NOTICE OF ALBANY
CITY COUNCIL MEETING

There will be a regular meeting of the City Council in and for the City of Albany, Stearns County, Minnesota at 6:30 o'clock in the evening on **Wednesday, November 18, 2020**, in the Council Room at 400 Railroad Avenue for the said City.

AGENDA

1. Convene meeting

2. Pledge of Allegiance

3. Audit Bills

4. Act on regular Council minutes of the meeting held on November 4th and Special Council minutes of the meeting held on November 13th

5. Open Forum/Public comment (3 to 5 minutes max.)

6. Public Hearing proposed 2021 Capital Improvements on Lake Avenue, 3rd St., 4th St., 5th St., and Church Avenue.
    - Jeremy Mathiasen, City Engineer
    - Resolution 2020-33 ordering improvement and directing preparation of plans and specifications for the 2021 Lake Avenue and Church Avenue Improvements

7. Tom Schneider, Clerk/Adm.- Public Hearing on proposed assessment for unpaid Water Usage and recommendation to certify to Stearns County for collection in 2021

8. Jeremy Mathiasen, City Engineer
    - 2019 7th Street CIP Improvements Final Payment Application C & L Excavating.
    - Present data phase I sanitary sewer micro-monitoring and recommend phase II to further investigate increases flows after rainfall events.
    - Project updates

9. Reports of Boards, Commissions, City Engineer, and Department Heads
    - Councilor Keith Heitzman, Albany Golf Club Liaison – present AGC check book register
    - Tom Schneider, Clerk/Adm. – present the following:
        - Cares Act Fund balance end November 10th
        - MN Lawful Gambling applications:
            - Resolution 2020-32 (Albany Area Gymnastics - raffle)
            - Resolution 2020-34 (Albany Lions Club - raffle)

10. Mayor's announcements and letters
    - Clerk/Adm. Annual Performance Review
    - Governor Tim Walz Executive Emergency Order 20-96

11. Mayor to announce next regular Council meeting date (December 2nd) and adjourn

Tom Schneider
Clerk/Adm.

Note: As per the Minnesota Department of Health (MDH) public health guideline, face masked required, social distance of minimum six (6) feet per person will be followed at the meeting.

Pursuant to due call and notice thereof a regular meeting of the Council in and for the City of Albany, Stearns County, Minnesota, was called to order by Mayor Tom Kasner at 6:30 o'clock in the evening on Wednesday, November 4, 2020, in the Council Room at 400 Railroad Avenue for the said City.

Other Council members present were: Councilors John R. Harlander, Keith Heitzman, Al Amdahl, and Adam Rushmeyer. None were absent.

Tom Schneider, Clerk/Adm., Kate Asfeld, Editor Star Post, Ozzie Carbajal, Police Chief, Jeremy Mathiasen, the City Engineer with the firm of Stantec, Inc., St. Cloud, MN, Joe Mergen, Public Works Supervisor, and the following Albany Area High School students: Will Mergen, Evan Kalthoff, Landon Wenderski, Breyden Eiynck, Mason Zierden, Evan Becker, Isaiah Gerads, Nolan Rueter, Makayla Gerken, Tate Hoffarth, Evan Deters, Carter Thelen, Emma Schulzetenburg, Nathan Kalthoff, and Ben Felling.

The Council recited the Pledge of Allegiance.

The Council took notice of approval of payment of bills. After due discussion, a motion was made by Adam Rushmeyer and seconded by Al Amdahl to authorize electronic payments, transfers, and the payment of the following bills: Check Numbers 70471 to 70542, and 18078 to 18094. All voted for the motion and it carried.

Mayor Tom Kasner called for any corrections or additions to the minutes of the regular meeting of the Council held on October 21st and hearing none declared them approved.

Open forum/public comments: none

Mr. Mathiasen appeared before the Council to present to the Council a proposed intersection design for 1st Street and Railroad Avenue based on geometric revisions discussed at previous meetings. Mr. Mathiasen noted a new feasibility report is required to satisfy MN Statues, Chapter 429 assessment process for adjacent benefitting property owners. Mr. Mathiasen also noted the said report can be expedited because survey work at the intersection has already been completed. Mr. Mathiasen noted the sidewalk on the west side of 8th Street or State HWY #238 and south of Railroad Avenue will require additional engineering due to the Mn Department of Transportation (MnDOT) regulations which may be considered with the proposed intersection improvements. Mr. Mathiasen also noted there may be additional MnDOT funding for the proposed sidewalk improvements. Mayor Tom Kasner, with the consensus of the Council, directed Mr. Mathiasen to include the proposed sidewalk improvements with the said intersection improvement engineering report. After due discussion, a motion was made by John R. Harlander who introduced the following resolution and moved its adoption.

RESOLUTION 2020-30
CALLING FOR A PRELIMINARY
ENGINEERING REPORT
1st Street & Railroad Avenue (TH238) Intersection Improvements

The motion for the foregoing Resolution was seconded by Keith Heitzman and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Tom Kasner, Councilors Al Amdahl, Adam Rushmeyer, Keith Heitzman, and John R. Harlander, and none voted against the same whereupon the said Resolution was declared duly passed and adopted. The full text of the said Resolution is on file at the office of the City Clerk/Administrator for public inspection during regular office hours.

Mr. Mergen appeared before the Council to inform the Council the radio communication system installed at the Water Treatment Plant in 2006 and the programmable logistical controller at the Water Tower needs to be replaced. Mr. Mergen noted the system monitors water levels, valve operations, wastewater lift stations, and other system controls. Mr. Mergen noted there recently has been several false alarms due to the age of the said system and recommended upgrading with modern technology from

Preferred Controls, Inc., Albany, MN, at an estimated cost of $23,000+/-. Mayor Tom Kasner, with the consensus of the Council, directed Mr. Mergen to update the technology. Mr. Mergen informed the Council he authorized a company to replace the valves that control water levels in the wastewater ponds at the wastewater treatment plant estimated to cost $6,000+/-. Mr. Mergen noted the valves were installed in 1983 and were in need of replacement. Mr. Mergen also noted the City received a letter from the Minnesota Department of Health (MDH) regarding a Lead/Copper Tap Water Monitoring Report as required by the Safe Drinking Water Act. Mr. Mergen noted water samples were taken at various properties in the City; whereby the City's public water system did not exceed the action level for lead and copper. Mr. Mergen also noted the water sampling and testing is done every five (5) years. Mayor Tom Kasner thanked Mr. Mergen for the operations update.

Councilor Keith Heitzman, Albany Golf Club Liaison, informed the Council the 2021 membership fees were approved by the board. Mr. Heitzman noted several trees were cut down on the course by volunteers and a new mower was purchased for $26,000+/-.

Police Chief Ozzie Carbajal informed the Council the new squad, a 2020 Dodge Charger, was delivered and will have the emergency, lights, sirens, radar, and other interior equipment installed within a few weeks. Chief Carbajal noted Walmart, Sauk Centre, MN, requested assistance from local police departments to provide extra security during the special shopping week before and after Thanksgiving; whereby a few officers from Albany will work at the said business and paid overtime wages at no cost to the City. Mayor Tom Kasner and the Council had no objection for the officers to earn extra money working at Walmart.

