
Safely Returning Employees to the Workplace

Continuity guidance for agencies on safely returning some employees to the workplace during COVID-19

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Department of Administration

Department of Public Safety

MNIT Services

Minnesota Management and Budget

Minnesota Department of Health

Minnesota Department of Labor

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Introduction

This document guides the process (known as reconstitution) for agencies to return employees and operations to their workplaces after changing how and where they provided services as a result of executive orders directing Minnesotans to stay at home to reduce the spread of COVID-19. We will update this guide as we have new information.

Minnesota Management and Budget (MMB) will coordinate with agencies to safely and slowly return employees and services to the workplace. Key elements of this approach include:

- A phased return of employees to the workplace while implementing community mitigation strategies.
- Continued telework by employees whose job duties can be performed through telework.
- Changes to cleaning, disinfecting, and building operations at facilities.
- The continued reassignment or redeployment of employees to fulfill agency priority services.
- Continued social distancing practices in the workplace.

Executive Order 20-40 requires employers to certify appropriate safety measures are in place before allowing employees who are not exempt from the stay at home order to return to their pre-pandemic workplaces. Prior to implementing a phased return of these employees to the workplace under Executive Order 20-40, agencies must have an established and implemented COVID-19 preparedness plan. You can find more information about the [preparedness plan requirements and a template on DEED's website](#).

How to use this guide

After your agency's incident command team determines it is prepared to return some or all services to the workplace, each agency must then identify and outline processes and procedures to do so safely. Use this guide to create a COVID-19 preparedness plan.

Determination about returning employees to the workplace is guided by the U.S. Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) and U.S. Occupational Health and Safety Administration (OSHA) and other health and safety guidance, and in consultation with MMB, the Minnesota Department of Labor and Industry, the Department of Administration (Admin), Minnesota IT Services (MNIT) and other state leadership.

This document provides the flexibility for each agency to address their unique physical environment and operations. Return to the workplace efforts must be designed to promote the safety of employees and the sustainability and success of conducting priority services.

Assumptions

- The safety of state agency employees and the Minnesotans they serve is the highest priority.
- State and federal public health and other guidance and decrees will dictate the pace and scope of returning employees to the workplace. Agencies must comply with applicable Governor's Executive Orders, Minnesota Department of Health, MMB, CDC, and OSHA guidance, and other appropriate directives.
- Employees may become ill with COVID-19 after they return to the workplace.
- Returning employees to the workplace will be incremental.
- All efforts must be flexible and have the ability to stop and return to telework or other service provision methods as necessary.
- Each state agency has services and employee traffic patterns based on facility layout. Social distancing measures must be implemented in areas like elevators, meeting rooms, and other common spaces.
- Agency leadership identify and prioritize return to the workplace on an operation by operation basis.
- Successful return of employees to the workplace will require the agency to be mindful of employee morale.
- There may be expenses to modify the workplace to provide a safe work environment.
- Decisions about which employees are returning to the workplace and which employees are continuing to work at home must be made based on legitimate business reasons.

Limitations/Considerations

Analysis of risks to employees and to services may impact return to workplace options and may limit strategies. At a minimum, agencies must consider the following risk considerations prior to returning employees to the workplace:

- Until a vaccine and antibody tests are readily accessible, agencies must continually review employee health and safety impacts and the readiness of employees to return to state offices and facilities.
- Social distancing protocols are expected to remain in effect for the short and intermediate term. Employees must abide by the appropriate social distancing guidance.
- Employees must abide by hygiene practices to prevent the transmission of COVID-19, and can use other personal protective measures, such as their own cloth face coverings, as appropriate.
- Processes that typically require employees to work within close contact with other individuals must be redesigned to include social distancing measures. Online tools used during telework can continue to be used in the office.

