

Pennington County Human Service Committee

Meeting Agenda

June 16, 2020

7:00 am

Members Present

_____ Bruce Lawrence

_____ Don Jensen

_____ Cody Hempel

_____ Neil Peterson

_____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 05/19/2020 HSC Meeting Minutes
- II. Personnel:
 - A. Personnel Actions

- III. General:
 - A. Update on CaseWorks, An EDMS (Electronic Data Management system).
 - B. Miranda Solem- Presenting on Sanford's new CD program
 - C. Update on Response to COVID-19
 - D. The Child Welfare opiate allocation-agency plan
 - E. Telecommuting Policy
 - F. Out-of-Home Cost Report
 - G. Month's End Cash Balance
 - H. Other

Section B

- I. Special Case Situations (Social Services)
- II. Income Maintenance Update
- III. Special Case Situations (Public Assistance)
- IV. Payment of Bills

Section C

- I. Dates of Upcoming Committee Meetings:

06/16/2020
7:00 am

07/21/2020
7:00 am

08/18/2020
7:00 am

A regular meeting of the Pennington County Human Service Committee was held at 7:00 am, May 19, 2020, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Darryl Tveitbakk
Don Jensen
Neil Peterson
Bruce Lawrence
Cody Hempel

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Maureen Monson
Charles Lundgren
Tammy Johnson

SECTION A

I. MINUTES:

- A. The April 21, 2020, Human Service Committee Meeting Minutes were electronically posted for review. Noting no corrections or changes, a recommendation was made to forward the Minutes to the Consent Agenda.

II. PERSONNEL:

- A. Tammy Johnson was introduced as the agency's new Financial Assistance Supervisor. Tammy's start date was May 4, 2020.

III. GENERAL:

- A. The Director presented an update on CaseWorks, an EDMS (electronic data management system).
- B. The Director presented an update on Response to COVID- 19.
- C. The CY 2020 Children's Community-Based Mental Health Services Purchase of Service Agreement between Pennington County Human Services and Northwestern Mental Health Center, Inc. was presented for consideration. Upon completion of all discussion a recommendation was made to forward this item to the consent agenda.
- D. The Director presented for approval an updated Pennington County Pre-Petition Screening Team list of authorized screeners. Individual's recommended for appointment as screeners to conduct investigations pursuant to judicial commitments alleging chemical dependency, mentally ill or intellectually disabled.

Mitch Anderson

Human Services

Judy Graff

Human Services

Amy Nelson

Human Services

Julie Sjostrand	Human Services
Marcie Wallace	Human Services
Donza Erickson	Human Services
Ray Kuznia	County Sheriff
Melissa Larson	Sheriff's Department
Jill Kruta	Sanford Health

Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.

- E. The Director presented an ESSA (Every Student Succeeds Act) Agreement renewal. After the presentation, the recommendation was to forward this item to the Consent Agenda.
- F. The Director presented a letter received from Jodi Harpstead Commissioner, Minnesota Department of Human Services commending staff for a perfect performance in meeting the Department of Human Services Financial reporting requirements for calendar year 2019.
- G. The Out-of-Home cost Report through March 2020 was presented for Review.
- H. Month's end cash balance for February 2020 stand at \$3,009,330.45

SECTION B

- I. No Social Service cases were presented for special case review.
- II. The Director presented the Emergency Assistance/Emergency General Assistance March 2020 report of activity. The Director also reported the Income Maintenance open case count stands at 1,821.
- III. No Income Maintenance cases were presented for special case consideration.
- IV. A listing of bills presented for payment was reviewed. A recommendation for payment of the bills was forwarded to the Consent Agenda.

SECTION C

Be it resolved that the foregoing record is a true and accurate recording of the official actions and recommendations of the Human Service Committee for Pennington County and, as such, constitutes the official minutes thereof.

Chair: _____

Attest: _____

NEXT COMMITTEE MEETING: June 16, 2020, at 7:00 a.m.

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
May-20**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	53	142	50	92	Minnesota Family Investment Program
DWP	0	0	0	0	Diversionary Work Program
GA	47	47	47	0	General Assistance
GRH	50	50	50	0	Group Residential Housing
MSA	56	56	56	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	206	295	203	92	

Food					
SNAP	501	534	343	191	Supplemental Nutrition Assistance Program
TOTAL	501				

Health Care					
MA (MAXIS)	525	533	448	85	Medical Assistance
IMD	7	7	7	0	Institute for Mental Disease
QMB	244	244	243	1	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	65	69	69	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	19	22	22	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	851	1,696			Medical Assistance (as of 6/4/2020)
MCRE (METS)	52	51			MinnesotaCare (as of 6/4/2020)
TOTAL	1,763	2,622	789	86	