Pursuant to due notice, at 6:55PM, Mayor Tom Kasner called the public hearing into session to consider and possibly adopt a proposed assessment for unpaid City charges for lawn mowing incurred under City Code Section 77. Mr. Schneider informed the Council a notice was mailed to the property owner at 347 Countryside Lane on April 27th instructing him to mow his vacant lot on a regular basis and if not mowed, the City would mow the grass/weeds and he would be charged $250. Mr. Schneider noted the property owner did not mow his lot and on June 12th a local contractor was directed by the City to mow the lot as per the ordinance. Mr. Schneider noted the invoice remains unpaid and recommended it be certified to Stearns County to be collected as a special assessment in the year 2021. Mayor Tom Kasner closed the public hearing at 7:00PM. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Adam Rushmeyer to certify to Stearns County the unpaid amount ($250.00) at 347 Countryside Lane to be collected as a special assessment in the year 2021. All voted for the motion and it carried.

Mr. Schneider informed the Council the results from the Municipal Election held on November 3rd may only be officially approved by the Council on or before November 13th, but due to election regulations related to absentee voting and mail balloting, Stearns County will only have the final results available on November 12th. Mr. Schneider presented to the Council the unofficial municipal election results: Mayor Tom Kasner, 1,128, 17 write-in, Councilors John R. Harlander, 766, Keith Heitzman, 634, Bruce Winter, 335, Jim Thomes, 220, and 13 write-in. Mr. Schneider noted the election judges did a great job with administering early direct voting a week before the General Election and on election day. Mr. Schneider recommended a special Council meeting be held to canvass the election results on November 13th. After due discussion, a motion was made by Al Amdahl and seconded by Keith Heitzman to schedule a Special Council meeting at 5:30 PM, on Friday, November 13th for the purpose of ratifying the Municipal Election results. All vote for the motion and it carried.

Mr. Schneider also informed the Council the Albany Golf Club board authorized the purchase of approximately 1,250 square feet of property from Adam and Shannon Wander, 440 Church Avenue, for the purpose of constructing a building on top of the concrete hitting area to shelter the golfers using the driving range during inclement weather, but a variance is required for the proposed location of the building. Mr. Schneider noted the City would purchase the property in the same manner as the property purchased west of the clubhouse from Mother of Mercy Campus of Care in August. Mr. Schneider noted the expenses range anywhere from $1,600 to $3,000 which includes attorney fees. Mayor Tom Kasner noted a public hearing will be held before the Planning Commission and an application for a variance will be submitted by

the golf club to include all exhibits. After due discussion, a motion was made by John R. Harlander who introduced the following resolution and moved its adoption:

RESOLUTOIN NO. 2020-31
CITY OF ALBANY, MINNESOTA
A RESOLUTION AUTHORIZING PURCHASE OF PROPERTY

The motion for the foregoing Resolution was seconded by Keith Heitzman and after a full discussion thereon and upon a vote being taken thereon, the following voted in favor thereof: Mayor Tom Kasner, Councilors Adam Rushmeyer, John R. Harlander, Keith Heitzman, and Al Amdahl, and none voted against the same; whereupon the said Resolution was declared duly passed and adopted.

Mr. Schneider informed the Council new chairs for the Council room have been delivered and recommended the old chairs be sold as surplus property. After due discussion, a motion was made by Mayor Tom Kasner and seconded by Adam Rushmeyer to direct Mr. Schneider to prepare a notice advertising the said chairs as surplus property in the Star Post, the local newspaper. All voted for the motion and it carried.

Mayor Tom Kasner announced the next regular Council meeting for 6:30 o'clock in the evening on Wednesday, November 18, 2020 and adjourned the meeting at 7:15 PM.

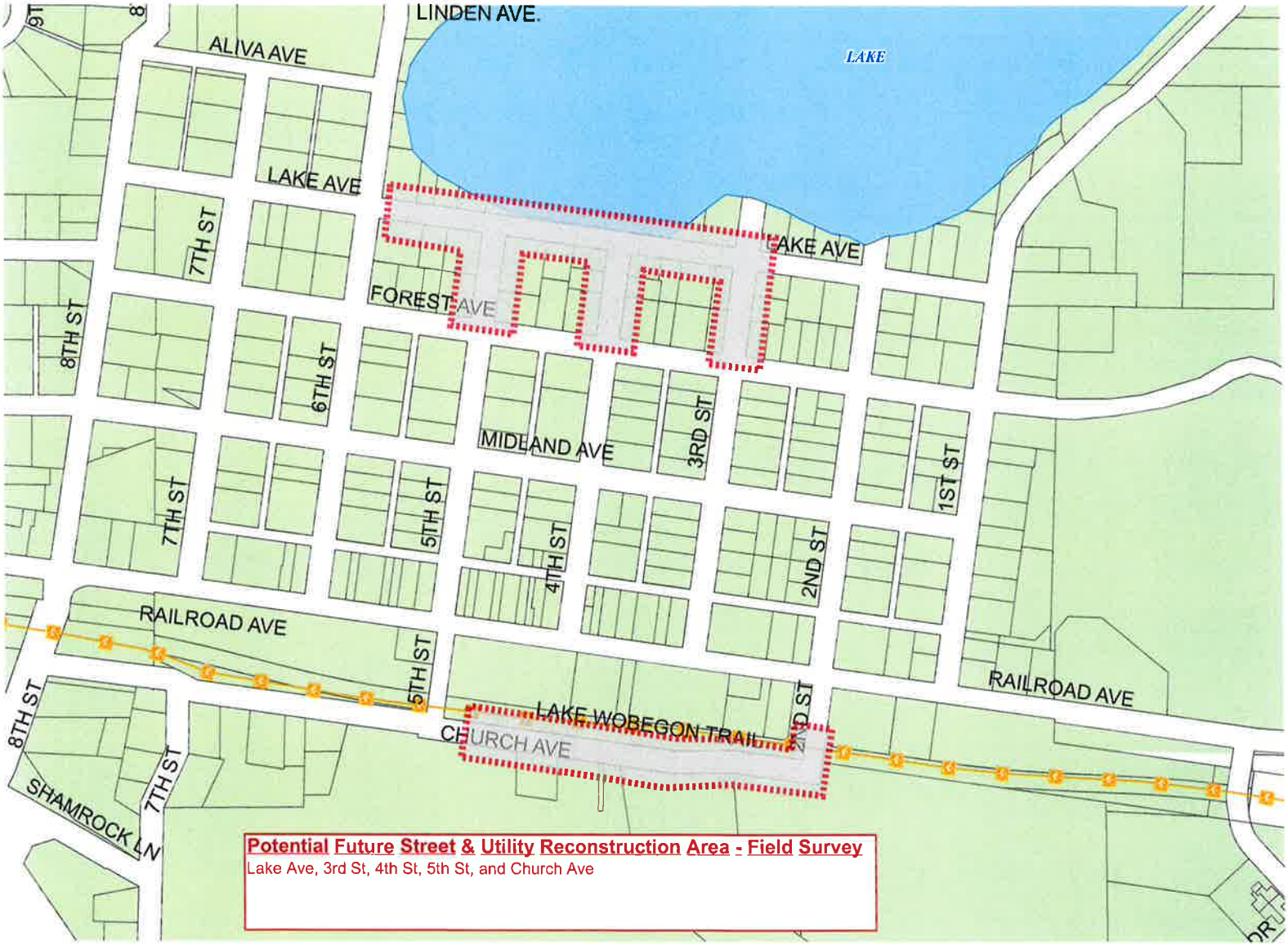
_____
Tom Schneider
Clerk/Adm.