- All agencies share challenges abiding by public health guidance in common areas, including elevators and meeting spaces.
- It is anticipated that not all services can be conducted using social distancing measures, and therefore agencies should consider other risk management controls, including, if feasible, making available cloth face coverings for employees and others, and the continuation of telework.
- Agencies should anticipate the need to develop a strategy to incrementally increase occupancy of their facility consistent with operational needs. Agencies must identify the percentage of their workforce that will continue to work from home, the services that will continue to be provided remotely in the near (no vaccine or antibody testing available), intermediate (antibody testing, but no vaccine available) and long term (antibody testing and vaccine available), and whether employees will provide these services by continuing to telework or will return to an office or facility.
- Travel restrictions across the enterprise are expected to remain in place. Agencies should consider this in their ability to provide services and should continue to consider other platforms and delivery methods to allow for education/training, or work processes to continue to occur.

Planning Phase

Use information in [Appendix A: Planning Checklists](#) to help you plan to return employees to the workplace.

Roles and Responsibilities

Agency Incident Command Team

Agency Incident Command Teams must ensure plans to return employees to the workplace are implemented consistently across the agency, with consideration to the agency's unique operations.

The Agency Incident Command Team should identify which priority services will return to the workplace first and how mitigation strategies will be used to limit the potential spread of the disease.

Agency Incident Command Teams should:

- Establish return to workplace goals, including identification of priority services to return to a workplace and in what capacity. Update these goals as conditions change and as additional services can return to normal.
- Task relevant employees to operationalize their decisions in compliance with enterprise guidance and any applicable executive orders. This may include creating a Return Task Force.
- Know any risks to employees and monitor and mitigate the impact to employee well-being.

- Know the organizational risk and monitor and mitigate the impact on the agency and services.
- Monitor implementation of the return to work plan and work to mitigate issues and irregularities.

Return Task Force (RTF)

Agency incident command teams may wish to create a Return Task Force (RTF) which operates under the direction of the agency incident command team leadership. The role of the RTF is to:

- Implement return protocols at the agency to optimize operations while protecting the workforce.
- Set the operational tempo and delegate tasks to return employees to the workplace.
- Establish a collaborative process and gather a team that includes representatives or subject matter experts from:
 - Leadership
 - Safety
 - Business continuity of operations
 - Facilities and physical security
 - Human resources
 - Labor relations
 - MNIT or information technology provider
 - Legal
 - Communications

Central Service Partners and Support

Department of Administration

Administration provides comprehensive leasing services to state agencies. When an agency is experiencing problems such as non-compliance with lease terms and conditions or lack of required repairs and maintenance by the lessor, the agency should contact the Department of Administration as soon as possible. See [Appendix H Resources, Websites, and Contacts](#).

Examples include inadequate janitorial service, cleaning supplies, air quality, plumbing, roof leaks, or lack of maintenance and repairs. Agencies must establish and maintain historical documentation of these problems to resolve issues as well as for future lease renewal negotiations. The Department of Administration will contact the lessor to obtain resolution of an issue and will keep the agency informed of communications.

Real Estate and Construction Services (RECS) can assist agencies if they need to expand/contract or relocate. RECS has some capacity to assist with furniture reconfiguration. Should additional parts and pieces of furniture be needed to minimize or enlarge cube spaces, RECS will assist agencies by directing them to the appropriate vendors and movers.

Most agencies have facility coordinators who are in contact with their landlords, but RECS can assist as a backup, if needed.

Minnesota IT Services

During return to workplace planning, agencies should work with their Chief Business Technology Officer or other MNIT points of contact to discuss changes needed to their information technology services or to plan for the return of computers, monitors, phones, routers, etc. to a workplace.

Agencies should ensure all state-owned property that was brought home is inventoried back into the workplace.

Minnesota Management and Budget

MMB provides guidance to the enterprise on human resources, labor relations, continuity, budget and payroll, and communications.

Planning Considerations

COVID-19 Preparedness Plan

Prior to implementing a phased return of employees to the workplace under Executive Order 20-40, agencies must have an established and implemented COVID-19 preparedness plan. In developing your preparedness plan, consider the following items with the Agency Incident Command Team and, if applicable, the Return Task Force. You can find more information about the [preparedness plan requirements and a template on DEED's website](#). Key activities related to a preparedness plan include:

- Plan must be signed and certified by senior management
- Plan must be posted in workplaces and be available to workers (online, etc.)
- Provide and document necessary training about the plan
- Supervise workers and ensure adherence to precautions
- Employees and management must work together to ensure compliance
- Plan must be made available upon request by regulatory authorities

