

Ramsey County Workplace 2.0 Plan

Department name:

Division name:

Location(s) – Building/Suite:

Date:

Each department must have a Workplace 2.0 Plan specific to their staff, office work areas and service delivery in accordance with the Ramsey County COVID-19 Preparedness Plan. Plans for other work environments such as congregate care or home visits are handled separately.

Departments must also submit revised Workplace 2.0 Plans with any Service Delivery redesign request that either brings more employees or more residents into county buildings.

Instructions

1. Draft your site-specific Workplace 2.0 Plan using this template.
2. Resources are available in the [Ramsey County COVID-19 Preparedness Plan](#) and through other information all of which are available on the [Ramsey County website](#). The [HR Guidance documentation](#) and your HR Generalist are contacts for questions on leave time resources available for employees. The COVID-19 Workplace 2.0 team - Public Health, Property Management, and HR Occupational Health & Safety are also available to assist.
3. Send your completed plan to your Deputy County Manager with your Service Delivery Redesign forms for review and approval.
4. Your plan will be reviewed by the COVID-19 Workplace 2.0 team.
5. Upon approval your Workplace 2.0 Plan will be returned for implementation in accordance with the COVID-19 Preparedness Plan.

General information

Department and contact information

Department Head	
Deputy County Manager	
Contact name	
Contact email	
Contact phone	

Indicate if this is an initial Workplace 2.0 Plan or an update due to a change in Service Delivery (For changes in Service Delivery, include the date of your corresponding Service Delivery Check-in form).

Overview of programs and locations affected by the change in service delivery

Program	Location (Facility and floor)	# of employees impacted	Anticipated daily # of clients/residents	Proposed return date	Hours of Operation

Shared spaces with other departments or divisions

Do you share space with anyone else? Does your plan impact any other departments' area(s)? Does your plan impact any non-County entities that use the space?

Ramsey County COVID-19 Preparedness Plan

A countywide plan is in place that sets the minimum standards and serves as the overarching plan for Ramsey County's approach to workplace redesign in response to Service Delivery changes, while promoting workplace safety during COVID-19.

The countywide plan will be posted at work site(s) and is available [electronically](#).

Personal Protective Equipment (PPE) and Cleaning Supplies

Personal protective equipment and supplies are available through a centralized procurement and distribution process managed by Public Health. Public Health and HR Occupational Health and Safety are available to assist in determining appropriate PPE for staff. Public Health will determine the priority of distribution when PPE and supplies are limited.

[Supply/Equipment Requisitions](#) should be submitted to PH-Logistics@ramseycounty.us.

Based on the job duties of staff in the department, identify the personal protective equipment that will be provided to employees particularly those who work in proximity to residents, clients, or inmates and the rationale for their use:

PPE	Explain why the PPE is needed by the department	X
Coveralls		
Face shields		
Gloves		
Safety glasses		
Gowns		
Masks – Cloth	Face Covering Policy <i>Cloth masks are not considered personal protective equipment but can be used if no similar personal protective equipment is required. While working at a county facility or providing close contact services in the field, employees are required to wear face coverings. Cloth masks have been provided to employees.</i>	X
Masks – Surgical/Disposable	Masks are not considered personal protective equipment but can be ordered and provided to residents seeking services at county buildings.	
Masks – N95	Only for staff working 24/7 providing direct care for residents or inmates and for those working with infectious patients. Use requires medical evaluation and fit testing. Contact HR Occupational Health and Safety for additional information, 651-266-2929.	
Other: <u>(insert name)</u>		

Describe additional information or requirements for site-specific PPE

Describe how the visitor mask requirement will be communicated and how masks will be made available to visitors

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Safety data sheets ([SDS forms](#)) for cleaning supplies are available. Identify cleaning supplies that will be provided to employees and the intended use:

Supplies	X
Hand sanitizer	
Sanitizing wipes	
Disinfecting spray	
Other: <u>Insert name</u>	

Describe additional information or requirements for site-specific supplies

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PPE and Supplies Point of Contact

A department must have identified an employee(s) as the point of contact who is responsible for requesting, receiving, managing and reporting on cleaning supplies and personal protective equipment at each site in use. Tasks for this point of contact include:

- Organize physical layout of supply area;
- Establish procedures for operating supply area;
- Maintain inventory of cleaning supplies and personal protective equipment;
- Develop and maintain security requirements of supply area;
- Requisition PPE and supplies;
- Ensure that requested PPE and supplies are received in accordance with requisitions.