NOTICE OF PUBLIC HEARING

City of Albany, Minnesota

Date, time and place:	Notice is given that the City Council of the City of Albany, Minnesota (the "City"), will meet on Wednesday, November 18, 2020, at 6:30 p.m. or as soon as thereafter at the City Hall, 400 Railroad Ave, Albany, Minnesota to consider the Improvement referred to below.
General nature of the Improvement:	The Lake Avenue, 3rd Street, 4th Street, 5th Street & Church Avenue Improvements will consist of a full Street and Utility reconstruction (the "Improvement").
Estimated cost of the proposed Improvement:	The total estimated cost of the Improvement is $1,716,294..
Area proposed to be assessed:	The area proposed to be assessed consists of every lot, piece or parcel of land abutting and benefited by the Improvement.
Written or oral objections:	Such persons as desire to be heard with reference to the Improvement will be heard at this meeting. Written and oral objections will be considered.
Materials available at hearing:	A reasonable estimate of the impact of the assessment will be available at the hearing, including a reasonable estimate of the total amount to be assessed and a description of the methodology used to calculate individual assessments for affected parcels.
Legal Authority:	The City Council proposes to proceed under the authority granted in Minnesota Statutes, Sections 429.011 to 429.111.

Published in the Star Post November 4th, 2020 and November 11th , 2020.



Potential Future Street & Utility Reconstruction Area - Field Survey

Lake Ave, 3rd St, 4th St, 5th St, and Church Ave

RESOLUTION 2020-33
ORDERING IMPROVEMENT AND DRIECTING PREPARATION OF
PLANS AND SPECIFICATIONS
2021 Capital Improvements
(Street and Utility Reconstruction Improvements)

WHEREAS, a resolution by the City Council of the City of Albany, Minnesota (the "City"), adopted on October 21, 2020, (the "Resolution"), fixed a date for a public hearing for consideration of certain improvements consisting of street, storm sewer, sanitary sewer, water main, water services and sewer services improvements, to wit: Lake Avenue (from 3rd Street to 6th Street), 3rd Street, 4th Street and 5th Street (each between Lake Avenue and Forest Avenue), Church Avenue (from 2nd Street to 5th Street), and trunk storm sewer replacement west of 7th Street and north Shamrock Lane as described in and in accordance with the preliminary report prepared by Stantec Consulting Services, Inc., consulting engineers for the City; and

WHEREAS, after due notice of such hearing, given in accordance with Minnesota Statutes, Chapter 429 (the "Act"), the hearing was held thereon on November 18, 2020, at which time the City Council heard all persons desiring to be heard on the matter and fully considered the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council as follows:

1. It is advisable, expedient and necessary that said Improvement be constructed, and the Improvement is hereby ordered as proposed in the Resolution.

2. Stantec Consulting Services, Inc., consulting engineering to the City is hereby directed to prepare the final plans and specifications for the Improvement.

3. The Improvement shall be known as the 2021 Capital Improvements.

Adopted by the City Council on November 18, 2020.

Tom Kasner, Mayor

Tom Schneider, Clerk/Adm.

(S E A L)

NOTICE OF PUBLIC HEARING
ON PROPOSED ASSESSMENT FOR
UNPAID WATER USAGE

NOTICE IS HEREBY GIVEN that the Albany City Council will hold a public hearing at 6:30 PM or as soon as thereafter on **Wednesday, November 18, 2020** in the Council Room at 400 Railroad Avenue, Albany, MN to consider and possibly adopt the proposed assessment for unpaid water usage incurred in relation to Ordinance 30. Adoption by the City Council of the proposed assessment may occur at the hearing. The proposed assessment is as follows:

Property:	Amount:
750 7th Street	$178.98
510 9th Street	$299.38
341 1st Street	$482.09
408 Highlands Dr.	$281.37
1156 Deerberry Cir	$359.63
211 2nd Street	$122.58
430 Meyer Avenue	$496.19
400 7th Street	$214.50
511 Burberry Way	$106.71
230 10th Street	$529.15
130 Lake Avenue	$566.32

Written or oral objections will be considered at the public hearing.

Such assessment is proposed to be payable in one (1) installment. You may pay the entire assessment on such property to the City of Albany on or before November 15, 2020. If not paid by this date, the amount will be certified to the Stearns County Auditor-Treasurer for collection in 2021. You may at any time thereafter pay to the Stearns County Auditor-Treasurer the entire amount of the assessment.

An owner may appeal an assessment to District Court pursuant to Minnesota Statutes Sections 429.081 by serving notice of the appeal upon the Mayor or City Administrator of the City within 30 days after the adoption of the assessment and filing such notice with the District Court within ten days after service upon the Mayor or City Administrator.

No such appeal as to the amount of an assessment as to a specific parcel of land may be made unless the owner has either filed a signed written objection to the assessment with the City Administrator prior to hearing or has presented the written objection to the presiding officer at the hearing.

_____
Tom Schneider, City Administrator

Published in the Star Post this 28th day of October, 2020.

Stantec

Memo

To:	Mr. Tom Schneider Albany City Hall	From:	Jeremy Mathiasen St. Cloud, MN
File:	193804343	Date:	November 13, 2020

Reference: 2019 Capital Improvements – Final Payment Application No. 9 & Final Project Acceptance

For your consideration at your November 18th Council meeting is Payment Voucher No. 9 for the 2019 Capital Improvement Project and final project acceptance The Contractor, C&L Excavating, has completed their responsibilities and scope of services detailed in their contract with the City.

Final Payment Voucher No. 9 has been prepared for your review and generally includes the project retainage and other miscellaneous final quantity adjustments. The total amount due for **Final Payment Voucher No. 9 is $57,118.85.** The final construction cost for the project is $1,861,319.20 and is 0.7% above the original contract price plus Change Order No. 1 which totaled $1,847,340.69.

With your approval of the final payment voucher you formally accept the 2019 Capital Improvements and also the perpetual maintenance of the City infrastructure starting November 18, 2020.

Should you have any questions about the work completed to date, feel free to contact me.

Stantec Consulting Services Inc.

Jeremy B. Mathiasen

Jeremy Mathiasen PE
Associate

Phone: 320 529 4366
Jeremy.Mathiasen@stantec.com

Attachment: Final Payment Voucher No. 9

FINAL PAYMENT
CONTRACT VOUCHER NO. 9
CONTRACT NO. 193804343

TO: C & L Ecavating, Inc.
P.O. Box 99
St. Joseph, MN 56374

OWNER: City of Albany
P O Box 370
Albany, MN 56307-0370

CONTRACT FOR: 2019 Capital Improvements
DATE APPROVED: April 8, 2019
FOR PERIOD ENDING: October 31, 2020

Completion Dates:
Substantial: Friday, August 30, 2019
Final: Friday, June 26, 2020

ORIGINAL CONTRACT AMOUNT	***$ 1,827,886.69***	***TOTAL AMOUNT DUE:***	***$ 1,861,319.20***
NET CHANGE ORDERS (thru No. 1)	***$ 19,454.00***	***LESS AMOUNT RETAINED***	***$ -***
NET SUPPLEMENTAL AGREEMENTS (thru No.)	***$ -***	***AMOUNT DUE TO DATE:***	***$ 1,861,319.20***
NET WORK ORDERS (thru No.)	***$ -***	***LESS PREVIOUS PAYMENTS:***	***$ 1,804,200.35***
CURRENT CONTRACT AMOUNT	***$ 1,847,340.69***	***NET AMOUNT DUE:***	***$ 57,118.85***

Owner's Approval:
I hereby recommend payment of this voucher.

