

Ramsey County COVID-19 Preparedness Plan

Ramsey County is committed to providing a safe and healthy workplace for all our employees and contractors, as well as tenants, visitors and residents while in our buildings and office spaces. To ensure a safe and healthy workplace this COVID-19 Preparedness Plan has been developed in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our buildings and that requires full cooperation among our employees, contractors, tenants, and residents while in our buildings. Only through this cooperative effort can we maintain the safety and health of all who enter Ramsey County buildings and office spaces.

In addition to office environments, Ramsey County has additional types of spaces and specialized staff that are subject to specific COVID-19 guidance beyond that applicable to office environments. These include residential facilities, correctional and detention facilities, clinical facilities, parks and recreation centers, with staff including first responders, law enforcement and healthcare workers. Departments responsible for these areas have developed and maintain additional protocols specific to the COVID-19 guidance applicable to their areas in addition to adhering to the general employee and office environment requirements in this plan.

Executive Orders issued by Governor Walz require that Ramsey County establish COVID-19 Preparedness Plans. Our COVID-19 Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, and MN Occupational Safety and Health Administration (OSHA) standards related to COVID-19.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Ramsey County managers and supervisors have our full support in enforcing the provisions of this plan.

Each department is required to have a plan specific to their staff, office areas, and any area that is open to the public. The department head must complete and secure approval of their initial plan, based on this COVID-19 Preparedness Plan, and in conjunction with any redesigned Service Delivery plans they propose which either return larger numbers of staff or residents to the building.

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Screening and Policies for Employees Exhibiting Symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Signage posted in buildings, the [RamseyNet](#) website, communications from supervisors & managers, and weekly e-mails all remind employees of the signs and symptoms of COVID-19 and to stay home when they are ill.

Employee Guidelines

General Guidelines: Employees are encouraged to self-monitor their own health considering the COVID-19 symptoms as determined by MDH and the CDC and made available on the Ramsey County website. Tools available for employee self-monitoring include the CDC COVID-19 [Self Checker](#). (Onsite screening protocols)

Exceptions at 24/7 Facilities: Facilities providing residential or other services 24/7 have specific additional procedures. Those procedures are posted online and at those facilities.

Contractor and Vendors: Departments are encouraged to evaluate and implement appropriate screening protocols for contractors and vendors based on the nature of the work performed and the location.

Employees with Symptoms of Respiratory Infection

Ramsey County Human Resources has developed guidance for supervisors and managers for response to situations involving an employee with COVID-19 symptoms or concerns related to their personal situations, see [HR Guidance For Exposure to COVID-19 and Leave Time](#). Guidance is provided for situations where employees are staying at home when they are sick, when household members are sick, when someone in the household is under quarantine (i.e., exposed to COVID-19 and monitoring for symptoms), and when employees or someone in their household are at high risk for COVID-19.

Symptoms of respiratory infection include: Fever (100.4 degrees F or greater), cough, muscle aches, sore throat, shortness of breath, chills, repeated shaking with chills, new loss of taste or smell, and/or headache – or the less common gastrointestinal system symptoms including nausea, vomiting or diarrhea.

Ramsey County will update symptom criteria routinely as guided by MDH and the CDC.

Employee Actions If Symptoms at Home: employee should stay home. Employees must notify their supervisor following standard procedures if they are unable to work due to illness.

Employee Actions If Symptoms at Work: The employee should go home immediately if the employee is at work.

Supervisor Actions if Employee with Symptoms at Work: If an employee is at work and appears to have symptoms of a flu-like illness, fever or other infectious disease, as a safety consideration, supervisors have the authority to require the employee to leave the workplace. If an employee is unable to drive themselves home, they should be isolated until they are able to arrange alternate transportation. In an emergency, call 911.

Supervisors and managers have been provided additional guidance on actions to take when they receive notification that an employee has a confirmed (or a health care provider-determine) diagnosis of COVID-19. This guidance includes notification procedures, recommendations for workplace cleaning, and the employee's options for sick leave.

Upon notification that an employee is confirmed COVID-19 case, supervisors/managers should immediately contact:

- County Incident Manager at COVID19CountyIncidentManager@co.ramsey.mn.us
- Ramsey County's Public Health Director
- Department Head
- HR Generalist
- Property Management (or your applicable cleaning service if a leased space is involved)

Supervisor Actions if Informed That An Employee Has or May Have COVID-19:

An employee's diagnosis of any type of illness is considered protected health information. Employees do not have to disclose their diagnosis whether at home or at work; however, employees do need to notify their supervisor and follow all applicable department call-in procedures if they are not able to stay at work or report into work when scheduled.