TOTAL ACTIVE PROGRAMS:	2,470
TOTAL ACTIVE CASES:	1,855

Expense	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	YTD	2019	Change
Foster Care	\$ 4,639.68	\$ 4,162.68	\$ 5,005.10	\$ 5,350.84	\$ 4,114.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,272.50	\$ 54,638.36	-57.4%
Rule 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,957.00	-100.0%
Rule 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 597.00	-100.0%
Rule 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,922.56	-100.0%
Corrections	\$ 19,148.00	\$ 20,665.00	\$ 15,160.00	\$ 13,599.00	\$ 22,710.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,282.00	\$ 131,450.00	-30.6%
Adoption Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,731.58	-100.0%
Totals	\$ 23,787.68	\$ 24,827.68	\$ 20,165.10	\$ 18,949.84	\$ 26,824.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,554.50	\$ 219,296.50	-47.8%

Revenue	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	YTD	2019	Change
Reimburse	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,424.78	-100.0%
MH Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
4E Recovery	\$ -	\$ -	\$ 262.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262.00	\$ 10,128.00	-97.4%
NFC Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Totals	\$ -	\$ -	\$ 262.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262.00	\$ 16,552.78	-98.4%

Net Expense	\$ 23,787.68	\$ 24,827.68	\$ 19,903.10	\$ 18,949.84	\$ 26,824.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,292.50	\$ 202,743.72	-43.6%
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2019 Totals	\$ 20,488.08	\$ 14,398.54	\$ 18,389.66	\$ 18,870.82	\$ 18,361.32	\$ 20,815.17	\$ 18,634.30	\$ 13,204.44	\$ 10,724.29	\$ 13,159.48	\$ 18,162.97	\$ 17,534.65			
YTD Change	\$ 3,299.60	\$ 13,728.74	\$ 15,242.18	\$ 15,321.20	\$ 23,784.08	\$ 2,968.91	\$ (15,665.39)	\$ (28,869.83)	\$ (39,594.12)	\$ (52,753.60)	\$ (70,916.57)	\$ (88,451.22)			

Expense	2019 January	2019 February	2019 March	2019 April	2019 May	2019 June	2019 July	2019 August	2019 September	2019 October	2019 November	2019 December	YTD
Foster Care	\$ 7,196.74	\$ 3,233.92	\$ 4,614.70	\$ 4,346.82	\$ 4,591.2	\$ 5,498.49	\$ 3,297.66	\$ 6,121.44	\$ 3,242.29	\$ 4,301.48	\$ 3,225.97	\$ 4,967.65	\$ 54,638.36
Rule 4	\$ -	\$ 2,396.30	\$ 2,164.40	\$ 2,396.3	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 6,957.00
Rule 8	\$ -	\$ -	\$ -	\$ -	\$ 597	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 597.00
Rule 5	\$ 4,367.51	\$ 4,420.29	\$ 4,122.4	\$ -	\$ 0	\$ 1,030.68	\$ 8,981.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,922.56
Corrections	\$ 9,815.00	\$ 10,445.00	\$ 8,400.00	\$ 10,662	\$ 15,295	\$ 14,796	\$ 8,060	\$ 8,502	\$ 7,482	\$ 9,002	\$ 14,937	\$ 14,054	\$ 131,450.00
Adoption Aid	\$ -	\$ -	\$ -	\$ 2,377.58	\$ -	\$ 354	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 2,731.58
Totals	\$ 21,379.25	\$ 20,495.51	\$ 19,301.54	\$ 19,782.70	\$ 20,483.20	\$ 21,679.17	\$ 20,339.30	\$ 14,623.44	\$ 10,724.29	\$ 13,303.48	\$ 18,162.97	\$ 19,021.65	\$ 219,296.50
Revenue	2019 January	2019 February	2019 March	2019 April	2019 May	2019 June	2019 July	2019 August	2019 September	2019 October	2019 November	2019 December	YTD
Reimburse	\$ 891.17	\$ 923.97	\$ 911.88	\$ 911.88	\$ 72.88	\$ 864.00	\$ 1,705.00	\$ -	\$ -	\$ 144.00	\$ -	\$ -	\$ 6,424.78
MH Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4E Recovery	\$ -	\$ 5,173.00	\$ -	\$ -	\$ 2,049.00	\$ -	\$ 1,419.00	\$ -	\$ -	\$ -	\$ -	\$ 1,487.00	\$ 10,128.00
NFC Sewettlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 891.17	\$ 6,096.97	\$ 911.88	\$ 911.88	\$ 2,121.88	\$ 864.00	\$ 1,705.00	\$ 1,419.00	\$ -	\$ 144.00	\$ -	\$ 1,487.00	\$ 16,552.78
Net Expense	\$ 20,488.08	\$ 14,398.54	\$ 18,389.66	\$ 18,870.82	\$ 18,361.32	\$ 20,815.17	\$ 18,634.30	\$ 13,204.44	\$ 10,724.29	\$ 13,159.48	\$ 18,162.97	\$ 17,534.65	\$ 202,743.72