Dated: _____ Signature: _____
City of Albany

Engineer's Recommendation:
This is to certify that the items of work shown in the Statement of Work Certified herein have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Dated: 11/13/20 Signature: Jeremy B. Mathison
Stantec

CERTIFICATE FOR FINAL ACCEPTANCE

Contractor's Certification:
The undersigned Contractor does hereby certify, warrant and covenant that it has completed and performed all the work in accordance with the project's plans and specifications and pursuant to the terms of the contract. Contractor further accepts this final payment voucher as being correct, full and complete. Final payment received in accordance with this final payment voucher shall constitute full and final payment and contractor waives all rights for additional payments under the contract. Accordingly, the undersigned Contractor does make claim for final payment on this contract in accordance with this final voucher.

Signature: _____
C & L Ecavating, Inc.

STATE OF MINNESOTA
COUNTY OF _____

On this _____ day of _____, 20___, before me personally appeared _____, the _____ of the corporation named in the foregoing instrument, and acknowledged said instrument to be the free act and deed of said corporation.

_____
Notary Public

2019 Capital Improvements
PARTIAL PAYMENT
CONTRACT VOUCHER NO. 9
CONTRACT NO. 193804343

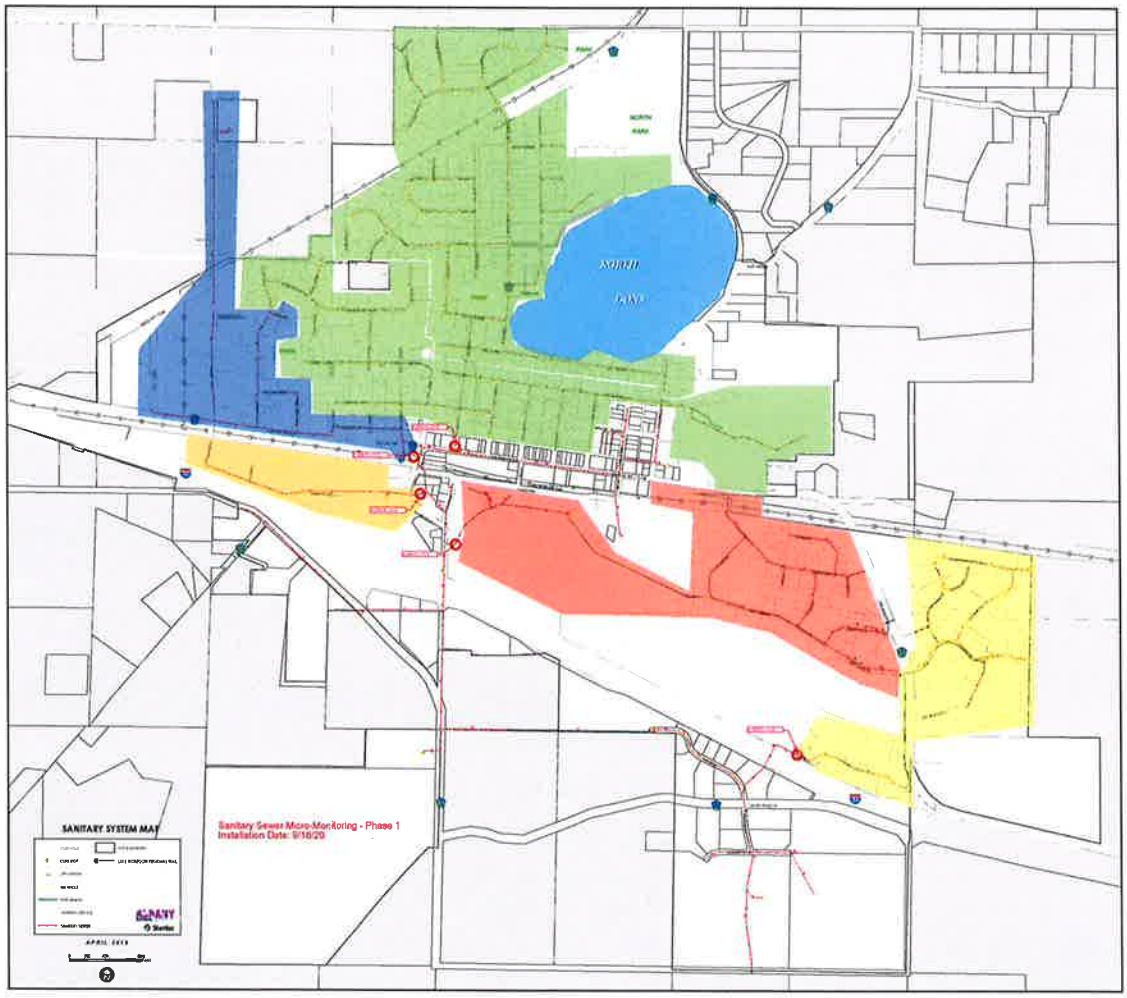
Line No.	Item	Unit	Unit Price	Contract		Work Included on this Voucher		Work Complete - to Date	
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date
2019 Capital Improvements									
1	MOBILIZATION	LS	$35,000.00	1.00	$ 35,000.00		$ -	1.00	$ 35,000.00
2	TEMPORARY TRAFFIC CONTROL	LS	$5,250.00	1.00	5,250.00		-	1.00	5,250.00
3	TEMPORARY WATER SERVICE	LS	$5,000.00	1.00	5,000.00		-	1.00	5,000.00
4	CLEAR AND GRUB	TREE	$415.00	30.00	12,450.00		-	29.00	12,035.00
5	REMOVE PIPE (SANITARY)	LIN FT	$0.01	2,934.00	29.34		-	2,811.00	28.11
6	REMOVE PIPE (WATER MAIN)	LIN FT	$1.50	2,535.00	3,802.50		-	1,972.00	2,958.00
7	REMOVE PIPE (STORM SEWER)	LIN FT	$4.00	2,723.00	10,892.00		-	2,809.00	11,236.00
8	REMOVE HYDRANT ASSEMBLY	EACH	$400.00	3.00	1,200.00		-	3.00	1,200.00
9	REMOVE GATE VALVE & BOX	EACH	$100.00	8.00	800.00		-	7.00	700.00
10	REMOVE MANHOLE (SANITARY)	EACH	$250.00	4.00	1,000.00		-	4.00	1,000.00
11	REMOVE STORM STRUCTURE	EACH	$175.00	29.00	5,075.00		-	27.00	4,725.00
12	REMOVE CURB AND GUTTER	LIN FT	$1.25	5,379.00	6,723.75		-	5,407.00	6,758.75
13	REMOVE CONCRETE WALK	SQ YD	$2.75	770.00	2,117.50		-	780.00	2,145.00
14	REMOVE CONCRETE ROADWAY PAVEMENT	SQ YD	$6.50	150.00	975.00		-	127.00	825.50
15	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	$3.25	610.00	1,982.50		-	618.00	2,008.50
16	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	$2.30	740.00	1,702.00		-	177.00	407.10
17	RECLAIM BITUMINOUS ROADWAY PAVEMENT	SQ YD	$1.00	14,246.00	14,246.00		-	14,246.00	14,246.00
18	SALVAGE AND REINSTALL DRIVEWAY PAVERS	SQ FT	$21.00	125.00	2,625.00		-	-	-
19	SALVAGE MAIL BOX SUPPORT	EACH	$60.00	10.00	600.00		-	10.00	600.00
20	SAWING ROADWAY PAVEMENT	LIN FT	$4.00	270.00	1,080.00		-	424.00	1,696.00
21	INSTALL CLUSTER MAIL BOX SUPPORT	EACH	$185.00	7.00	1,295.00		-	5.00	925.00
22	ADJUST VALVE BOX	EACH	$250.00	2.00	500.00		-	2.00	500.00
23	ADJUST FRAME & RING CASTING	EACH	$500.00	1.00	500.00		-	1.00	500.00
24	VAVLE BOX ADJUSTMENT RING	EACH	$50.00	12.00	600.00	10.00	500.00	10.00	500.00
25	MANHOLE ADJUSTMENT RING	EACH	$175.00	13.00	2,275.00	12.00	2,100.00	12.00	2,100.00