1. Identify the location where the employee had been working while they had symptoms and 48 hours prior, and locations the person frequented in that time period. The locations may include rest rooms, building entrances, cafeterias, etc.
2. Compile information on individuals in the work site who had close contact with the ill employee. Important factors include whether or not those involved were wearing face coverings, if the ill employee was coughing, etc.
3. Close contact means that a person was less than 6 feet from the ill employee *while that employee had symptoms and 48 hours prior to symptoms* for 15 minutes or longer.
4. Contact Public Health with this information.
5. Public Health will advise on further notifications to be completed and coordinate with Property Management related to the cleaning and disinfecting of any known exposure settings.
6. Ramsey County has guidance for informing employees when an individual that has been in the work area is confirmed to have COVID-19 or is assumed to have COVID-19 requiring them to quarantine for the required amount of time. Template messages are available for supervisors and managers to communicate with employees advising them of these situations and any necessary actions.

Employee Leave and Remote Work

The Human Resources Generalists are the first point of contact for employees, supervisors, and managers for general HR questions. The department Payroll and Transaction Assistant can also advise on these leave policies.

Ramsey County has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine. Available options include Family Medical Leave Act (FMLA), Paid Extraordinary Pandemic Event Leave (PEPEL), accrued vacation, sick and comp time. These leave policies and circumstances for their usage are described in the [HR Guidance For Exposure to COVID-19 and Leave Time](#).

Paid Extraordinary Event Leave (PEPEL)

Ramsey County provides Paid Extraordinary Pandemic Event Leave (PEPEL) as part of the leave policy specifically created to help lessen the impact of COVID-19 on employees.

PEPEL is a paid leave benefit available to all employees (including represented and unrepresented, temporary workers, intermittent workers, student workers and interns) of up to 80 hours that may be requested in the event an employee must be absent due to a COVID-19 health-related reason, including school and child care closures related to COVID-19.

Additional Leave Policy Elements

Regular Vacation, Sick, and Comp Time: After using all PEPEL hours, employees may use their accrued vacation, sick and comp time, as is appropriate for the circumstance.

Advance of Vacation or Sick Time: After sick, vacation or comp balances are used, employees may receive an advance of up to 80 total hours of sick and/or vacation hours.

Special Accommodation for Specific Circumstances: Accommodations may be available for employees with underlying medical conditions or who have household members with underlying health conditions, and for those impacted by school and childcare closures related to COVID-19.

Social Distancing

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Social distancing, also called “physical distancing,” means keeping space between yourself and other people. **To practice social or physical distancing, employees will maintain at least 6 feet (about 2 arms’ length) distance from other people in the workplace whenever possible** and is promoted through several administrative practices made available to departments to reduce the number of employees in the workplace at any given time.

General Administrative Polices for Employee Social Distancing

Face Coverings Required: Governor’s Executive Order 20-81 requires that all persons must wear a face covering inside any public building and while waiting in line to enter such buildings unless they

are alone or adequately socially distanced. This includes employees in all Ramsey County buildings and leased spaces. Signage is posted at building entries and other common areas of the buildings advising of this requirement.

An employee is not required to wear a face covering while alone in an office with a door, or while at their workstation, if able to maintain greater than 6 feet from others. If someone else enters the office or workspace, the employee must put on their face covering. The Executive Order also requires that county employees at work outside of our facilities are required to wear face coverings if social distancing cannot be maintained.

Each employee has been issued cloth face coverings for these purposes, although employees may use other face coverings.

Remote and Distanced Work: Supervisors shall permit telecommuting whenever possible, allow for flexible work locations and hours, and stagger shifts where practical.

Limited in Person Interactions/Waiting Areas: Interactions with visitors and residents should occur at designated public transaction counters or by appointment whenever possible. Shaking hands with employees is not recommended.

Eliminate Waiting Areas: Notify residents that they should enter the building just in time for the start of their appointment and that waiting areas are limited or not available. Departments must either remove waiting area furniture or designate portions as unusable. Magazines, toys, pens, forms, etc., must be removed or made available only through staff for one time use and discarded or returned to an employee for disinfection.

Social Distancing Signage and Floor Decals or Tape: Property Management has placed markings in all building common areas (such as at entrances, service/transaction counters, vending areas, elevator lobbies, restrooms, common use meeting and conference rooms, etc.) and in elevators. Social distancing decals and signage will be utilized outdoors at the entry to locations that have high traffic volumes that cannot be accommodated within the building.