Human Service's Month End Balance

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	929,075.49	1,197,979.30	1,389,512.16	1,271,780.24	1,417,880.34	1,647,300.14	1,814,014.90	2,182,630.66	2,271,729.26	2,772,063.80	3,288,028.76
February	903,465.27	1,157,578.43	1,331,478.96	1,198,866.83	1,307,072.82	1,618,976.04	1,801,985.24	2,138,616.83	2,176,762.19	2,732,919.27	3,403,266.76
March	810,094.43	1,096,732.38	1,165,062.80	1,062,709.62	1,159,500.45	1,375,360.09	1,655,070.89	1,800,227.71	1,844,672.30	2,547,429.81	3,277,046.86
April	506,305.55	825,804.92	819,532.72	808,225.65	930,693.70	1,088,964.93	1,347,248.60	1,539,707.40	1,525,256.03	2,361,226.50	3,009,330.45
May	447,916.22	768,561.39	678,196.10	552,664.08	693,604.86	961,748.47	1,294,231.42	1,426,858.37	1,528,544.15	2,327,158.79	3,038,957.98
June	1,253,180.74	1,615,579.53	1,560,001.28	336,353.50	1,534,085.80	1,932,135.73	2,330,176.40	2,576,374.42	2,692,513.93	3,462,928.17	
July	1,327,951.41	1,313,679.13	1,659,331.53	1,693,689.91	1,538,687.96	2,047,715.90	2,367,725.88	2,650,496.79	2,874,408.12	3,554,336.75	
August	1,312,090.88	1,599,387.92	1,694,786.46	1,636,358.00	1,483,015.19	2,097,897.09	2,427,610.70	2,600,332.14	2,749,859.99	3,531,954.80	
September	1,094,067.41	1,349,316.27	1,431,613.15	1,468,683.30	1,236,816.55	1,844,296.27	2,121,578.06	2,362,913.96	2,518,750.84	3,294,188.08	
October	954,484.86	1,188,529.69	1,116,275.87	1,174,910.46	919,650.64	1,492,630.60	1,866,987.16	2,133,041.74	2,198,557.64	3,270,530.55	
November	1,422,560.89	1,732,295.38	877,736.63	1,756,882.42	1,900,971.24	2,213,985.52	2,638,930.35	2,642,643.71	3,070,756.97	3,860,836.73	
December	1,377,405.92	1,588,551.10	1,485,681.91	1,678,723.86	1,833,528.58	2,083,484.81	2,395,704.36	2,513,770.14	2,970,003.64	3,606,171.73	



COVID-19 Preparedness Plan for Pennington County Human Services

Pennington County Human Services is committed to providing a safe and healthy workplace for all our employees and the public. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Supervisors and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires **full** cooperation among our employees, management and the public. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

We will continue to follow public health guidance for infection mitigation. As such we will continue to encourage staff who are able to work remotely, to conduct business as much as possible electronically and to arrange work schedules to allow for social distancing. We will encourage the public to access county services remotely, and to make appointments for face to face services, as necessary.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Pennington County Human Services** management and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety, health and keeping our employees working at **Pennington County Human Services**. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by developing an employee questionnaire in which staff provided input regarding worker protections and concerns with working within the office. This information was used to develop the preparedness plan. Employees are encouraged to bring concerns and suggestions forward as we continue to adapt to the COVID-19 crisis. We have also involved and consulted with the Pennington County Board of Commissioners in developing this plan.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

1. It is recommended that all employees check their temperature prior to leaving their residence for work. Employees who are sick or experiencing symptoms should not report to work. Employees who have a cough, fever, shortness of breath, chills, headache, muscle pain, sore throat or a loss of taste or smell should remain home. They should contact their supervisor by phone, text, or email to notify them that they are experiencing symptoms or illness. They should follow CDC, MDH, and their medical providers directions for screening and care.
2. If a employee is sick at work, they should notify their supervisor by phone or email immediately. They should isolate themselves from others. The work area should be cleaned and sanitized.
3. When reporting to work, employees will take their temperature, record their score, self- screen and monitor throughout the workday.

Pennington County Human Services has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. **See your Personnel Policy Handbook.**

1. Employees can access the 80 hours of COVID-19 sick leave.
2. Employees can utilize their accrued sick leave or compensation time for illness.
3. For employees with underlying medical conditions or who have household members with underlying health conditions work from home option will be considered when possible. Alternative work scheduled may be offered to limit contact with co-employees and others within the building.