Assessing Priority Services

Agencies should review priority services and determine the services that can be conducted in a workplace using risk control strategies, including social distancing. Considerations include but are not limited to the following:

- Services that best serve Minnesotans by being conducted in person, using risk control methods or other social distancing strategies.
- Services that can be provided from facilities that can accommodate social distancing strategies
- Splitting service delivery between a minimum number of employees necessary to conduct the service from a workplace, while other employees continue to telework.
- Splitting service delivery by work shift to increase social distancing between employees and to increase the length of service hours to better serve the public.
- Services that contribute to the economic stability of the agency or state.

Assessing Facilities

Agencies operate in a variety of facilities and unique work sites. The Agency Incident Command Team and Return Task Force should assess their facility's layout and operations as they plan for returning employees to the workplace. A checklist for assessing facilities is in [Appendix A](#).

Specific facility-related considerations may include but are not limited to the following:

- Space and Workflow
- Infection Control Measures
- Cleaning and Sanitizing
- Signage
- Information Technology

Assessing Employee Status and Providing Education

Before you return employees to the workplace, you need to know their status and have a plan and messaging to provide clear communications. Use the [Education and Training Checklist in Appendix E](#).

- Identify process to access employee status, whether they are on leave, redeployed, or serving the priority service they are assigned to normally; and status of their priority services
- Determine the availability of agency employees to return to the facility, taking into consideration any special adjustments or accommodations needed
- Plan to notify all employees and provide them direction, whether they are to resume working from home, or return to the work location

- Determine specific instructions to employees on returning to work (expectations, hours of work, equipment cleaning, social distancing or PPE needed, etc.)
- Remind employees of support available through the state [Employee Assistance Program](#)
- Communicate safety requirements, protocols, and expectations of employees to help mitigate the spread of COVID-19 in the workplace

Returning Employees to the Workplace Phase

After you establish your COVID-19 preparedness plan then begin to implement your plans:

- Review all checklists and materials in this guide
- Ensure signage is in place
- Verify social distancing measures are in place
- Verify process for health and temperature screening
- Ensure you have the necessary supplies (cleaning, PPE, etc.)
- Prepare supervisors for discussions with employees and to review the supervisor checklist
- Inform and review procedures with key staff (HR, MNIT, communications, custodial/facilities, food service, etc.)
- Notify employees
- Notify stakeholders

Appendices

Appendix A: Planning Checklists

The following checklists do not supersede CDC or OSHA guidance on assessing risk and identifying appropriate administrative, engineered, or personal protective equipment controls in deterring the spread of COVID-19. Do not use these checklists in lieu of critical thinking and understanding how the guidance documents relate to your workplace, workspaces, employees, and customers.

Assessing Risk and Implementing Controls

Your planning should include conducting a [risk assessment for COVID-19 pandemic emergency](#). This will help you determine the level of respiratory infection risk for an employee when performing their job duties at the workplace and then appropriate measures to put in place to reduce the risk. Types of risk include:

- **Lower Risk** - Jobs that do not require contact with people known to be, or suspected of being, infected nor frequent close contact with the general public.
- **Medium Risk** - Jobs that require frequent and/or close contact with people who may be infected but are not known or suspected patients. In areas with ongoing community transmission this includes workers with frequent contact with the general public.
- **High Risk** - Jobs with high potential for exposure to known or suspected sources, including healthcare delivery and support staff, medical transport.
- **Very High Exposure Risk** - Jobs with exposure to known sources during specific medical, postmortem, or laboratory procedures.

You will want to implement different control measures to mitigate the spread of COVID-19, depending on the risk level. Examples of control measures include:

1. **Communications** to stress the importance of social distancing and proper hygiene practices, and to educate employees on policies, procedures, and protocols.
2. **Administrative controls** to maintain social distancing, including timing of shifts, controlling the number of individuals in a space, signage, and job specific education.
3. **Engineered controls**, including physical barriers like clear plastic sneeze guards, where social distancing cannot be achieved, or interaction with many customers throughout the day cannot be avoided.
4. **Personal protective equipment (PPE)**, including cloth face coverings, eye protection, and gloves.