Departments must assess their own work areas for appropriate social distancing and post social distancing signage. If a department desires additional signage or floor markings, coordinate requests through Property Management.

Designated Traffic Flow: In high traffic common areas, traffic flow will be designated via signage, stanchions, and other physical barriers.

Plexiglas Barriers: In high traffic locations where social distancing between staff and residents seeking services is not practical, such as at service centers, transaction counters and security screening stations, departments may request plexiglass barriers through Property Management. If approved, these will be installed or otherwise provided by Property Management.

- Employees and visitors will be advised to reach around or use the transaction cutout for exchanging materials, and not to step off to the side of the barrier.
- Departments must contact Property Management to obtain plexiglass barriers.

Occupancy Limits: Occupancy limits must be established in accordance with guidelines for size of gatherings from the CDC and MDH. Supervisors and managers must review all space used by employees for their work activities to ensure social distancing is accommodated, particularly in specialty spaces such as conference rooms, locker rooms, mail rooms, scan centers, etc. Maximum occupancy limits must be determined and posted in these areas to promote social distancing.

Where floor decals or plexiglass barriers are deemed necessary, departments must request assistance through Property Management. Departments must provide instructions to employees and visitors about these practices and social distancing in work areas that they occupy.

Furniture Spacing: If existing furniture configuration does not provide at least six-foot distance between employees, workstations will be removed or rendered unusable via signage and removal of seating to accomplish distancing. Floor decals may be deployed to designate social distancing in work rooms.

6'x8' and 8'x8' workstations allow for appropriate social distancing. Where aisles are narrow and traffic is high, designate one-way traffic through the space if passing single file does not afford appropriate social distancing.

Shared Workstations/Hoteling: Sharing of workstations and equipment must be eliminated whenever possible. When the use of hoteling stations, shared workspaces, common work rooms and equipment are the only option, such as multiple shift operations, common equipment work rooms, and copier equipment, instructions for cleaning the surfaces and electronics at the start and end of each shift must be posted and the appropriate cleaning supplies made available to employees by the department. (Additional information on cleaning is provided in a subsequent section.) Sharing of tools and office accessories such as pens and pencils is not recommended.

Limit In-Person Employee Meetings: Meetings will be conducted through virtual methods whenever possible. For in-person meetings, chairs must be removed from meeting rooms or designated unusable to accommodate social distancing. Meeting rooms will be designated with a maximum occupancy limit to accommodate social distancing. Common use audio visual equipment, speaker phones, remote controls, computers, keyboards, etc. that must remain available must be cleaned before and after each use.

Vending, Kitchenettes, and Breakrooms: General access to these areas should be extremely limited and must provide for social distancing. Staggered times for breaks and lunch are encouraged. Maximum occupancy limits must be determined and posted in these areas to promote social distancing. Remove tables and chairs to limit occupancy. Employees should use only their own items such as dishes, utensils and glasses. Sharing of items or food is discouraged.

County Vehicles: Limit occupancy within vehicles to one person whenever possible. Where necessary to have more than one occupant, maintaining maximum distance separation is required along with the use of face coverings.

General Administrative Polices for Providing Resident Services with Social Distancing

Face Coverings Required: Governor’s Executive Order 20-81 requires that all persons must wear a face covering inside any public building and while waiting in line to enter such buildings. This includes all Ramsey County buildings and leased spaces. Masks are made available to residents seeking services at transaction and service counters.

Service by Appointment Only: Resident services should be by appointment whenever in person interaction is required.

Elimination of Waiting Areas: Residents will be informed that they should enter the building just in time for the start of their appointment. Waiting areas will have no or limited seating available.

Drop Boxes: Drop boxes for residents use in returning forms and other materials have been installed at six location to avoid the need for face-to-face interaction with employees.

Utilize Curbside Pickup Where Practicable: Curbside pickup of materials, where offered, is without contact. Departments must determine the appropriate handling of materials if other than through the use of the drop boxes.

Limit Use of Facilities for Public Meeting: Meetings will be conducted through virtual methods whenever possible. When necessary for visitors and residents to meet in buildings, interactions must be limited to the public spaces. For in-person meetings, chairs must be removed from meeting rooms or designated unusable to accommodate social distancing. Meeting rooms will be designated with a maximum occupancy limit to accommodate social distancing. Shaking hands with visitors is not recommended. Common use audio visual equipment, speaker phones, remote controls, computers, keyboards, etc. that must remain available must be cleaned before and after each use.