The point of contact is:

Name	
Email	
Phone	
Location(s)	

Add additional tables if there are point of contacts at different locations.

Social distancing

Public spaces

For the purposes of this plan, public spaces are defined as areas that are open to clients, customers, residents or the general public and that are assigned to a specific department or division. Property Management will implement social distancing measures in common spaces such as building lobbies, elevators and elevator lobbies, stairwells, restrooms, building amenity spaces.

Describe site-specific or suite-specific procedures for limiting the number of people in public spaces. Include plans for use of appointment-based services or other measures to control access. Describe where interactions will occur.

Describe physical changes (such as signage, floor markings, and physical barriers) that will be implemented to promote social distancing in public spaces.

Employee workspaces

Indicate the maximum occupancy for the workspace and describe site-specific procedures for limiting the number of employees in employee workspaces (i.e. remote work, staggered shifts, workspaces are more than six feet apart).

Describe physical changes that will be implemented to promote social distancing in employee workspaces. Identify any traffic flow changes necessary to maintain social distancing in the employee workspaces.

Meeting and shared spaces

Describe site-specific procedures for limiting the use of meeting and shared spaces within the maximum occupancy levels established for each space (i.e. signage, training).

Describe physical changes that will be implemented to promote social distancing in conference/meeting rooms and shared spaces such as removal of furniture.

Document exchange

Describe changes to document exchange procedures that will be made to promote social distancing (such as mail-in services, drop-boxes, Service Centers, contact less pick-up, package handling, etc.)

Other measures

Describe any other procedural or physical space changes that will be implemented to promote social distancing.

Attach drawings of the building/suite as may be appropriate to delineate the areas covered by this Plan and the measures being implemented to promote social distancing.

Cleaning and disinfecting

Property Management continues to maintain enhanced cleaning services in the common areas of the buildings and has indicated below its cleaning responsibilities and frequency in department specific spaces in county owned buildings they manage. The department remains responsible for cleaning and disinfecting the remaining items on the list below in your work areas. (Property Management is available to assist in defining cleaning and disinfecting responsibilities in other buildings upon request.) Identify site-specific cleaning and disinfecting assignments and frequencies for the items below that are available for employee use. If each employee is instructed to clean and disinfect before and after each use indicate "User".

Assigned office or workstation	Assignment	Frequency
Desktop surfaces	<i>User</i>	<i>As used</i>
Workstations, workstation cabinets, drawers		
Computers/laptops, keyboards, computer mouse		
Printers		
Phones		
Office chair		
Office doorknobs/handles		
Lockers		
Personal items in your workspace		
Office supplies		
Hoteling space	Responsibility	Frequency
Desktop surfaces		
Workstations, workstation cabinets, drawers		
Computers/laptops, keyboards, computer mouse		
Printers		
Phones		
Office chair		
Office doorknobs/handles		

Lockers		
Personal items in your workspace		
Office supplies		
Kitchenette areas	Responsibility	Frequency
Refrigerator interior/exterior, microwaves interior/exterior, other appliances		
Silverware/small ware		
Tabletops, counter tops, fixtures, basins	Property Mgmt.	Daily
Refrigerators exterior	Property Mgmt.	Daily
Conference/meeting/huddle rooms/copy and common work areas	Responsibility	Frequency
Phones, tv/conferencing equip		
Tables		
Chairs		
Multi-Function Devices		
Other office supplies i.e., Staplers, Staple removers, 3-hole punches, pens, clipboards, etc.		
Program specific equipment, tools, materials, devices		
Department/division lobby areas & public spaces	Responsibility	Frequency
Light switches		
Doors		
Doorknobs, handles, push plates		
Public work surfaces, public reception/receiving counters		
Public seating		
Public tables		
Electronic equipment such as public computers, keyboards, MFDs		
Medical exam and client counseling rooms furniture and equipment		
Restrooms	Responsibility	Frequency
Paper towel dispensers	Property Mgmt.	Daily
Changing stations	Property Mgmt.	Daily
Fixtures, sinks, toilets	Property Mgmt.	Daily
Shelves, counters	Property Mgmt.	Daily
Hand dryers	Property Mgmt.	Daily
Door handles, knobs, push plates	Property Mgmt.	Daily

Describe specifically how multi-user spaces and public spaces will be cleaned and disinfected between users.