As the risk of COVID-19 spread rises, we must take more aggressive control measures. Outside of state employees who provide direct patient care or other 24/7 duties, most workers are at lower risk or medium risk. The appropriate controls for these positions are included on the following page as checklists that may be used by supervisors and administrators to ensure they are providing adequate controls.

Checklist: Controls for Jobs Classified as Lower Risk

For workers who **DO NOT** have regular contact with the general public

Type of Control	Details	Notes
Engineered	Not recommended	
Administrative	Monitor public health communications about COVID-19 recommendations and ensure workers have access to that information	
Administrative	Collaborate with workers to designate effective means of communicating important COVID-19 information	
PPE	Continue to use the PPE, if any, that is ordinarily used for job tasks	

Checklist: Controls for Jobs Classified as Medium Risk

For workers who **DO** have regular contact with the general public

Type of Control	Details	Notes
Engineered	Install physical barriers, such as clear plastic sneeze guards, where feasible	
Administrative	Offer face coverings to ill employees and customers until they can leave the workplace. In the case of face covering shortage, use a reusable face shield that can be decontaminated	
Administrative	Keep customers informed about symptoms and ask sick customers to minimize contact with workers	
Administrative	Where appropriate, limit customer and public access to the worksite	
Administrative	Implement strategies to limit face-to-face contact, such as through windows, over the phone, or online	
Administrative	Communicate availability of health screening and other worker health resources	
PPE	May need to wear some combination of gloves, gown, face covering or face shield	
PPE	Respirators in rare situations. Consult up-to-date CDC and OSHA resources and/or your safety officers	

Infection Prevention Measures

Type of Control	Details	Notes
Isolation	Initiate processes for prompt identification and isolation of sick persons in workplace	
PPE	Initiate processes to make available cloth face coverings to employees or allow employees to bring face coverings into workplace	
Screening	Initiate health and/or temperature screening prior to entering the workplace	
Screening	Consider employee self-screening and self-reporting procedures (temperature checks at home, use symptom application, if developed)	

Spaces and Workflow

Conduct a physical assessment of your spaces and the workflows within. The resources below provide detailed specifics about understanding the risk to employees and customers in your space and provide guidance on the appropriate control measures to mitigate the spread of COVID-19.

Spaces and Workflow Resources

- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [Minnesota Department of Labor and Industry safety and health guidelines for the employers and employees of critical work operations](#)
- [American Society of Heating and Air-Conditioning Engineers \(ASHAE\) technical resources for COVID-19 Preparedness](#)
- [Center for Disease Control and Prevention, Environmental Infection and Control Guidelines for Air Handling](#)
- [Minnesota Department of Health Airborne Infection Disease Management guidelines](#)

Checklist: Space and Workflow – Social Distancing

Space	Controls	Notes
Workstations	Ensure workstations allow for workers to be at least 6 feet apart. If unable, consider relocation, remote work, or physical barriers	
Meeting and Conference Rooms	Post signage clearly stating the number of people who can occupy a room while maintaining social distancing	
Meeting and Conference Rooms	Remove or stack chairs in excess of the indicated occupancy for social distancing	

Hallways and walkways	In areas where 6 feet of distance cannot be maintained, instruct employees not to congregate	
Hallways and walkways	Use signage and/or marking tape to demonstrate 6 feet of distance within the space	
Breakrooms	Close breakrooms where social distancing is not possible	
Breakrooms	Post signage clearly stating the number of people who can occupy a room while maintaining social distancing	
Restrooms	Post signage encouraging limiting the number of users to the number that allows for social distancing	
Other spaces: workshops, storage rooms, and others	Rearrange workstations and/or time the use of adjacent stations to maintain 6 feet of distance, or implement engineering controls where necessary	
Elevators	Post the capacity of riders that can comfortably fit with social distancing, encourage people to take the stairs	
Elevators	Program elevators to limit the number of stops	
Entrances	Schedule arrival and exit times of the workforce to allow for social distancing	