Hygiene and Source Control

Basic infection prevention measures are in place at our workplaces. Mask requirements and COVID-19 symptoms/prevention are communicated through signage placed throughout the common areas of buildings by Property Management and by the department within work areas.

Handwashing

Employees 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, after using common equipment or tools, and after using the restroom. Signage with

handwashing instructions is posted at various locations in the buildings including restrooms and kitchenette areas.

All visitors to the workplace are encouraged to wash or sanitize their hands prior to or immediately upon entering the facility.

Restrooms

Public restrooms are available to employees and visitors seeking services in our buildings. Hand towels are provided in restrooms and kitchenettes to dry hands.

Hand Sanitizer

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and in high traffic locations in the workplace so they can be used for hand hygiene in place of soap and water, if hands are not visibly soiled. Property Management provides and maintains the hand sanitizer stands at the entrances and other high traffic common areas in the buildings.

Departments must determine the need for and provide hand sanitizer within work areas if access to hand washing facilities are not readily available and based on the activities conducted. Areas of attention may include counter services, mail/copy centers, and other common work areas where equipment or materials are used by multiple employees. In some instances, the use of gloves may be appropriate, as approved by Public Health based on a department request.

Drinking Fountains

Drinking fountains are not available. Sinks or water bottle fill stations are options where available.

Cleaning, Disinfecting and Building Operations

Property Management Responsibilities

General Cleaning: Enhanced cleaning protocols using EPA-registered disinfectants have been implemented by custodial staff at owned and leased buildings, including routine cleaning and disinfecting of high-traffic, high-touch building common areas as provided in Appendix A. Cleaning is completed several times each shift based on traffic levels. The high-traffic areas include entries, restrooms, break rooms, elevator lobbies, elevators, stairwells, and drop boxes. The high touch surfaces include door handles/knobs, push paddles, elevator panels, handrails, railings, vending and ATM control panels, sinks, faucets, toilets, paper towel dispensers, and hand dryers.

Post-Exposure Cleaning: If an employee, contractor or visitor is known to be diagnosed with COVID-19, custodial staff as directed by Public Health will use the enhanced cleaning protocol in additional areas of the building. Property Management will coordinate custodial services as outlined in lease contracts.

Building Operations: The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Each building is unique and being operated to maximize fresh air while retaining environmental comfort for occupants (i.e. temperature, humidity and drafts) and appropriate building pressure. High Efficiency Particulate Air (HEPA) air filtration is not possible with existing building systems and has not been deemed necessary for office environments. Most of our building systems are not capable of operating with minimum Efficiency Rating Value (MERV) 13 filters. The filters used and the replacement frequency are per the manufacturer's recommendation with replacement more frequently as conditions dictate. Filter changing is completed using appropriate PPE, with filters handled and disposed of according to applicable regulations.

Department Responsibilities

Shared Spaces: Supervisors and managers must establish cleaning and disinfecting responsibilities for shared space and equipment in their areas. This includes conference rooms, waiting areas, chairs, kitchenette appliances, service and transaction counters, shared work areas, office equipment, audio-visual equipment and remote controls, phones, computers, keyboards, tools, machinery, vehicles, locker rooms, wellness rooms, etc. High-touch surfaces in common department work areas should be cleaned regularly. Best practice is to clean surfaces before and after use, then wash hands after cleaning is complete.

Individual Workspaces: Employees are responsible for cleaning and disinfecting their workspace and equipment using products provided by the Department. No increased frequency is necessary unless an employee has been ill. Best practice is to clean office space at the start and end of each shift.

Workspace and Electronics Cleaning Procedure: Cleaning and disinfecting protocols for work areas and electronics are provided in Appendix C. Wash hands with soap and water immediately after completing any cleaning or disinfecting.

Service from Property Management: Departments may work through Property Management to obtain supplemental cleaning services for their service and transaction counters for public areas as an alternative to department employees performing these services.

Personal Protective Equipment (PPE) and Cleaning Supplies Procurement

A Centralized PPE Procurement & Distribution Procedure has been established by Public Health and Procurement. This procedure must be followed to ensure an adequate inventory of PPE and cleaning supplies and to establish a priority distribution.

A copy of this procedure is provided in Appendix B.

Face Coverings, Hand Sanitizer, and other PPE: Departments may obtain reusable and disposable masks through the Centralized PPE Procurement and Distribution Procedure and make them

available to visitors along with the instructions for use. Hand sanitizer and other PPE for employee use such as gloves, gowns, and face shields are also available as deemed appropriate. Departments must complete and submit a [Supply/Equipment Requisition](#) form to obtain these items.

