**Driver &
Vehicle Services**

DEVELOPING A COVID-19 PREPAREDNESS PLAN

May 4, 2020

Governor Walz's most recent executive order requires businesses to establish and implement a COVID-19 Preparedness Plan designed to keep employees and customers safe as the business prepares to return to work. Deputy Registrar offices should email their completed plan to dvs.mv.liaisons@state.mn.us no later than **Friday, May 15**.

You should begin this planning process as soon as possible. Each plan should adequately address the following areas:

- Require work from home whenever possible. All plans must ensure that all workers who can work from home continue to do so.
- Ensure that sick workers stay home. All plans must establish policies and procedures, including health screenings that prevent sick workers from entering the workplace.
- Social distancing. All plans must establish social distancing policies and procedures.
- Worker hygiene and source control. All plans must establish hygiene and source control policies for workers.
- Cleaning and disinfection protocols. All plans must establish cleaning and disinfection protocols for areas within the workplace.

To help you, we've put together links to helpful resources and a checklist of things you should consider as you develop your plan. The checklist is split into three sections, what you should do for managers/supervisors, your employees, and the public, as well as what you need to consider when transitioning to normal business operations.

Your plan should identify how you plan to reduce the transmission of the virus among your employees and customers, and what you will do to create and maintain a healthy work environment when all services are reopened to the public.

HELPFUL COVID-19 RESOURCES

- Emergency Executive Order 20-48
- Preparedness Plan Template
- DPS Procedures for Wellness Screening
- DVS Employee Wellness Screening Form
- CDC -Use of cloth face covering
- CDC-Using of PPE
- MN Dept. of Labor and Industry - OSHA presentation
- Safety and Health Guidelines

MANAGERS/SUPERVISORS

☐ Have you identified a workplace coordinator who will be responsible for COVID-19 issues and their impact at your workplace?

☐ Do you have a plan in place should an employee test positive for COVID-19 or is caring for a family member who has tested positive for COVID-19?

☐ Have you determined how to inform employees and customers if someone is confirmed to have COVID-19 infection?

☐ Have you developed a wellness screening protocol?

☐ Have you identified a location in your work place where employee wellness screenings can be conducted in a confidential manner?

☐ Have you considered sign-in forms for employees and customers and how they will be implemented?

☐ Have you evaluated your work area to determine how it can be arranged to meet the 6-feet CDC social distancing guidelines?

☐ Have you identified and informed the managers/supervisors responsible for implementing your COVID-19 plan and monitoring compliance?

☐ Have you planned for time to train your managers and employees on your COVID-19 policies, procedures and protocols?

☐ Have you considered limiting access to shared breakrooms and prohibiting on-site food preparation and sharing?

☐ Do you have a wellness screening plan for vendors that must enter your workplace and have you communicated this plan to them (cleaning crews, security, etc.)?

☐ Have you considered how to eliminated large assembly areas (waiting rooms) that do not have room for social distancing?

☐ Have you considered naming a point person(s) to whom employee questions and concerns may be directed?

EMPLOYEES

☐   Have you identified where and how employees might be exposed to COVID-19 at work?

☐   Have you considered how you may reduce exposure to COVID-19 for employees with underlying medical conditions that may put them at greater risk for a severe case?

☐   Are your employees familiar with your sick leave policy? Is your policy flexible? Do you encourage employees to stay home if they are sick?

☐   Have you posted handwashing and "cover your cough" signs in your work areas?

☐   Do your staff have access to cleaning supplies so they can frequently disinfect their workstations, keyboards, printers, telephones etc.?

☐   Have you provided employees with recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, hand sanitizer, face guards or shields?

PUBLIC

☐   Do you have hand sanitizer stations available for use in your public areas?

☐   Have you developed handwashing and "cover your cough" signs in your public areas?

☐   Have you developed signage in your public areas that inform customers of your expectations, such as wearing a face mask, social distancing, etc.?

☐   Have you developed a plan to communicate to the public changes to hours, payment options, service delivery, PPE requirements, etc.?

☐   Do you have a plan or policy to deal with customers who come into your workplace not wearing the PPE you've determined appropriate?

☐   Have you identified who is responsible for cleaning and disinfecting frequently touched objects by the public such has doorknobs, counter surfaces, and handrails?

☐   Have you considered establishing designated entry and exit pathways?

☐   Have you considered marking social distancing guidelines on lobby floors and sidewalks?

BUSINESS OPERATIONS

☐   Have you considered taking appointments for certain types of transactions?

☐   Have you considered drop-off/drive through policies and how they might continue or change when offices are allowed to transition to face-to-face service?

☐   Have you considered how you might offer appointments for certain types of transactions and possible curbside service?

☐   Have you considered limiting the number of people allowed in your office to maintain the social distancing of guideline of six feet?

☐   Have you considered putting in barriers with Plexiglas to protect employees?

☐   Have you considered changes to your payment policies, how they may impact customers and employees and how they will be communicated?