Checklist: Space and Workflow – Food Service, Dining Facilities, Canteens

Space	Controls	Notes
Food service, dining halls, canteens	Identify and implement controls to maintain social distance between operators and customers	
Food service, dining halls, canteens	Post signage indicating the number of people who can fit in the space and maintain social distancing	
Food service, dining halls, canteens	Use tape on floors to demonstrate social distancing practices	

Checklist: Space and Workflow – Facilities HVAC

Space	Controls	Notes
HVAC	In high and very-high risk settings follow the appropriate CDC and Minnesota Department of Health guidelines.	
HVAC	Review and apply American Society of Heating and Air-Conditioning Engineers (ASHAE) technical resources prepared for COVID-19	

Cleaning and Sanitizing

Cleaning and Sanitizing Resources

- [Cleaning and Disinfecting Guidelines from the CDC](#)
- [Keeping your electronics clean blog from MNIT](#)
- [Cleaning vehicles from the CDC](#)

Agencies should work with their facilities management team, cleaning service, or their landlord to develop a cleaning and disinfection schedule for spaces and equipment.

- Enhanced cleaning of common areas and shared equipment such as copiers, conference room laptops, conference telephones, vehicles, etc.
- Cleaning after positive COVID-19 case in a workplace
- In state owned facilities, work with the contractors who clean your workplace to establish cleaning and disinfection schedules.
- For assistance with contracting, use your agency procurement authority, or contact the Office of State Procurement in the Department of Administration.
- In leased facilities, work with your landlord or property manager to implement changes to your cleaning and disinfection schedule.
- For assistance with leased facilities, contact the Real Estate and Construction Services in the Department of Administration.

Checklist: Cleaning and Sanitizing

Space	Controls	Notes
Shared equipment	Enhanced cleaning and disinfecting procedures for shared copiers, workspaces, conference telephones, remotes, vehicles, breakroom fridges, etc.	
Shared spaces	Enhanced cleaning and disinfecting procedures for shared workspaces, breakrooms, bathrooms, hallways, conference rooms, etc.	
Workspaces	Direct employees to and provide supplies for employees to clean and disinfect their workspace and equipment daily. If shared, provide supplies for cleaning and disinfecting after each user.	
Personal Hygiene	Post signage and provide guidance reminding employees about appropriate hygiene practices, and provide adequate supplies, including soap, paper towels, hand sanitizer, tissues, etc.	
Entire facility	Work with facilities staff to develop a shared understanding for what the cleaning and disinfecting procedures are after a positive COVID-19 case has been identified. Educate employees so they know what to expect before it happens.	

Signage

Signage Resources

- Signage resources available on SharePoint for Agency Leaders
- [CDC signage](#) and printer friendly versions of their guidelines online
- [MDH signage and resources](#) on their website

Checklist: Signage

Location	Content	Notes
Bathrooms	Handwashing instructions and spacing guidelines	
Breakrooms	Capacity to maintain social distancing	
Breakrooms	Instructions to cover food and beverages and remind employees to wash before and after eating.	
Other Sinks	Handwashing	
Hallways	Signage or tape on the floor demonstrating how to maintain social distancing	
Conference Rooms	Capacity to maintain social distancing	
Throughout	Cover your cough	
Public Spaces and Service Areas	Signage or tape on the floor demonstrating how to maintain social distancing	
Workstations	Instructions for using personal protective equipment	
Throughout	What to do if an employee falls ill	

Appendix B: Certification of Readiness to Return Employees to the Workplace

Agencies must implement the following items to ensure they are ready to recall their priority services and employees to the workplace.