Cleaning and Disinfecting Supplies: Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets, manufacturer specifications and required personal protective equipment (PPE). The products, safety data sheets (SDS), and instructions for use are managed and provided through Public Health. The [SDS](#) forms for these products are available for review. These supplies must also be requested using the [Supply/Equipment Requisition](#) available online.

Communications and Training

Training

Ramsey County makes training programs available to employees through the [Learning Management System](#). This allows employees to register and complete training on their schedules.

COVID-19 Specialized Topics: Ramsey County created specialized topic training due to the pandemic. These include a COVID-19 training program, a Microsoft Teams training, and a training on the Emergency Paid Leave – Supervisory Training and Procedures. Employees will be required to complete a training program on self-monitoring, social distancing and the use of cloth face coverings upon approval of their department’s redesigned Service Delivery and prior to immediately upon return to the office.

Employees can re-watch the COVID-19 training video by accessing their transcript in the Learning and Development Center.

Relevant General Employee Training: Employees receive additional training as relevant to their regular work activities such as Right to Know and use of Personal Protective Equipment

Outreach and Communications

Website: Ramsey County has established a website specifically to provide information related to COVID-19 to employees, visitors, and residents. It is available on both the external, www.ramseycounty.us, and internal Ramsey County websites, [RamseyNet](#). This website is used to provide information, instructions, and updates to all. Employees are provided an opportunity to submit questions through this website and the responses are added to the Frequently Asked Questions. Additional resources related to COVID-19 preparedness and planning are provided in Appendix C.

Specific Weekly Updates to Employees: Weekly communications to employees, written and video, are used to update information or advise on recent changes to protocols and guidance documents. Communications are distributed electronically and posted to [RamseyNet](#). Past communications also remain available to employees.

Signage: Signage is used to remind and alert employees, contractors, visitors and residents to COVID-19 information including symptoms, proper social distancing practices, proper handwashing protocols, and requirements for wearing masks/face coverings. The frequently used signage is listed in Appendix D and available on [RamseyNet](#). Property Management deploys signage in the common areas of buildings while departments are responsible to deploy signage within their work areas.

Specific Information for Residents and Visitors: Instructions for residents and visitors provided by departments and posted on the website include how to use contactless drop-off and pick-up locations and the hours and locations of walk-up service sites.

Employee Assistance Program: Ramsey County has an Employee Assistance Program (EAP) to help employees and their families with personal life or work issues. Assistance is available 24/7 for help from a counselor on areas including health, finding childcare and finding community resources as needed. Information on this program is provided on [RamseyNet](#).

Plan Approval

The COVID-19 Preparedness Plan was approved by the County Incident Manager (CIM) and posted to the Ramsey County COVID-19 websites, [Ramsey County](#) and [RamseyNet](#). The approved COVID-19 Preparedness Plan was distributed to the Executive Team and Senior Management Team and posted on the internal website, [RamseyNet](#). Additional communication and training will be ongoing through the weekly communications and the website. It will be updated as necessary by the COVID-19 Planning and Operations Teams – Service Delivery Branches, Property Management, Public Health, and Human Resources.

Departmental Service Delivery Redesign and Workplace-Specific Plans

Service Delivery Redesign: Department heads are required to obtain approval of their initial workplace redesign for COVID-19, Workplace 2.0 Plan, and a revised plan at the time any modifications become necessary due to service delivery redesign requests. A revised plan is required for any change in service delivery that either returns more employees to the office or brings residents into the building.

Workplace 2.0 Plans: The Workplace 2.0 Plan is the COVID-19 plan specific to the department and the work area(s) for employees and residents they serve. Workplace 2.0 Plans must address specific department work requirements and document their ability to comply with the requirements in the COVID-19 Preparedness Plan. The plan must be shared with employees during development and made available in the work area. A template for the Workplace 2.0 Plan is available to departments.

Supervisors and managers will monitor the effectiveness of the plan's implementation by observing interactions and seeking feedback from employees. Training will be provided to employees in accordance with the Workplace 2.0 plan and requirements for their work activities.

Employees should contact their supervisor, manager or department Workplace Emergency Coordinator for questions on the COVID-19 Preparedness Plan, their department Service Redesign, and their Workplace 2.0 Plan.