Employees who are sick, test positive, or have been exposed to a known case of COVID-19 should follow current guidelines for testing, self-quarantine and contact tracing prior to returning to work. It is important to keep supervisors apprised of any illness or exposure.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the agency will be instructed to use hand sanitizer on their hands prior to or immediately upon entering the agency.

1. Hand sanitizer will be available throughout the building, including the building entrance, waiting area, meeting rooms, and employee offices.

2. Employees are instructed to wash hands regularly. We have hand-washing instructions at every handwashing station in our agency as a reminder to staff to wash their hands and inform them of the proper way to wash their hands.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors.

1. Visitors will be allowed in the building by appointment only. Screening for symptoms or illness must occur before an office appointment can be made. Employees will utilize the COVID-19 screening form. Visitors must agree to wear a mask the entire time while in the building. Cloth masks will be made available to visitors.
2. Employees will be required to wear a mask when in common areas of the building including: anytime (no matter how briefly they will be in these areas) when in hallways, bathroom, front desk/mailbox/copier area, meeting rooms, break areas, when meeting with co-employees or visitors in other spaces in the building.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: **See Below.** Employees and visitors prohibited from gathering in groups. Employees and visitors are prohibited from gathering in confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

1. Group breaks will not be allowed in the office. AM/PM Breaks and lunch breaks observed will be done on an individual basis within your workspace. Remember this may be a good time to enjoy the outdoors!
2. Telework, flexible work hours and staggered shifts are strategies utilized to reduce the number of employees in the workplace at one time.
3. Maintain 6 ft of distance between employees, visitors, and other personnel.
4. Agency vehicles and/or ride sharing access will be by supervisory approval.
5. Contact with clients by phone or videoconferencing remains in effect.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and

disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

1. Sanitizing supplies are available to all departments for cleaning workspaces, desks, counters, and other contact spaces.
2. Cleaning and sanitizing in the building will occur nightly by cleaning staff.
3. In the case of a known infection within the workspace, the affected areas will be closed, and the entire area will be disinfected by properly equipped personnel. Workers will be notified when it is safe to use the space again.

Communications and training

This Preparedness Plan was communicated **emailed/and or placed in mailboxes** to all employees and necessary training was provided. Additional communication and training will be ongoing emails or handouts and provided to all employees who did not receive the initial training. Instructions will be communicated to the public and visitors about: How services will be provided in a safe manner. The public and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Signs will be posted on the entrance. Managers and supervisors are to monitor how effective the program has been implemented during **our regular management meeting**. Management and employees are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by **Pennington County Human Services** management and was posted throughout the workplace. It will be updated, as necessary.

Certified

Julie Sjostrand

Director of Pennington County Human Services

Dated: May 27, 2020

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

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

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

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

**Pennington County Human Services
Emergency Assistance/Emergency General Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
May-20**

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
TOTAL						EA	\$0.00	
						EGA	\$0.00	

Denials

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
x157540	5/1/2020	428416	None	1 adult - laid off	0	Unknown	Denied EGA - no emergency.	5/1/2020
x157540	4/14/2020	675315	Damage deposit/ first month's rent	1 adult - RSDI	0	\$650 DD/ \$550 1st mo. rent	Denied EGA - ICCC paid DD + client elig. for HUD.	5/5/2020
X157554	5/5/2020	1989022	unknown	1 adult - unemployed	0	unknown	Denied EGA - no emergency.	5/5/2020
x157535	5/19/2020	1028398	Rent/Deposit	1 adult -RSDI	0	Unknown	He is homeless but ICCC put him up in a hotel. Needs being met.	5/22/2020

x157517: I did not have any EA requests in May

Get help buying food while schools are closed

Apply for P-EBT by June 30th

[Apply now →](#)

[Learn more](#)



This program, called P-EBT, is for students who are normally able to get free or reduced price school meals. Apply and get up to \$325 per child to spend on groceries.

Children may continue to receive "grab n go" meals or emergency food at COVID-19 emergency feeding sites offered by schools and community locations, even if they are receiving P-EBT benefits.

Questions about P-EBT?

Learn more about this program.

[Learn more](#)

With a P-EBT card you can buy groceries:

- ✓ At most grocery stores
- ✓ At most farmer's markets
- ✓ Online at Amazon and Walmart

This is a joint program of the Minnesota Departments of Education and Human Services.