- My agency has identified priority services operations (prioritized, operational requirements enumerated, cost and revenue considered). This includes identifying the percentage or number of employees:
 - Required to work on premises
 - Who will remain remote on a short term, medium term, and long-term basis
- My agency has identified performance metrics associated with each operation in the new normal and can collect/monitor data.
- My agency has a process to identify any slip in performance, workforce absenteeism, operational impacts via the weekly agency impact survey submitted to MMB.
- My agency has developed a scalability rating (can they operate with 20%, 30%, 50%, etc..) and the impacts to cost/revenue/deliverability to customers.
- My agency has social distancing plans in place for work areas, elevators, meeting rooms, and common spaces. Any changes to layout of work areas or additional barrier construction has been approved by the Department of Administration.
- My agency has a plan to conduct health screenings, and will do so for all employees, vendors, and visitors entering the facility. (MMB encourages agencies to also conduct body temperature screenings.)
- My agency has communicated infection control protocols including handwashing, health screening, temperature taking, face covering wearing, and respiratory etiquette to anyone who is in the workplace.
- My agency has plans in place for telework, flextime, and staggered schedules in areas where social distancing is not possible.
- My agency has communicated travel restrictions and policies for remote meetings.
- My agency has consulted with the Department of Administration or the landlord to ensure extra cleaning and sanitizing schedules, needed layout changes, etc.
- My agency has appropriate and sufficient signage posted denoting social distancing requirements, hygiene reminders, restrictions on public access, required conference room seating, maximum number of people allowed in each space, what to do if employees become ill, etc.

- My agency has made cleaning and disinfecting supplies available for employees to maintain their workspaces and equipment, along with adequate hygienic products such as soap, towels, and tissues.
- My agency has a process for employees and supervisors to report, inventory, and sanitize all state-owned equipment and office furniture removed from the agency and subsequently returned.
- My agency has employee communication plans that include notifying employees of information needed BEFORE they return to the site.
- My agency has notified all employees how to contact the Employee Assistance Program (EAP) if necessary.
- My agency has mechanisms in place to report and resolve compliance issues with safety protocols. These mechanisms are widely known to employees, either through signage or frequent verbal or written communication.
- My agency has protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working.
- If applicable, my agency has the necessary Personal Protective Equipment (PPE) on hand to distribute to employees working in high risk conditions.
- I certify my agency has protocols in place to comply with executive orders allowing the safe return of employees to the workplace. By signing this certification, I attest my agency has followed all applicable guidance in this document, and has communicated or will communicate all relevant standards and policies to employees before they return or immediately as they return to the workplace.

AGENCY HEAD SIGNATURE _____

DATE _____

Appendix C: Supervisor Checklist

Supervisors must have each employee complete the following form on the employees' first day back in the workplace. You must review your agency protocols with your employees before they sign this form.

Employee Return to the Workplace Form (template)

Welcome back! We are glad you're here.

Employee Name	
Supervisor/Manager	

A. State Property

Please confirm which of the following state-owned equipment you are returning to the office.

- Key card/security badges
- Mobile device (e.g. cellphone, notebook) asset # _____
- Laptop/desktop – asset # _____
- Computer Monitor
- USB flash drive
- Building keys
- Purchasing card
- Office Chair
- Other (please specify) _____

Yes No Did you clean and sanitize all equipment according to guidelines?

Specify: _____

Yes No I verify the state-owned equipment marked above has been cleaned and sanitized according to the instructions and returned to my agency.

B. Communications

- Remove any modified service message on your voicemail and record a new personal greeting.
- Remove any modified services delivery message on your internal and external email.
- My supervisor and I have discussed, and I understand expectations for social distancing, hand hygiene, cleaning, cloth face coverings, and other protocols to reduce the spread of COVID-19. I understand that I need to stay home if I am sick.

I VERIFY I UNDERSTAND THE EXPECTATIONS FOR PERFORMING MY JOB IN THE WORKPLACE UNDER OUR NEW COVID-19 PREPAREDNESS PROTOCOLS.

Employee Signature _____ DATE _____

Supervisor Signature _____ DATE _____

Appendix D: Communications Resources

Key Messages

- We are glad to be working on getting our team back together! It has been a difficult time for everyone and each one of us has been affected by COVID-19.
- We will work together to create and maintain a safe and healthy work environment for ourselves and our customers.
- The “[Agency Name] COVID-19 Preparedness Plan” is posted [location] for all employees to review.
- We will need to work together to develop a plan to manage the backlog of work and set expectations for both our customers and us. It may not be possible to clear out any backlog of work in one day but developing a strategy may assist with handling the workload.
- For us to meet our mission and be successful, we need the knowledge, expertise, and contributions of everybody on the team.
- Some things in the department stay the same as they always were:
 - [Restate mission]
 - [Restate vision]
 - [Restate key strategies]
- If you find it difficult to move forward, the state [Employee Assistance Program \(EAP\)](#) is an excellent resource and is available 24/7.
- We have done a good job of working together in the past. Our future success depends upon our ability to use our knowledge, creativity, flexibility and our willingness to help each other and serve Minnesota.

