



## Metro Blooms

3747 Cedar Ave S  
Minneapolis, MN 55407  
651-699-2426  
[www.metroblooms.org](http://www.metroblooms.org)

# Metro Blooms COVID Policies

Updated: November 7, 2022

The health and safety of the community and our staff is utmost in our minds. Metro Blooms has determined our occupational risk for COVID-19 to be low risk. We are therefore allowing employees the option of returning to in-person work at our office. Metro Blooms is not currently requiring any staff member to work in the office full time. We encourage employees to consider their health risks, ability and desire to continue working from home in determining their return to a shared workspace. We are addressing potential exposure risk through engineering and administrative controls as well as safe work practices and personal protective equipment (PPE). We are following [CDC recommendations on safe work practices](#).

## Safe Work Practices and PPE

### Personal Protective Equipment:

#### **Masks:**

- Metro Blooms will follow federal, state, and local regulations and guidelines from the CDC regarding mask usage. Masks will be available at the office for staff and clients that do not have their own.
- At the request of a client, we expect our employees to wear a mask, no questions asked.

### Safe Work Practices:

- Metro Blooms directors will stay informed about the most current CDC guidelines for COVID-19, and will communicate with employees, our clients, and our community as appropriate about any changes to procedures and protocols.

- We encourage virtual meetings with partners and clients, though recognize the importance of on-site meetings in relation to landscape design and engagement and take appropriate precautions during these interactions. In addition to limiting risk, virtual meetings reduce travel times and their related carbon emissions.
- To maintain the safety of our staff, clients, and community, we rely on our employees to self-report any COVID-19 symptoms or positive test results, and to take the proper precautions if they have a known contact with someone who is COVID-19 positive, or have otherwise been in a high-risk exposure situation. We ask employees to use the CDC's [Quarantine and Isolation Calculator](#) to guide their response.

*Self-Reporting: It is extremely important to self-report and stay home if feeling ill.*

- **Employees who are showing signs of fever, chills, cough, shortness of breath, have a new loss of taste or smell, sore throat, or other COVID-19 symptoms, or who have been in direct contact with someone who tested positive for COVID-19 are prohibited from coming to work, and should alert their supervisor as soon as they are able.**

## Engineering Controls

- Metro Blooms has installed a new central air heating and cooling system that was designed to increase the efficiency of our ventilation.

## Administrative Controls

- Metro Blooms encourages all staff to be fully vaccinated against COVID-19 and provides paid time off for vaccinations and booster shots. Staff can [find available vaccine appointments here](#).

## Public Operations

Metro Blooms does not have regular office hours. As always, we can be reached by [telephone and email](#).

## COVID-19 Response Plan

*In the event that a Metro Blooms employee shows symptoms of being infected by the Covid-19 virus, or has been in direct contact\* with someone who is showing symptoms, the following actions will be taken:*

***\*Contact is considered direct and staff at risk if they have been within 6 feet of the patient for more than 10 minutes during the 48-hour period before the onset of symptoms or while the patient was experiencing symptoms.***

- Employees who are showing symptoms of COVID-19 [as defined by the CDC](#) or who have been in direct contact with someone showing symptoms should leave work immediately and notify their direct supervisor.
- Employee should schedule a COVID-19 test for 3-5 days, post-exposure. [Testing centers can be found here.](#)
- The employee's direct supervisor alerts Metro Blooms' Executive Director, who will notify other staff Directors as needed, retaining staff privacy and anonymity. Metro Blooms Executive Director will reach out to the symptomatic employee and ask them to identify all other staff they were in direct contact with (see above definition) in the 48-hour period before the onset of symptoms. Metro Blooms' Executive Director will notify staff that have been in contact with the employee. Metro Blooms ensures the privacy and anonymity of staff.
- All staff who have been in direct contact with the symptomatic person within the 48-hour period before the onset of symptoms will be sent home from work immediately.
- Staff may work from home if they feel up to it but are prohibited from returning to the office, visiting clients, or returning to field work until they are cleared to exit quarantine or isolation determined by the [CDC's Quarantine and Isolation Calculator](#).
- Metro Blooms employees that have not been in direct contact with the person showing symptoms may continue to work in the field or at the office.
- All shared surfaces, equipment and vehicles that the employee with symptoms has come in contact with in the 48-hours preceding the onset of symptoms will be disinfected before additional use.
- Clients will be notified if an employee tests positive and has been in direct contact with the client in the 48-hours preceding symptoms or a positive test.
- Metro Blooms will not discriminate against anyone who has had COVID-19. Employees are allowed to return to shared work spaces when they are cleared to exit quarantine or isolation determined by the [CDC's Quarantine and Isolation Calculator](#).