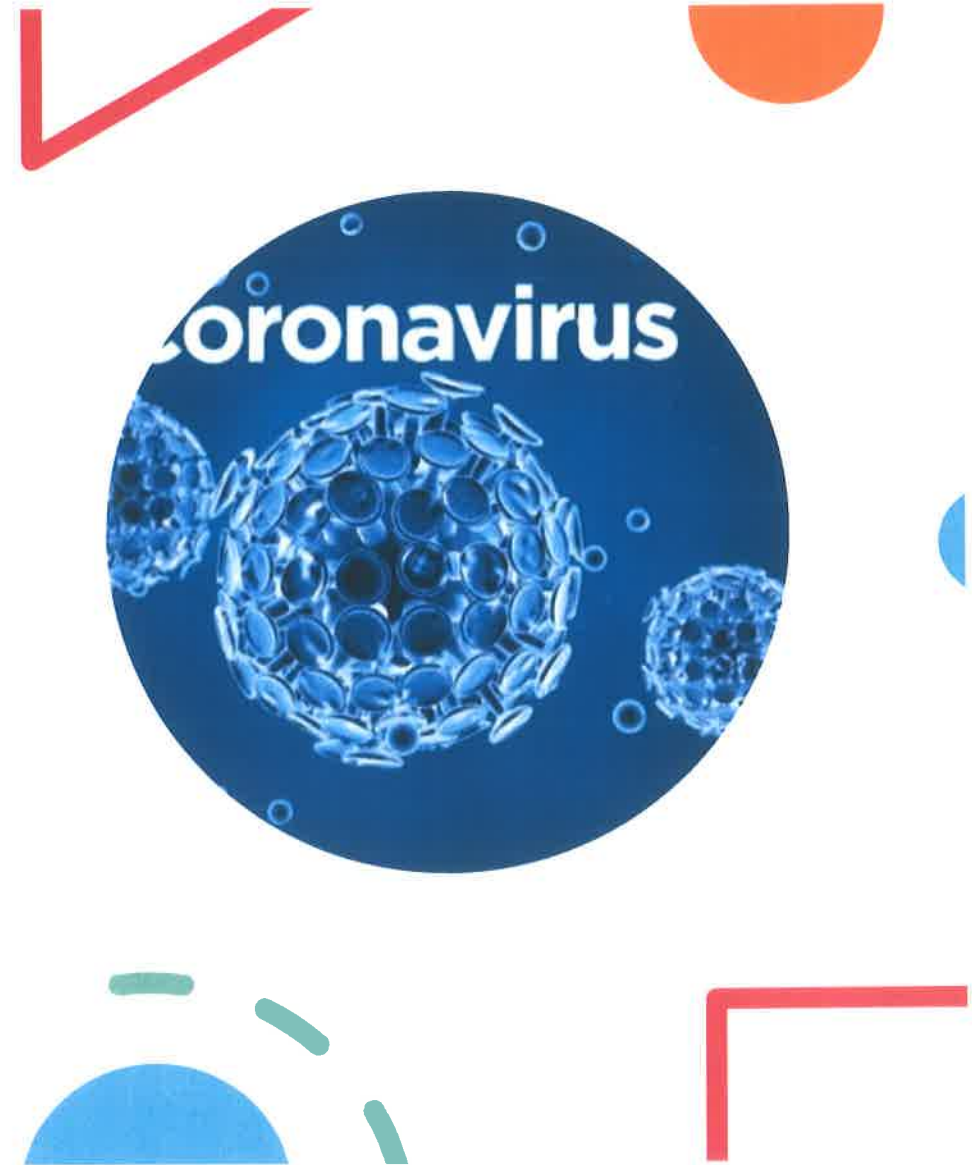
Information about P-EBT

mn.p-ebt.org is a service delivered by [Code for America](#) on behalf of the people of Minnesota.

CODE for
AMERICA

<https://mn.p-ebt.org>

**Preparedness
Plan
Employee Training**
COVID-19 Workplace Safety





Goal of Preparedness Plan & Employee training

Pennington County Human Services Management team is committed to providing a safe and healthy workplace for all employees and the public we serve. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and this requires full cooperation among our employees and management.