Appendix E: Education and Training

Topic	Audience	Content	Date Delivered
Overview of Agency Return to Workplace Plan and Resources	All Employees	Virtual Overview of: <ul style="list-style-type: none"> • The Plan (reason, certifications, etc.) • Roles and Responsibilities <ul style="list-style-type: none"> ○ Agency Command Team ○ Return Task Force ○ Employees • Personal Protective Equipment • Disinfection Measures • Health and Temperature Screening protocol • Isolation protocol • Social distancing protocol • Daily self-screening protocol • Self-quarantining and return to work • Visitors and contractors screening • Employee Assistance Program • Signage • Resources available • Q/A 	Prior to bringing services back to workplace
Health and Temperature Screening	On-site Health and Temperature Screening Leads and Volunteers	Virtual in-depth review of: <ul style="list-style-type: none"> • Role, responsibilities and safety requirements for the on-site screeners • Personal Protective Equipment (PPE) for screeners and volunteers • Use of thermometers • Self-Screening (daily & on-site) • Self-Quarantine 	
HR Policies and Procedures	HR Directors, Managers, Supervisors	Virtual in-depth review of: <ul style="list-style-type: none"> • Protocols related to employee attendance • Isolation Protocol • Self-Quarantining and Return to Work Protocol • Visitors and Contractors Screening 	

Appendix F: High Level Timeline

The following table identifies high level planning activities to prepare the work environment for a return of employees.

DATE	ACTION	PERSON/GROUP RESPONSIBLE
	Consider all activities based on the following: <ul style="list-style-type: none"> • Short-term (days) • Intermediate (weeks/months) • Long term (months/years) 	
	Analysis of agency workspace and ability to implement social distancing and other mitigation strategies	
	Review and adjust occupancy plans for workplace based on analysis	
	Work with the Department of Administration or landlord to modify workspaces taking into consideration special workspace needs	
	MNIT checks equipment in the designated spaces to ensure operational	
	Confirm agency in alignment with guidance and executive order	
	Return Task Force reviews the preparedness of the workspace to accept employees (checklist)	
	Agency leaders submit certification of implementation of guidance to MMB	
	Return to work begins (Phase 1) <ul style="list-style-type: none"> • Recall employees based on executive order and ability to provide service • Daily monitoring of impact on well-being of the employee population begins • Daily monitoring of operations • Escalation paths identified and enabled • Assess supplies 	
	Reassess what is or is not working and apply to next phase	
	Return to work begins (Phase 2)	
	Other planning element considerations	

Appendix G: Health and Temperature Screening

Your plan for returning employees to the workplace must establish health screening protocols that prevent sick workers from entering the workplace. Under Executive Order 20-40 agencies must conduct health screenings, and should do so for all employees, vendors, and visitors entering the facility. MMB encourages agencies to also conduct body temperature screenings.

Appendix H: Resources, Websites, and Contacts

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

mn.gov/covid19/

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

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

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

Social distancing

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

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

Housekeeping

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

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

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

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

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

Appendix I: After Action Review

Once the COVID-19 incident has ended, it is important for agencies to review and evaluate the response and reconstitution efforts. Activities focus on lessons learned, best practices, and improvement needs. This is documented through an After-Action Report (AAR) and Improvement Plan (IP), combined as an AAR/IP.

The agency should review and evaluate the overall reconstitution process for the purpose of evaluating the effectiveness of the reconstitution plans, processes, and procedures. Hold your after-action review soon after the end of the incident to identify what went well and areas for improvement.

Through this review, the agency planning team can identify lessons learned, best practices, and improvement needs. This includes developing the AAR/IP to summarize the reconstitution incident and identifying opportunities to improve and enhance the agency's COOP plan and reconstitution framework. Improvements, actions to correct them, and a timeline for remedy are documented in the AAR/IP.