Appendix A – Cleaning and Disinfecting

Custodial Staff Enhanced Cleaning Services

In accordance with CDC guidelines high-traffic, high-touch public-facing and common areas are routinely cleaned and disinfected by the custodial staff. These include:

In public areas:

- Building entries
- Information desks
- Elevator cabs and lobbies
- Elevator buttons
- Stairwells
- Break rooms
- Vending and Cafeteria Areas
- Door handles/knobs/handicapped paddles
- Crash bar hardware
- Handrails/railings
- Light switches
- Windows/glass
- Drinking fountains (if in service)
- Public counter tops/work surfaces
- Public seating
- Public tables
- Trash receptacles
- US mail receptacles

In Restrooms:

- Paper towel dispensers/soap dispensers/hand dryers (if not disabled)
- Changing stations
- Fixtures, toilets, and sinks
- Counters and shelving

Enhanced cleaning and disinfecting of these areas are completed using appropriate personal protective equipment (PPE) and EPA approved disinfectants such as Ecolab Peroxide Multi-Surface Cleaner and Disinfectant in accordance with manufacturer's instructions that follow. Hillyard Q.T. 3 is an alternative product also used by custodial staff.

Supplemental Cleaning Services

Supplemental cleaning and disinfecting services are available from custodial staff. Supplemental service is available for: a) service and transaction counters, drop boxes, worktables, seating; b) public computers, keyboards, computer mouse, printers/copiers and phones, and c) furniture and equipment.

If an agreement for supplemental service is not approved by Property Management, they remain the responsibility of the department.

For more information or to request a cost estimate for supplemental cleaning services from custodial staff please contact Property Management at 651-266-2269.

Department Responsibilities

In office suites, the department is responsible for providing department staff with any necessary PPE, hand sanitizer, wipes, and any other cleaning materials for use in cleaning and disinfecting their work furniture and equipment. Products must be chosen and used in a manner to not harm historic woods, marbles, specialized surfaces, etc. Furniture and equipment include but are not limited to the following.

Office waiting and circulation areas:

- Chairs, tables, coat racks
- Form and magazine racks
- Information desks
- Transaction counters
- Plexiglass sneeze guards
- Telephone and computer stations

Office kitchenette areas:

- Interior of refrigerators, microwaves and other appliances
- Appliance surfaces, handles, knobs and control panels
- Silverware/small ware

Office conference rooms/huddle rooms/copier work areas:

- Phones, TVs, displays, conferencing equipment
- Tables and chairs
- Multi-function devices (MFDs) including copiers, printers, faxes
- Other office supplies (e.g., staplers, staple removers, three-hole punches)

For department workspaces and electronics, cleaning and disinfecting using Ecolab's Peroxide Multi-Purpose Cleaner is recommended using the instructions that follow. If the Multi-Purpose Cleaner is unavailable for cleaning workspaces, use an equivalent alternative following the manufacturer's instructions.

If Ecolab's Peroxide Multi-Purpose Cleaner is unavailable for cleaning electronics, clean and use alcohol-based wipes or spray containing at least 70% isopropyl alcohol to disinfect using the following instructions.

Cleaning tips for your computer

Use only mild cleaning solutions (non-ammonia based and non-abrasive) and a damp lint-free, soft cloth to clean the painted cover surfaces of the computer.

1. Apply cleaner onto the cloth.
2. Absorb the cleaner into a sponge or lint-free, soft cloth.
3. Squeeze out the excess liquid from the sponge or cloth.
4. Wipe the cover using a circular motion taking care not to let any excess liquid drip.
5. Wipe the surface to remove any left-over cleaner.
6. Rinse the sponge or cloth with clean running water and squeeze out any excess liquid.
7. Wipe the cover with the clean sponge or lint-free, soft cloth.
8. Wipe the surface again with a dry, lint-free, soft cloth.
9. Wait for the surface to dry completely and then remove any fibers left from the sponge or cloth.

Cleaning your computer keyboard

1. Absorb some isopropyl alcohol on a lint-free, soft cloth.
2. Squeeze out excess liquid from the lint-free, soft cloth.
3. Wipe the keytop surface with the lint-free, soft cloth, ensuring no liquid drips on or between the keys.
4. Allow to dry.

Never spray or pour any liquid cleaner directly on the LCD display or the keyboard. You can use compressed air from a compressed air can to remove any crumbs and dust from beneath the keys. Do NOT use an air compressor.

Cleaning your computer LCD display

1. Gently wipe the display with a dry, lint-free, soft cloth.
2. Wipe or dust the stain gently with a dry, soft cloth.
3. If a stain, smudge, or other blemish remains, moisten a lint-free, soft cloth with water or a 50-50 mixture of isopropyl alcohol and water (distilled or deionized).
4. Wring out as much of the liquid as you can from the lint-free, soft cloth.
5. Wipe the display again; do not let any liquid drip into the computer.
6. Allow the display to dry, then close the lid if the computer has one.