Employee Training

Communication and training

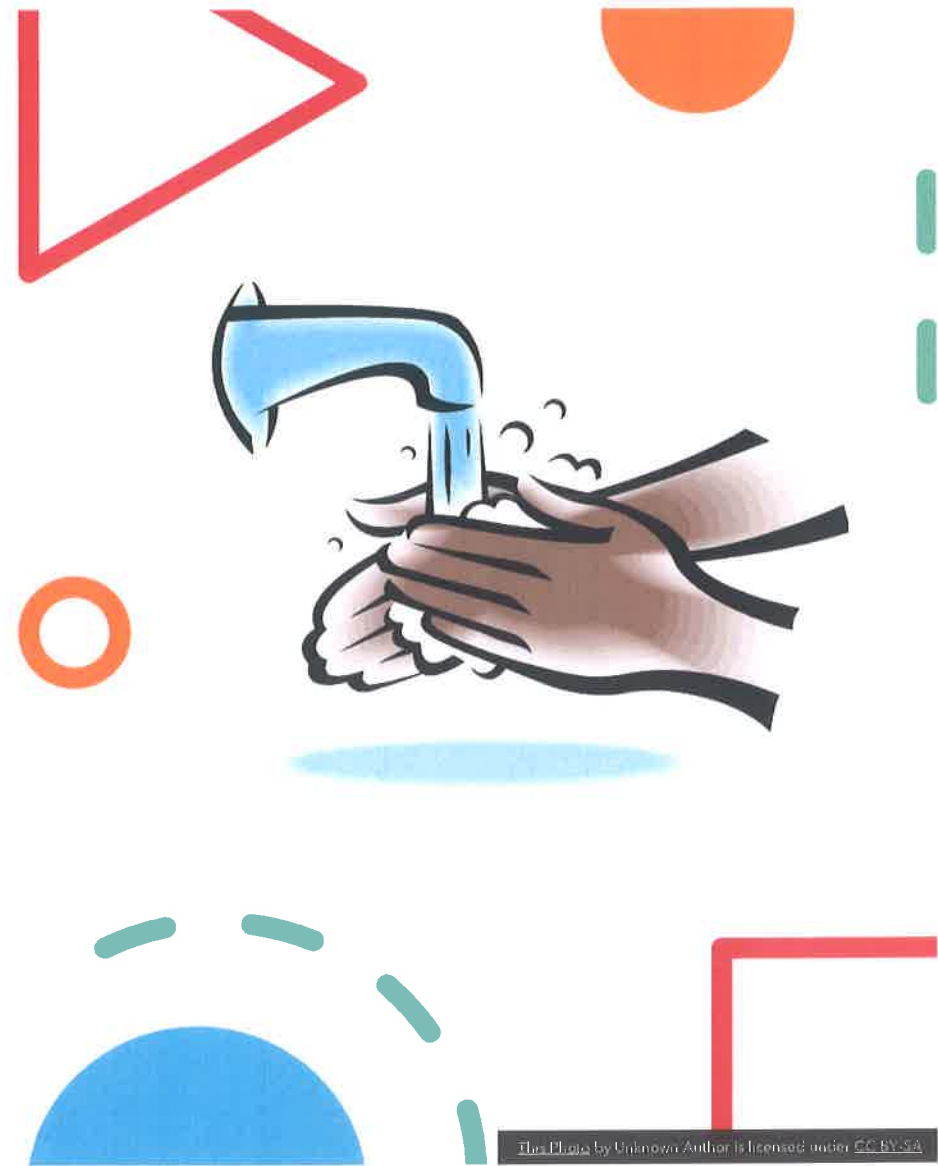
- All employees will participate in Preparedness Employee Training
- Communication and training will be ongoing during the response to the COVID-19 pandemic.



Handwashing Protocols

Key times to wash your hands

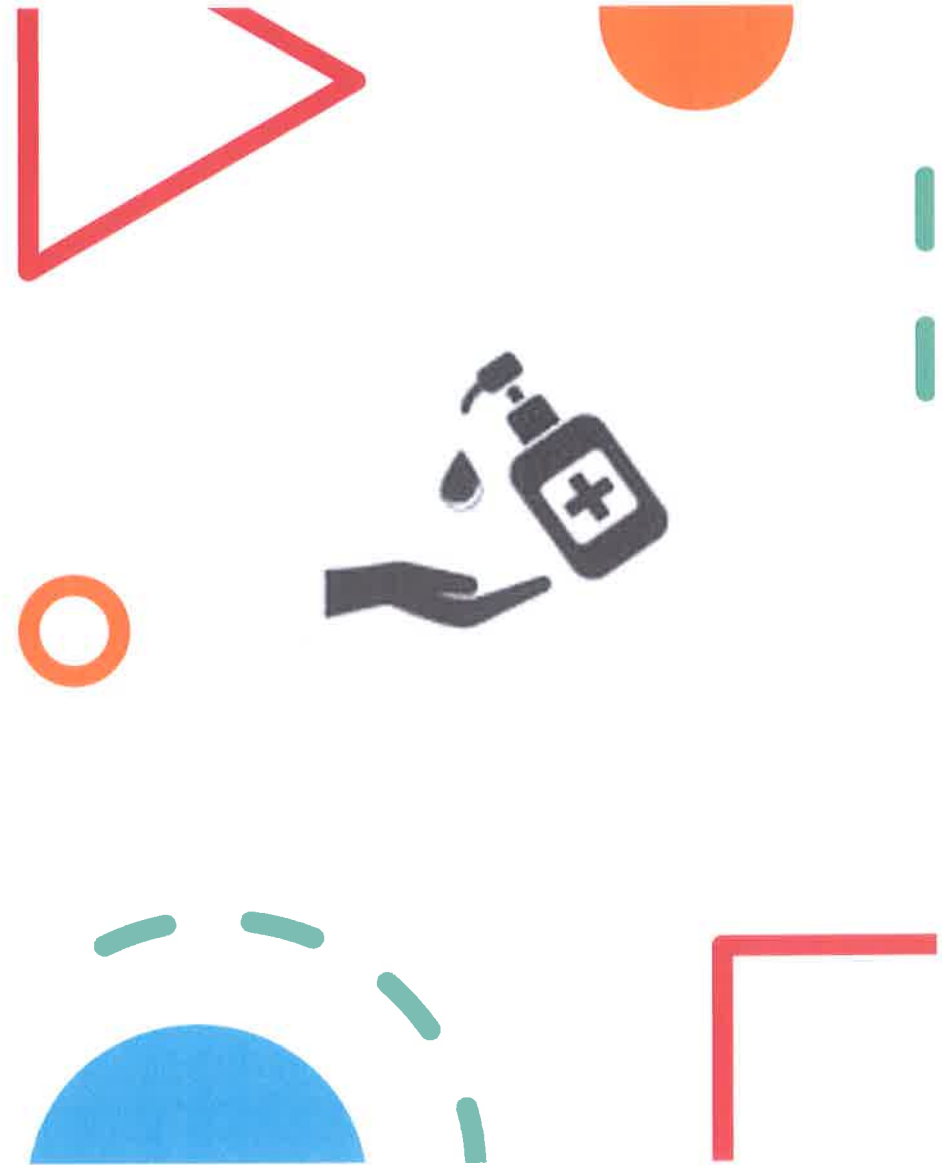
- Before preparing food and eating;
- After using the toilet;
- After coughing, sneezing or blowing your nose;
- After touching commonly touched surfaces within the building, such as door handles, tables, copier, etc.



