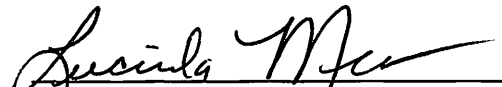
This Preparedness Plan was communicated by email and postal mail to all workers 5/11/2020 and any necessary training will be provided upon their return to work date. Additional communication and training will be ongoing by use of oral communication and infographics. Clerk will keep record of how the plan has been implemented and key dates as noted within this plan. Board members and staff are to work through this new program together and the Township Supervisors will update the training as necessary. This Preparedness Plan

has been certified by Becker Town Board and posted throughout the workplace 5/11/2020. It will be updated as necessary.

Meeting Adjourned 6:35 pm.



Brian Kolbinger, Chair



Lucinda Messman, Clerk