

Renville Soil & Water Conservation District  
1008 West Lincoln, Olivia MN 56277  
Phone: 320-523-1550 ext. 3  
<http://www.renvillewcd.com>



**To: Renville SWCD Board of Supervisors**  
**From: Holly Hatlewick, SWCD Administrator**  
**Date: March 19, 2020**  
**Re: COVID-19 Plan**

Offices are developing contingency plans to minimize work productivity reductions stemming from COVID-19. In many cases, individual staff members are reacting to policies of other agencies and businesses that directly affect our spouses, partners, and colleagues.

### **COVID- 19 Policies to Consider:**

Implement Social Distancing:

- Don't attend non-essential functions and meetings – participate remotely if possible.
- When hosting meetings, provide a means of remote participation.
- Use remote communications technologies – email, Skype, phone, conference call.
- Minimize contact with the workspace of others.
- Minimize physical contact with others – alternatives to handshakes – wave, nod, verbal greeting, elbow bump.
- Use phones to talk with co-workers in the office
- Eat lunch alone at individual desks
- Stagger work schedules

Provide employee discretion to work remotely – Not all Renville SWCD employees have laptops with the capability to access the server remotely, so remote access will be used when available and appropriate. Productivity will be reduced, particularly if remote work is at home with children or other distractions. Employees are trusted to log hours worked only to the extent that they were productive hours.

Direct employees with cold or flu symptoms to stay home.

For COVID-19 related absences that extend beyond three business days. The SWCD will invoke the Utilization of Paid Leave During a Public Health Emergency, policy, Resolution 01-2020.

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Site Sanitation and Hygiene:

- Frequently wipe down often-used surfaces – tables, door handles, faucets, light switches – all staff should take the initiative on this but one will be assigned the task to undertake several times daily.
- All staff frequently and thoroughly wash hands
- Cough or sneeze into your elbow
- Don't touch your face
- SWCD provides cleansing wipes – subject to availability
- SWCD provides hand sanitizer and/or wipes - subject to availability

Other measures deemed practical by the District Administrator and are consistent with the evolving guidance provided by professionals (CDC, MDH).

**Administrator Recommendation:** Adopt COVID-19 Plan to be in effect through May 2020.