Use of hand sanitizer

When soap and water are not available, hand sanitizer may be used. Hand sanitizer will be available in high-traffic and high-touch areas such as:

- Meeting rooms;
- Public reception area;
- By mailbox or copier areas;
- Client interview rooms or areas;
- Agency cars





Respiratory Etiquette

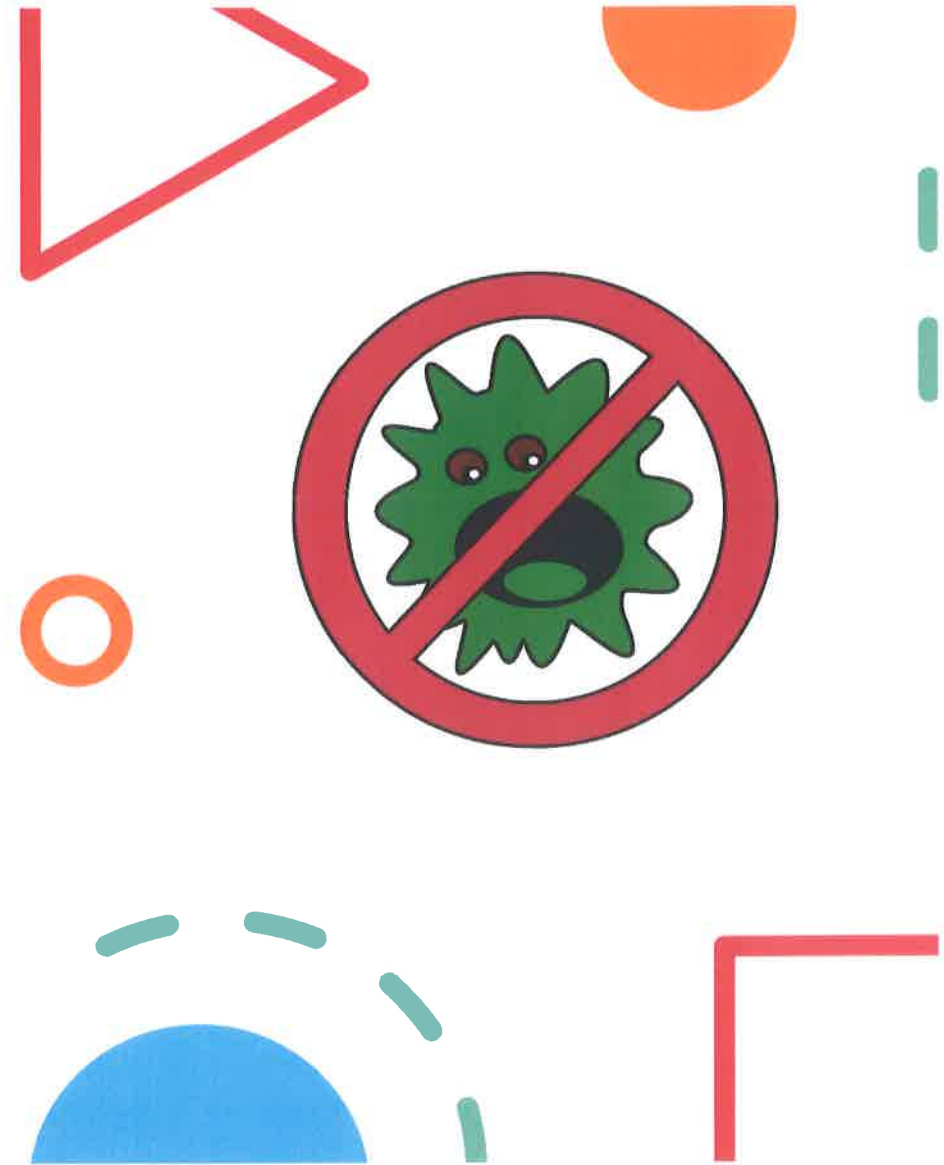
The best way to prevent illness is to avoid being exposed through person-to-person contacts.