Line No.	Item	Unit	Unit Price	Contract		Work Included on this Voucher		Work Complete - to Date	
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date
2019 Capital Improvements									
26	COMMON EXCAVATION (P)	CU YD	$10.00	10,650.00	106,500.00		-	10,650.00	106,500.00
27	SUBGRADE EXCAVATION (EV)	CU YD	$3.00	800.00	2,400.00		-	1,400.00	4,200.00
28	SELECT GRANULAR BORROW	TON	$7.00	10,060.00	70,420.00		-	13,693.46	95,854.22
29	GEOTEXTILE FABRIC TYPE 5, NON-WOVEN	SQ YD	$1.10	15,240.00	16,764.00		-	8,968.00	9,864.80
30	AGGREGATE BASE, CLASS 5	TON	$12.90	3,680.00	47,472.00		-	3,354.53	43,273.44
31	SALVAGED AGGEGATE (CV)	CU YD	$3.20	2,330.00	7,456.00		-	2,791.06	8,931.39
32	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	$86.00	1,120.00	96,320.00	(87.00)	(7,482.00)	1,257.00	108,102.00
33	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	$86.00	1,500.00	129,000.00		-	1,569.74	134,997.64
34	4" CONCRETE WALK	SQ FT	$3.80	18,600.00	70,680.00		-	18,440.00	70,072.00
35	CONCRETE PEDESTRIAN CURB RAMP	SQ FT	$6.75	540.00	3,645.00		-	565.00	3,813.75
36	TRUNCATED DOMES	SQ FT	$55.00	120.00	6,600.00		-	159.00	8,745.00
37	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	$13.85	6,387.00	88,459.95		-	6,378.00	88,335.30
38	6" CONCRETE DRIVEWAY PAVEMENT	SQ FT	$4.65	8,537.00	39,697.05		-	8,732.00	40,603.80
39	8" CONCRETE DRIVEWAY PAVEMENT	SQ FT	$8.00	378.00	3,024.00		-	729.00	5,832.00
40	2.5" BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	$21.50	460.00	9,890.00	496.13	10,666.80	496.13	10,666.80
41	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	$45.00	343.00	15,435.00		-	310.00	13,950.00
42	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	$48.00	673.00	32,304.00		-	863.00	41,424.00
43	18" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	$51.00	459.00	23,409.00		-	202.00	10,302.00
44	21" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$58.00	144.00	8,352.00		-	-	-
45	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$65.00	691.00	44,915.00		-	681.00	44,265.00
46	30" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$94.00	241.00	22,654.00		-	239.00	22,466.00
47	36" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$120.00	196.00	23,520.00		-	196.00	23,520.00
48	42" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$155.00	377.00	58,435.00		-	378.00	58,590.00
49	48" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$195.00	433.00	84,435.00		-	430.00	83,850.00
50	CONSTRUCT DRAINAGE STRUCTURE DESIGN H 2'X3'	EACH	$2,000.00	16.00	32,000.00		-	15.00	30,000.00
51	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	$2,750.00	13.00	35,750.00		-	11.00	30,250.00
52	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	EACH	$4,700.00	4.00	18,800.00		-	6.00	28,200.00

Line No.	Item	Unit	Unit Price	Contract		Work Included on this Voucher		Work Complete - to Date	
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date
2019 Capital Improvements									
53	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	$6,500.00	3.00	19,500.00		-	2.00	13,000.00
54	CONSTRUCT DRAINAGE STRUCTURE DESIGN 84-4020	EACH	$10,850.00	4.00	43,400.00		-	3.00	32,550.00
55	CONSTRUCT DRAINAGE STRUCTURE DESIGN 96-4020	EACH	$14,000.00	1.00	14,000.00		-	1.00	14,000.00
56	CONNECT INTO EXISTING MANHOLE	EACH	$875.00	1.00	875.00		-	2.00	1,750.00
57	CONNECT TO EXISTING STORM SEWER	EACH	$875.00	5.00	4,375.00		-	4.00	3,500.00
58	4" PERF PE DRAIN TILE, W/ SOCK	LIN FT	$4.25	5,500.00	23,375.00		-	5,381.00	22,869.25
59	4" PVC DRAIN TILE RISER W/ GV COVER	EACH	$220.00	30.00	6,600.00		-	27.00	5,940.00
60	4" PERF PVC DRAIN TILE, SCH 40	LIN FT	$8.50	340.00	2,890.00		-	54.00	459.00
61	CONNECT DRAIN TILE TO STRUCTURE	EACH	$85.00	34.00	2,890.00		-	33.00	2,805.00
62	8" PVC SANITARY SEWER PIPE, SDR 35, 8-13' DEEP	LIN FT	$36.00	1,748.00	62,928.00		-	1,777.00	63,972.00
63	10" PVC SANITARY SEWER PIPE, SDR 35, 8-13' DEEP	LIN FT	$39.00	834.00	32,526.00		-	850.00	33,150.00
64	10" PVC SANITARY SEWER PIPE, SDR 35, 13-18' DEEP	LIN FT	$45.00	306.00	13,770.00		-	306.00	13,770.00
65	IMPROVED PIPE FOUNDATION	LIN FT	$0.01	1,450.00	14.50		-	-	-
66	CONSTRUCT SANITARY MANHOLE	EACH	$3,900.00	5.00	19,500.00		-	5.00	19,500.00
67	SANITARY MANHOLE OVERDEPTH	LIN FT	$145.00	12.54	1,818.30		-	16.93	2,454.85
68	CONSTRUCT OUTSIDE DROP	EACH	$3,200.00	2.00	6,400.00		-	1.00	3,200.00
69	EXCESS DROP CONNECTION DEPTH	LIN FT	$800.00	2.56	2,048.00		-	2.68	2,144.00
70	4" PVC SANITARY SERVICE PIPE, SCH 40	LIN FT	$21.00	1,049.00	22,029.00		-	1,060.00	22,260.00
71	6" PVC SANITARY SERVICE PIPE, SCH 40	LIN FT	$40.00	33.00	1,320.00		-	148.00	5,920.00
72	8"X4" PVC WYE	EACH	$600.00	30.00	18,000.00		-	18.00	10,800.00
73	8"X6" PVC WYE	EACH	$1,000.00	1.00	1,000.00		-	1.00	1,000.00
74	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	$100.00	31.00	3,100.00		-	36.00	3,600.00
75	CONNECT TO EXISTING SANITARY SEWER	EACH	$1,100.00	8.00	8,800.00		-	8.00	8,800.00
76	TELEVISE SANITARY SEWER	LIN FT	$1.35	2,888.00	3,898.80		-	3,037.00	4,099.95
77	6" PVC WATERMAIN, C900	LIN FT	$26.00	59.00	1,534.00		-	60.00	1,560.00
78	8" PVC WATERMAIN, C900	LIN FT	$30.00	2,344.00	70,320.00		-	2,406.00	72,180.00
79	6" GATE VALVE AND BOX	EACH	$1,500.00	4.00	6,000.00		-	5.00	7,500.00