Anti-static LCD cleaning cloths, disinfecting wipes, and some types of lens cleaning wipes are also acceptable alternatives for a lint-free, soft cloth. Isopropyl Alcohol is a flammable liquid. Do not use this cleaner near an exposed flame or when the system is on.

Vendors and Contractors

Departments are responsible for screening their vendors and contractors, ensuring the use of any necessary PPE, hand sanitizer, wipes, masks and any other cleaning materials for department use in cleaning their space and equipment.

Surface cleaning for COVID-19

Peroxide Multi-Surface Cleaner and Disinfectant

- Hand washing, cough etiquette and maintaining social distance are still the best ways to avoid getting COVID-19.
- Frequent cleaning of commonly touched hard surfaces in the workplace is recommended and may help stop the virus from spreading.
- Ramsey County Property Management will continue to maintain its current housekeeping programs in county facilities using appropriate disinfectants and cleaners.
- **Clean surfaces between janitorial visits.** Since some surfaces may become contaminated more often and require periodic cleaning between scheduled janitorial visits, ready to use disinfectant is available from Public Health/logistics using the PPE ordering procedure.



County department ordering disinfectant from Public Health/logistics using the PPE ordering procedure, Please order 1-quart spray bottles of pre-diluted **EcoLab Peroxide Multi-Surface Cleaner and Disinfectant** and disposable wiping cloths and nitrile gloves and follow instructions for use.

Safe and simple to use

EcoLab Peroxide Multi-Surface Cleaner and Disinfectant is a hydrogen peroxide disinfectant; a safety data sheet (SDS) is available on MSDS Online. Public Health recommends nitrile gloves be worn when using this product in this diluted state. To take off the nitrile gloves after completing the disinfection, follow the procedure on the back page. *Read through all the steps before you begin.*

1) Directions for Use:

- Use this product in a manner consistent with its labeling.
- This product is designed for daily general cleaning and disinfecting of hard, non-porous environmental surfaces.
- This product is recommended for use as a non-food contact sanitizer. *Note: food products, utensils, etc. must be removed or protected prior to using this product. Do not use on eating utensils, glassware and cookware.*

2) To clean and sanitize hard flat surfaces, such as service counters or conference tables:

- Put on nitrile gloves.
- Pre-clean heavily soiled areas. Once you begin the cleaning process, **avoid touching your skin, eyes, nose or mouth.**

Contacts

Please contact your building manager for questions or additional information.

Website

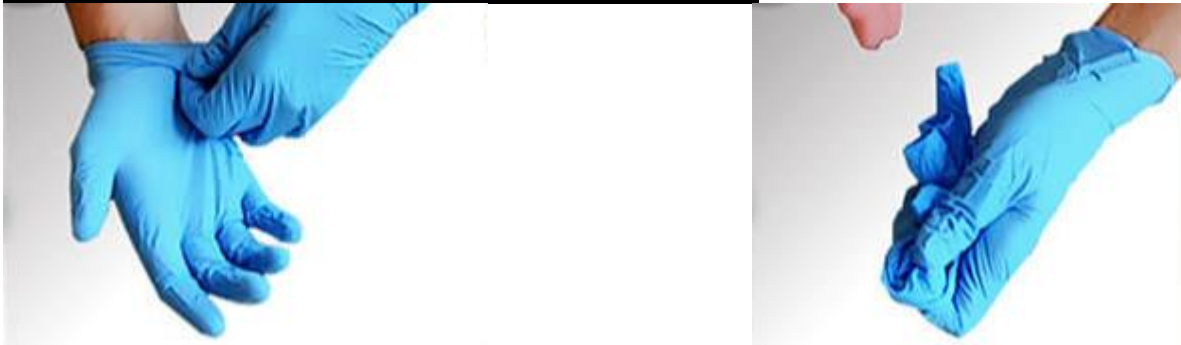
<https://www.ramseycounty.us/>

- Hold the triggered spray bottle with **Peroxide Multi-Surface Cleaner and Disinfectant** six to eight inches from surface to be treated.
- Spray surface area making sure to wet surfaces thoroughly with solution.
- Allow surface to **remain wet for 5 minutes**.
- No scrubbing is necessary. Wipe off with a clean cloth or allow to air dry.
- After cleaning, discard the cloth into the trash.

