

# UPDATE TO THE CMJTS COVID-19 PREPAREDNESS PLAN – JANUARY 2022

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**In March 2020, the Central Minnesota Jobs and Training Services, Inc. (CMJTS) Workforce Development Board (WDB)** implemented its **COVID-19 Preparedness Plan** in response to the coronavirus pandemic.

This addition is meant to serve as an update to that plan.

The past year and a half has seen a dramatic change in how CMJTS and partner staff provide services. Because of this, the phased-in approach has changed.

Beginning in the fall of 2021, LWDA 5 is in Phase 4 of re-opening and will remain so into the foreseeable future.

## PHASE 4: ALL PARTNER SERVICES WITH INCREASED BUILDING CAPACITY

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### **Offices Open to the Public**

The following offices are open to the public. CMJTS will adequately staff the front desk and Career Lab areas. Business hours will be determined, posted, and communicated based upon staffing levels available and walk-in customer counts. These offices include:

- Monticello
- Hutchinson
- Cambridge

These offices will be open to the public on a more limited basis beginning in February 2022. Business hours will be determined, posted, and communicated based upon staffing levels available. Capacity limits will be in place and posted onsite for these smaller offices.

- North Branch
- Milaca

All remaining offices will remain closed to walk-in traffic but will be available for staff to meet with clients by appointment only.

Capacity restrictions are removed with the exception of those identified above.

## OFFICE OPERATIONS PROTOCOLS

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To ensure the safety of both employees and customers, the following operational protocols will be followed:

- **Masks must be worn by employees** when they are working in any location. The exceptions are: Staff may temporarily remove their mask if they are working in their usual workspace or some other workspace that allows for physical distancing.
- Wash hands with soap and water (at least 20 seconds) or use hand sanitizer often throughout the day—especially after coughing, sneezing, before and after eating, and when entering and leaving the building.
- Sanitize/disinfect high-touch surfaces often.
- Maintain a safe physical distance from others. Feel free to verbally ask the other person to move back if you are uncomfortable.

## GUIDANCE FOR ENTERING OFFICES

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- All individuals entering the office should self-assess and should NOT enter the office if they have symptoms indicating potential COVID-19 infection. Signs indicating those symptoms and guidance around this will be posted at all entrances to the offices and should be followed by all individuals entering the offices, including staff, visitors, and clients.
- All employees experiencing symptoms of COVID-19 MUST stay home and notify their supervisor.
- Any individual who begins to experience COVID-19 symptoms while in the office, MUST go home immediately. Staff must notify their supervisor.

## QUARANTINE:

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Anyone who has had close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone with COVID-19 should quarantine for 5 days after their last exposure to that person, except if they meet the following conditions:

- You are age 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for such immunocompromised people.
- You are age 5–17 years old and completed the primary series of COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test).

However, you should still:

- Wear a mask indoors in public for 10 days following exposure or until a negative test result.
- Get tested at least 5 days after close contact with someone with suspected or confirmed COVID-19.
- Get tested and isolate immediately if experiencing COVID-19 symptoms.

## ISOLATION

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Anyone with confirmed or suspected COVID-19 should isolate and stay home until it is safe to be around others. You can be around others after:

- 5 full days since symptoms first appeared AND
- 24 hours with no fever without the use of fever-reducing medications AND
- Other symptoms of COVID-19 are improving.\*

Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

However, you should still:

- Wear a mask indoors in public for 5 additional days after the end of your 5-day isolation period. If you are unable to wear a mask, you should continue to isolate for a full 10 days. Avoid people who are immunocompromised or at high risk for severe disease for at least 10 days. Because of this, staff should not provide in-person services for 10 days after the onset of symptoms.
- Avoid travel until a full 10 days after your first day of symptoms. If you must travel, wear a well-fitting mask.
- Avoid eating around others until a full 10 days after your first day of symptoms.

NOTE that these recommendations do not apply to people with severe COVID-19 or with weakened immune systems (immunocompromised).

## EMPLOYEE MENTAL HEALTH CONDITIONS

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The WDB understands that the COVID-19 pandemic has increased the stress levels of employees across the agency. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. Employees with concerns regarding their mental health should request additional resources from their director, manager, supervisor, or HR.

## CLEANING AND DISINFECTING PROTOCOL

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Employees should do their part to help keep the office as clean as possible by cleaning and sanitizing/disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools, and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down (sanitized/disinfected) prior to and following use. Proper cleaning and sanitizing/disinfecting supplies will be provided by CMJTS management or DEED management. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing/disinfecting a surface.

Common areas to be disinfected include, but are not limited to, door handles, light switches, stair railings, elevator buttons, phones, keyboards, mice, photocopier and scanner screens and buttons, fax machines, bathroom stall handles, faucets, soap dispensers, breakrooms, and plexiglass barriers.



After each meeting with a client, the following cleaning protocol must be implemented:

- After a client leaves, use an approved disinfectant for cleaning the conference room and other tabletops, chair arms, doorknobs, and any other surface the client may have touched.

## CONCLUSION

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CMJTS will continue to follow CDC, WHO, and the State of Minnesota recommendation wherever possible and make updates to current guidance when necessary. This Preparedness Plan contains summary information. Additional details and information can be found on the CDC Coronavirus website at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## RELIABLE RESOURCES

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- Minnesota Department of Health (MDH): [www.health.state.mn.us/disease/coronavirus](http://www.health.state.mn.us/disease/coronavirus)
- Centers for Disease Control and Prevention (CDC): [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)
- CDC Guidance on Returning to Work/Discontinuing Isolation: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- World Health Organization (WHO): [www.who.int/health-topics/coronavirus](http://www.who.int/health-topics/coronavirus)
- Federal OSHA: [www.osha.gov](http://www.osha.gov)