Line No.	Item	Unit	Unit Price	Contract		Work Included on this Voucher		Work Complete - to Date	
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date
2019 Capital Improvements									
80	8" GATE VALVE AND BOX	EACH	$2,000.00	12.00	24,000.00		-	10.00	20,000.00
81	5" HYDRANT	EACH	$4,600.00	4.00	18,400.00		-	4.00	18,400.00
82	DIP FITTINGS (ACCESSORY)	POUND	$5.75	1,076.00	6,187.00		-	1,805.00	10,378.75
83	8" WATER MAIN OFFSET	EACH	$3,100.00	6.00	18,600.00		-	2.00	6,200.00
84	1" CORPORATION STOP	EACH	$368.00	30.00	11,040.00		-	29.00	10,672.00
85	1" CURB STOP & BOX	EACH	$400.00	30.00	12,000.00		-	29.00	11,600.00
86	1" TYPE K COPPER PIPE	LIN FT	$18.00	986.00	17,748.00		-	846.00	15,228.00
87	4" PVC WATER SERVICE PIPE, C900	LIN FT	$40.00	44.00	1,760.00		-	53.00	2,120.00
88	4" GATE VALVE AND BOX	EACH	$1,400.00	1.00	1,400.00		-	-	-
89	CONNECT TO EXISTING WATER MAIN	EACH	$945.00	8.00	7,560.00		-	9.00	8,505.00
90	CONNECT TO EXISTING WATER SERVICE	EACH	$130.00	31.00	4,030.00		-	29.00	3,770.00
91	3" POLYSTYRENE INSULATION	SQ YD	$35.00	79.00	2,765.00		-	50.25	1,758.75
92	SIGN PANELS TYPE C	SQ FT	$50.00	27.75	1,387.50	17.25	862.50	66.25	3,312.50
93	36 INCH SOLID LINE WHITE EPOXY	LIN FT	$30.00	42.00	1,260.00		-	41.00	1,230.00
94	COMMON TOPSOIL BORROW (LV)	CU YD	$18.00	2,350.00	42,300.00		-	2,350.00	42,300.00
95	SEED AND FERTILIZE, MNDOT 25-151	SQ YD	$0.50	11,000.00	5,500.00	3,100.00	1,550.00	11,000.00	5,500.00
96	HYDRAULIC SOIL STABILIZER	SQ YD	$0.50	11,000.00	5,500.00	3,100.00	1,550.00	10,250.00	5,125.00
97	2.5" DECIDUOUS TREE, CELEBRATION MAPLE	EACH	$520.00	10.00	5,200.00	1.00	520.00	5.00	2,600.00
98	2.5" DECIDUOUS TREE, AMUR CHOKECHERRY	EACH	$590.00	10.00	5,900.00	1.00	590.00	1.00	590.00
99	2.5" DECIDUOUS TREE, DONALD WYMAN CRAB	EACH	$520.00	10.00	5,200.00		-	-	-
100	SILT FENCE, HAND PLACED	LIN FT	$3.10	1,000.00	3,100.00		-	200.00	620.00
101	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	$500.00	6.00	3,000.00		-	1.00	500.00
102	STORM DRAIN INLET PROTECTION	EACH	$140.00	42.00	5,880.00		-	42.00	5,880.00
103	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$115.00	80.00	9,200.00		-	-	-
MINOR EXTRA WORK									
	10"X4" PVC WYE	EACH	$650.00	11.00	7,150.00		-	17.00	11,050.00
	GEOGRID	SY	$6.05	895.00	5,414.75		-	5,666.00	34,279.30
	6" SANITARY SEWER CLEANOUT	EACH	$520.00	2.00	1,040.00		-	2.00	1,040.00

Line No.	Item	Unit	Unit Price	Contract		Work Included on this Voucher		Work Complete - to Date	
				Quantity	Amount	Current Quantity	Current Amount	Quantity to Date	Amount to Date
2019 Capital Improvements									
	FIELD STRUCTURE ADJUSTMENTS	LS	$1,800.00	1.00	1,800.00		-	1.00	1,800.00
	REMOVE CATCH BASIN 27	LS	$847.00	1.00	847.00		-	1.00	847.00
	ADDITIONAL SERVICE INSTALLATION TIME	HR	$825.00	2.00	1,650.00		-	2.00	1,650.00
	FULL DEPTH CONCRETE SAWING	LS	$3,220.25	1.00	3,220.25		-	1.00	3,220.25
	F&I YARD DRAIN	EACH	$875.00	1.00	875.00		-	1.00	875.00
	SPRINKLER HEAD REPAIRS	LS	$192.50	1.00	192.50		-	1.00	192.50
CHANGE ORDER NO. 1 (LAKE AVENUE EXTENSION)									
32	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	$86.00	60.00	5,160.00		-	60.00	5,160.00
33	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	$86.00	75.00	6,450.00		-	75.00	6,450.00
34	4" CONCRETE WALK	SQ FT	$3.80	750.00	2,850.00		-	750.00	2,850.00
35	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	$13.85	280.00	3,878.00		-	280.00	3,878.00
36	6" CONCRETE DRIVEWAY PAVEMENT	SQ FT	$4.65	240.00	1,116.00			-	
							-	-	-
		TOTALS		**$**	**1,847,340.69**	**$**	**10,857.30**	**$**	**1,861,319.20**


SANITARY SYSTEM MAP
Sanitary Sewer Micro-Monitoring - Phase 1
Installation Date: 9/16/20

Stantec

Memo

To:	Mr. Tom Schneider and Albany City Council	From:	Jeremy Mathiasen
	City of Albany		St. Cloud Office
File:	193801690	Date:	November 12, 2020

Reference: Engineering Update for the 11/18/20 Council Meeting

2019 Capital Improvement Project

The Contractor for the project, C&L Excavating has completed the specified work and is requesting project closeout and final payment. Please see the attached memo and final payment application.

2020 Capital Improvement Project

Nothing new to report on this project. Work is suspended for the winter.

2021/2022 Capital Improvement Project

A public information hearing is being held at Wednesday's meeting. We will share a short presentation and help answer any questions from any property owners that are able to attend in person or virtually. Subject to the Public Hearing, a resolution is attached for the Council to order the improvements and authorize plans and specifications.

1st Street / TH 238 Intersection

The feasibility study authorized at the last meeting is underway.

Albany Sanitary Sewer Micro-Monitoring

We will plan to share some of the data collected in phase 1 of the monitoring during the meeting. We are recommending that phase 2 of the monitoring be authorized to further investigate increased flows after rain events.