2b) For electronic equipment or other 3-dimensional objects such as keyboards or doorknobs:

- Put on nitrile gloves.
- Pre-clean heavily soiled areas. Once you begin the cleaning process, **avoid touching your skin, eyes, nose or mouth**.
- Apply **Peroxide Multi-Surface Cleaner and Disinfectant** liberally to cleaning cloth; the cloth should be moist but not dripping. Remember the product cannot drip through into electrical components due to risk of electric shock or damaging the equipment. (e.g. light switch, keyboard, mouse, phone keypad)
- Wipe the wet cloth over the surface and allow to **remain wet for 5 minutes**.
- No scrubbing is necessary. Wipe off with a clean cloth once using one side of cloth, then turn cloth over and wipe dry.
- After cleaning, discard the cleaning cloth into the trash.

3) Use the following steps to remove dirty gloves:



1. With both hands gloved, grasp the outside of one glove at the top of the wrist, not touching the skin.
2. Peel the glove away from your body from wrist to fingertips, turning the glove inside out and held in the gloved hand.



3, 4 and 5. With your ungloved hand, peel off your second glove by inserting your fingers inside the glove at the top of your wrist. Peel the glove away, turning the glove inside out so the first glove remains inside the second glove. Discard the gloves into the trash.

4) Remember to wash your hands before touching your eyes, nose, mouth or food.

Appendix B – Centralized PPE Procurement & Distribution Procedure

Ramsey County will use the following procedure during the COVID-19 Incident Response to procure and distribute Personal Protective Equipment (PPE) and cleaning supplies. Items included in this process:

- N95, surgical and other masks
- Face Shields
- Gowns
- Gloves
- Thermometers
- Disinfectant
- Hand Sanitizer

At this time, other products and equipment should be procured by departments following guidance provided by Procurement.

This procedure is meant to work in conjunction with the approved PPE Priority Distribution policy.

Procurement

The anticipated needs for each department are assessed utilizing the data collected by the “PPE Inventory and Needs” form that was distributed county-wide and will be updated as necessary by Public Health Logistics. COVID-19 Logistics and Procurement will work together to procure PPE to build an inventory stock to meet requests. Timing of order deliveries is tracked, and purchases made to ensure adequate inventory is on-hand to meet weekly needs until larger orders come in.

Logistics and Procurement use a shared spreadsheet to communicate what is ordered, quantity, delivery eta, needs, etc., as well as when shipments have been delivered.

Leads for potential vendors or sources of PPE equipment should be forwarded to and managed by Procurement.

Departmental PPE Request Fulfillment

Departments should not contact Procurement for the PPE listed above or procure it themselves.

In order to ensure that sufficient PPE and supplies are available to the Ramsey County Departments during this response, the following procedure will be used when you need to order PPE and supplies using the [Supply/Equipment Requisition](#) form.

1. Facilities need to provide Public Health (PH) logistics with estimated PPE need for 4 weeks.
 - Number of staff/how they are being used (must meet CDC recommended guidelines)
 - Provide a point of contact (POC).
2. Facilities point of contact will report to PH Logistics weekly (every Monday) the number of PPE in stock at facility via email (PH-Logistics@ramseycounty.us)
3. When levels reach 25% of supply, facility will complete the supply equipment requisition form and submit to ph-logistics@ramseycounty.us
 - a. The POC identifies need and completes the Supply/Equipment Requisition Form.
 - i. This form can be completed manually or filled out using Adobe.
 - ii. Provide the required item information to ensure you receive the correct item.
 - b. PH logistics will fill orders based on capacity.
4. Forward the approved form logistics at ph-logistics@ramseycounty.us who will review the request.
5. If the requested items are not in our inventory, the Supply/Equipment Requisition Form will be adjusted to reflect what will be delivered and what will be on back order.
 - a. The requested items will be allocated based on the available supply, the number of requests, and according to the CDC guidelines and SPRCPH's prioritization list.
6. Arrangements will be made for delivery (delivery or pick-up).
7. Recipient of items must sign the form certifying supplies have been received. Entire order may not be received at one time.

Appendix C – COVID-19 Preparedness Resources

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) –

www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Federal OSHA: www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages –

www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Appendix D – COVID-19 Signage Examples

Various materials, posters and videos are available at <https://www.ramseycounty.us/covid-19-info/health-information/materials-posters-videos>.

The posters recommended for use in Ramsey County buildings and work areas:

[Mask mandate](#)

[COVID-19 Combined Poster](#)

[Handwashing](#)

[Social distancing in languages](#)

[Social distancing](#)

[Social distancing with masks](#)

[Cloth face mask](#)