Describe how you will handle back-up coverage for cleaning and disinfecting assignments for vacations and illnesses.

Other measures

Describe any other procedural (e.g. screening) or physical space changes that will be implemented.

Communication Plan

Describe planned communications to advise the public of this plan and any changes that affect their access to services (e.g. website, signage, other).

Plan development

You must consult employees returning to the workplace in the development of this plan.

Describe how employee suggestions and feedback were requested, how such suggestions were integrated into the plan and how employee concerns have been addressed.

Training

Supervisors must ensure that all employees have either completed the required training on COVID-19 or will complete it immediately upon returning to the workplace. Training programs are available through the [Learning Management System](#). Supervisors must ensure that all employees are familiar with the department/site specific Workplace 2.0 Plan and the Ramsey County COVID-19 Preparedness Plan. Supervisors must ensure that all employees are trained in the use of PPE necessary for their job duties.

Have you ensured that all employees returning to the workplace have completed or will complete the required training? Is there site-specific training that needs to occur? If so, how will that training be conducted?

Monitoring

How will you observe employee and public interactions to ensure compliance with this plan and determine the need for additional training or adjustments?

Posting of plan

This plan must be posted onsite and available electronically to employees.

This plan will be posted onsite in the following location(s):

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This plan will be posted online:

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In addition to posting, how else will this plan be communicated to employees?

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Describe how employees can submit feedback on the plan or how they can submit concerns or questions. Designate an individual that is responsible for responding to employee feedback, concerns, and questions. (Consider designating the Workplace Emergency Coordinator.)

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Implementation Checklist

A checklist for implementing and maintaining the Workplace 2.0 Plan in the department workspace is provided on the following page. A regular schedule of reviewing this checklist is recommended to ensure on-going compliance.

Department COVID-19 Workplace 2.0 Checklist

Department and Building: Insert Name

SCREENING	YES	NO	NA
Employees trained on COVID-19 symptom, self-screening, leave protocols			
Employees advised to self-monitor and remain at home if ill			
COVID-19 signage posted in department workspace			

SOCIAL DISTANCING

Employees working from home to maintain social distancing & occupancy limits			
Workstation spacing adequate for social distancing			
In/Out traffic flow through workspace designated to promote social distancing			
Distancing signage with masks throughout public areas & workspace			
Distancing decals at transaction counters			
Occupancy limit signage for conference/meeting rooms and work areas			
Occupancy limit signage for kitchenettes and break rooms			
Plexiglass barriers at transaction counters with high traffic			
Plexiglass barrier for client meeting room with more than 1:1 interaction			
Public and common area furniture removed or limited/cleaned			
Waiting areas free of materials, forms, toys, etc.			
In person meetings discouraged			
Any staff sharing of workstations, equipment or tools			
If sharing of workstations/equipment/tools, is cleaning protocol in place			
Vehicle travel limited to one person per vehicle; two if masks are worn			

HANDWASHING

Handwashing signage posted in all restrooms and kitchenettes/break rooms			
Hand towels and soap available in all restrooms and kitchenettes			
Hand sanitizer at public counters			
Hand sanitizer for common work areas			
Protocols established for mail, courier and package handling			

RESPIRATORY ETIQUETTE

Cloth mask information flyer posted in workspace			
Mask requirement compliance for everyone on-site and off-site work			

CLEANING/DISINFECTING

Employees designated for cleaning of conference rooms and break areas, etc.			
Staff advised to clean individual workstations			
Staff assigned cleaning duties for public & shared work areas, equipment, tools			
Supplemental cleaning services by Property Management			
If yes, list:			
Adequate PPE and cleaning supply inventory			
Point of contact designated for PPE and supplies			

Completed by: (Insert name)

Date: _____

Approvals – Department and COVID Workplace 2.0 Team

Signature

Date

Department Director

Property Management

Public Health

Human Resources – Occ. Health & Safety

COVID Planning - Service Delivery