Feel free to contact me at any time with project related questions.

Jeremy.mathiasen@stantec.com 320.529.4366

CITY OF
ALBANY
MINNESOTA ...WHERE FRIENDLY PATHS CROSS!

320-845-4244
320-845-2346 Fax
P. O. Box 370
Albany, Minnesota 56307

CARES ACT FUNDS: $204,323

FINAL REPORT SUBMITTED: 11/10/2020

• Administration expenses	$7,193
• Economic support	$7,445
• Personnel Protective Equipment	$1,673
• Public Health Expenses	$39,776
• Small Business Assistance	$100,000
• Police/Fire Departments	$48,236
Total:	$204,323

- Stearns County Cares Act Funds for Small Business Assistance: $114,555

MANAGEMENT AND BUDGET CORONAVIRUS RELIEF FUND (CRF)

Submitted 8-7-2020

Invoice Date	Invoice No.	Paid Date	Check No.	Vendor	Item	Public Health Exp.	OTHER EXP.	Adm Exp.	Personal Protective Equip
3/18/2020	154263	4/15/2020	69871	Teals Market	Pine Sol Cleaner	$ 2.89			
3/18/2020	154263	4/15/2020	69871	Teals Market	Pine Sol Cleaner	$ 4.77			
3/30/2020	B041613/F	5/6/2020	69891	Bluetarp Credit Services (Mac's-Albany)	Blast Bleach	$ 3.29			
3/30/2020	B041613/F	5/6/2020	69891	Bluetarp Credit Services (Mac's-Albany)	32 Oz. Sprayer for bleach	$ 3.99			
4/6/2020	2327701	5/20/2020	69954	Teals Market	Hand Sanitizer	$ 2.75			
4/6/2020	2327701	5/20/2020	69954	Teals Market	Hand Sanitizer	$ 19.25			
4/6/2020	2327701	5/20/2020	69954	Teals Market	Alcohol Prep	$ 7.05			
4/6/2020	2327701	5/20/2020	69954	Teals Market	Alcohol Antisptc	$ 10.99			
4/6/2020	2327701	5/20/2020	69954	Teals Market	Alcohol Antisptc	$ 10.99			
4/30/2020	B09746/F	6/3/2020	69980	Bluetarp Credit Services (Mac's-Albany)	Pine Sol Cleaner	$ 2.79			
5/6/2020	B11971/F	6/3/2020	39980	Bluetarp Credit Services (Mac's-Albany)	Gorilla Blaze Orange Tape for Social Distancing signs on floor (City Hall)	$ 11.99			
5/29/2020	502222820001	6/17/2020	70103	Office Depot	Election pens	$ 73.92			
5/31/2020	19396	6/17/2020	70100	Jovanovich, Dege & Athmann	Bars/Rest. COVID Resolution			$ 570.00	
6/3/2019	B21700/F	7/1/2020	70130	Bluetarp Credit Services (Mac's-Albany)	Plexiglass protection panels for election	$ 258.30			
6/3/2019	B26061/F	7/1/2020	70130	Bluetarp Credit Services (Mac's-Albany)	Parts for Plexiglass protection panels for election	$ 9.86			
6/3/2019	B26849/F	7/1/2020	70130	Bluetarp Credit Services (Mac's-Albany)	Parts for Plexiglass protection panels for election	$ 5.88			
6/11/2020	B23721/F	7/1/2020	70130	Bluetarp Credit Services (Mac's-Albany)	Paper Towels	$ 1.29			
6/11/2020	B23721/F	7/1/2020	70130	Bluetarp Credit Services (Mac's-Albany)	Powder Cleaner	$ 0.99			
6/12/2020	6255975915	7/1/2020	70134	Ecolab Inc.	Peroxide Disinfect	$ 262.60			

6/30/2020	19464	7/15/2020	70171	Jovanovich, Dege & Athmann				$ 608.00	
6/23/2020	1914875465	7/15/2020	70174	Medline Industries, Inc.	No-touch Termometers				$ 54.53
6/23/2020	1914875465	7/15/2020	70174	Medline Industries, Inc.	No-touch Termometers				$ 109.06
7/9/2020	B30965/F	8/5/2020	70210	Bluetarp Credit Services (Mac's-Albany)	HD MP Cleaning wipes	$ 13.99			
7/23/2020	B34284/F	8/5/2020	70210	Bluetarp Credit Services (Mac's-Albany)	HD MP Cleaning wipes	$ 13.99			
8/1/2020	54869	8/5/2020	70252	Shift Technologies	Prepare Laptops				$ 355.60
						$ 721.57	$ -	$ 1,178.00	$ 519.19

163.5

ECONOMIC SUPPORT SPENT	
Invoice Date	Amount of Credit
6/4/2020	$1,335.00
6/4/2020	$1,335.00
6/4/2020	$1,335.00
6/4/2020	$1,335.00
6/4/2020	$1,335.00
	$6,675.00

Submitted 08-07-20

Total July Expenditures: $ 9,093.76

Amount of CRF Received from the Department of Revenue	$ 204,323.00
Amount of CRF Remaining	$ 195,229.24

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MANAGEMENT AND BUDGET CORONAVIRUS RELIEF FUND (CRF)

SUBMITED SEPTEMBER 3RD

nvoice Date	Invoice No.	Paid Date	Check No.	Vendor	Item	Public Health Exp.	OTHER EXP.	Adm. Exp	Personal Protective Equip
7/10/2020	1916627315	8/5/2020	70222	Medline Industries, Inc.	No-touch thermometers (5)	$ 272.65			
7/23/2020	114-3235572-4455455	8/19/2020	70272	Central MN Credit union (Visa charge)	Disposable Face Masks	$ 369.80			
7/23/2020	114-7605893-3388244	8/19/2020	70272	Central MN Credit union (Visa charge)	Hand Sanitizer Gels (2)	$ 299.90			
7/23/2020	114-4748363-2813036	8/19/2020	70272	Central MN Credit union (Visa charge)	Hand Sanitizer Gel dispensers	$ 516.00			
8/6/2020	6256847870	8/19/2020	70275	Ecolab Inc.	Spray bottles	$ 44.51			
8/6/2020	6256816162	8/19/2020	70275	Ecolab Inc.	Peroxide Disinfect	$ 262.60			
7/31/2020	19635	1/7/1900	70281	Jovanovich, Dege & Athmann	COVID-19 Grant			$ 190.00	
8/13/2020	35228	8/19/2020	70285	Mayers' Repair Inc.	Plexiglass protection framing for panels for election	$ 263.04			
7/28/2020	109578663001	8/19/2020	70288	Office Depot, Inc.	Election supplies (Labels)	$ 200.62			
7/31/2020	259683	8/19/2020	70289	Schlenner Wenner & Co.	CARES ACT matters			$ 710.00	
8/14/2020	10751	8/19/2020	70299	Sanitation Services	Handicap Restroom -portable	$ 235.00			
8/20/2020	1151382	9/2/2020	70308	Election Systems & Software	Election Booths (14)	$ 3,216.68			
8/22/2020	54983	9/2/2020	70317	Shift Technologies, Inc.	2nd Laptop early voting (SVRS)				$ 591.60
8/4/2020	B36831/F	9/2/2020	70304	Blue Tarp (Mac's)	Batteries for Hand Sanitizer dispensers	$ 15.99			
9/1/2020	CTC1534	9/2/2020	70333	Community Technology Center, Inc.	Laptops/Monitor	$ 6,772.00			
						$ 12,468.79	$ -	$ 900.00	$ 591.60