- Wearing masks during face-to-face discussions;
- Wearing masks when moving throughout the building in shared spaces;
- Maintain at least six feet of distance from others.

Infection Control

Maintaining a healthy work environment

- Avoid handshaking when greeting others.
- Avoid sharing work desks, computers, phones and equipment;
- Clean and sanitize your workspace frequently including high touch areas



SOCIAL DISTANCING



Tips for Social Distancing

Keep your distance

- Prevent creating congested areas. Avoid gathering in the hallway or by the front reception area.
- Allow 6ft of space between you and others.
- Continue to use mail or drop-off box for paperwork.
- Continue phone calls and videoconferencing for client contacts and meetings.



Tips for Social Distancing

When building
re-opens

Keep your distance

- There will be limits to the number of people who can wait in the lobby area.
- Limited appointment only client meetings. Phone pre-screening required.
- Six-foot distancing markings on the floor in the lobby/reception will be utilized.
- Visitors will be instructed to wear masks within the building. Encourage clients to bring their own mask. A limited number masks for distribution for those who do not have their own.

Visitor Screening

For limited in office appointments screening is required prior to arrival.

- Ask whether they have had any of the following symptoms:
 - Fever of 100.4 F or higher
 - A new cough or sore throat;
 - Shortness of breath or muscle aches;
 - Loss of taste or smell
 - Tested positive for COVID-19 or been exposed to someone who has tested positive for COVID-19.
- ❖ Other screening criteria
Have you traveled to destinations with widespread COVID-10 transmission in the last 14 days?



<https://www.health.state.mn.us/diseases/coronavirus/materials/screen.pdf>



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Tips for social distancing when the building re-opens



Pre-plan meetings:

- do not gather in large groups;
- Limit the number attending based on available room size and configuration; and
- Limit the group to 10 or fewer, as often as possible.
- Pre-arrange chairs to maintain social distancing.
- Consider pre-assigned seating.
- Walk into room single file, while maintaining appropriate distancing.



Tips for social distancing

Keep your distance



- If you feel ill don't report to work. Contact your supervisor to notify them of your need for sick leave.
- If you become ill while at work- put on a mask, stay in your work area, notify your supervisor by phone.
- A plan to exit the building while limiting contact with others will be implemented.
- Follow up with testing and care per CDC, Public Health, and your care providers recommendation.



Impacts of COVID-19

Before COVID-19

1. Feeling a little under the weather? Go to work and tough it out.
2. Have something to discuss with a co-worker? Walk over to their office, talk it out.
3. Break time - head to the break/lunchroom.
4. Have a meeting? Pack the meeting room, the more the merrier.
5. Share handouts, pens, or other supplies with others.
6. No masks worn.

After COVID-19

1. Stay home when feeling ill, don't chance exposure.
2. Pick up the phone for conversations. Stay in your designated work area.
3. Lunch and break periods at your workspace or enjoy them outdoors.
4. Limit capacity in meeting room to allow 6ft social distancing. No walk-ins currently.
5. Limit touching shared office items. Email information instead of touching shared handouts.
6. Masks worn in hallways and anytime outside your workspace.



Housekeeping

- Clean and sanitize your workspace daily. Wipe down light switches, desktop, phone, and other high touch areas.
- Additional cleaning by custodian staff will be occurring during the day in high-touch areas including bathrooms and meeting room.
- Reception area and lobby will have increased cleaning schedule.





COVID-19 and privacy

- Confidentiality must be maintained. Exposure will be reported but the name of the individual will not be shared.
- Information about those who may have had close contact with the ill employee while they had symptoms will be compiled for notification.
- Those individuals will be instructed to self-monitor for COVID-19 symptoms, until further instruction can be provided.

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

Resource Information



MN Department
of Labor and
Industry

MN OSHA
Workplace Safety
Consultation