SUBMITED SEPTEMBER 3RD

Total August expenditures:	$ 13,960.39
Amount of CRF Received from the Department of Revenue	$ 204,323.00
CRF Remaining (previous month)	$ 195,229.24
Amount of CRF Remaining	$ 181,268.85

MANAGEMENT AND BUDGET CORONAVIRUS RELIEF FUND (CRF)

SUBMITED OCTOBER 7TH ✓

Invoice Date	Invoice No.	Paid Date	Check No.	Vendor	Item	Public Health Exp.	OTHER EXP.	Adm. Exp	Personal Protective Equip
8/31/2020	19796	9/16/2020	70348	Jovanovich, Dege & Athmann	COVID-19 CARES applications			$ 931.00	
		9/9/2020	18022	Diane Jesh	wages for work on CARES reporting			$ 99.76	
		3/25/2020	17824	Tom Schneider	wages for work on CARES applications			$ 462.20	
		4/8/2020	17840	Tom Schneider	wages for work on CARES applications			$ 92.44	
		4/22/2020	17852	Tom Schneider	wages for work on CARES applications			$ 184.88	
		5/20/2020	17884	Tom Schneider	wages for work on CARES applications			$ 184.88	
		6/3/2020	17902	Tom Schneider	wages for work on CARES applications			$ 46.22	
		7/1/2020	17935	Tom Schneider	wages for work on CARES applications			$ 138.66	
		7/15/2020	17953	Tom Schneider	wages for work on CARES applications			$ 92.44	
		7/29/2020	17970	Tom Schneider	wages for work on CARES applications			$ 92.44	
		8/12/2020	17989	Tom Schneider	wages for work on CARES applications			$ 46.22	
		8/26/2020	18009	Tom Schneider	wages for work on CARES applications			$ 138.66	
		9/9/2020	18026	Tom Schneider	wages for work on CARES applications			$ 369.76	
		9/23/2020	18042	Tom Schneider	wages for work on CARES applications			$ 92.44	
	10879	9/11/2020	70364	Sanitation Services	Portable restroom/Hand Sanitizer	$ 157.41			
8/31/2020	B42731/F	10/7/2020	70375	Mac's (BlueTarp)	Election Equp.-plexiglass stands	$ 10.55			
9/25/2020	B48160/F	10/7/2020	70375	Mac's (BlueTarp)	Election Equp.-Voting booth paint	$ 4.59			
9/22/2020	20263	10/7/2020	70387	Promotional Resources Inc.	Masks for FD				$ 562.50
9/30/2020	19976	10/7/2020	70416	Jovanovich, Dege & Athmann	COVID-19 CARES applications			$ 1,292.00	
		10/7/2020		Tom Schneider	wages for work on CARES applications			$ 138.66	
						$ 172.55	$ -	$ 4,402.66	$ 562.50

SUBMITED SEPTEMBER 3RD

Total September expenditures:	$ 5,137.71
Amount of CRF Received from the Department of Revenue	$ 204,323.00
CRF Remaining (previous month)	$ 181,268.85
Amount of CRF Remaining	$ 176,131.14

MANAGEMENT AND BUDGET CORONAVIRUS RELIEF FUND (CRF)

SUBMITED NOVEMBER 5TH 10th

Invoice Date	Invoice No.	Paid Date	Check No.	Vendor	Item	Small Bus. Assistance	Public Health Exp.	OTHER EXP.	Adm. Exp	Economic Support
		10/21/2020	18069	Diane Jesh	wages for work on CARES reporting				$ 99.76	
		10/21/2020	18072	Tom Schneider	wages for work on CARES applications				$ 231.10	
		10/21/2020	18077	Dannielle Zierden	wages for COVID					$ 234.15
		10/8/2020	70424		Small Business Assistance					
		10/8/2020	70425		Small Business Assistance					
		10/8/2020	70426		Small Business Assistance					
		10/8/2020	70427		Small Business Assistance					
		10/8/2020	70428		Small Business Assistance					
		10/8/2020	70429		Small Business Assistance					
		10/8/2020	70430		Small Business Assistance					
		10/21/2020	70431		Small Business Assistance					
		10/21/2020	70432		Small Business Assistance					
		10/21/2020	70434		Small Business Assistance					
		10/21/2020	70439		Small Business Assistance					
		10/21/2020	70443		Small Business Assistance					
		10/21/2020	70444		Small Business Assistance					
		10/21/2020	70446		Small Business Assistance					
		10/21/2020	70452		Small Business Assistance					
		10/21/2020	70455		Small Business Assistance					
		10/21/2020	70456		Small Business Assistance					
		10/21/2020	70460		Small Business Assistance					
		10/21/2020	70462		Small Business Assistance					
		10/22/2020	70471		Small Business Assistance					
		10/22/2020	70473		Small Business Assistance	$ 100,000.00				
10/9/2020	11009	10/21/2020	70461	Sanitation Services	Portable restroom/Hand Sanitizer		$ 147.50			
10/4/2020	1276	10/21/2020	70437	Backwoods Plumbing & Heating	Touchless lavatory faucets/urinal flush valves		$ 6,417.41			
10/9/2020	DP-SO-3141640	10/21/2020	70453	Innovative Office Solutions, LLC	Down Payment Replace cloth chairs with vinyl		$ 3,872.96			
10/15/2020	55235	10/21/2020	70463	Shift Technologies, Inc.	Computer Labtops for Election		$ 287.90			
10/27/2020		10/27/2020	70477	Albany Chrysler Center	New squad 2020 Dodge Charger			$ 28,973.75		
					Total October	$ 100,000.00	$ 10,725.77	$ 28,973.75	$ 330.86	$ 234.15
10/22/2020	BS4109/F	11/4/2020	70481	Mac's-Albany (BlueTarp)	Library Plexiglass barrier parts		$ 7.54			
10/22/2020	BS4127/F	11/4/2020	70481	Mac's-Albany (BlueTarp)	Election Plexiglass bracket		$ 121.95			
10/13/2020	20-0648	11/4/2020	70487	Guardian Fleet Safety	New Squad equipment			$ 6,791.37		
10/21/2020	3000532118	11/4/2020	70488	Hillyard	Touch Free Soap Dispensers		$ 594.80			
10/22/2020	SI-1692951	11/4/2020	70479	Axon Enterprise, Inc.	Fleet Wireless Microphone			$ 2,682.00		
10/27/2020	1311	11/4/2020	70480	Backwoods Plumbing & Heating	AGC Touchless faucets		$ 3,016.45			
10/27/2020	S251641	11/4/2020	70497	Stalker Radar	Radar for new squad			$ 3,080.00		
10/28/2020	IN3150928	11/4/2020	70489	Innovative Office Solutions, LLC	Balance replace cloth chairs with vinyl		$ 3,872.96			
11/2/2020	55330	11/4/2020	70518	Shift Technologies, Inc	New Sonicwall, laptops/security, etc.		$ 8,074.50			
		11/4/2020	18091	Dannielle Zierden	wages for COVID					$ 535.20
10/29/2020	1360646	11/4/2020	70540	Motorola Solutions	Portable radios			$ 6,709.84		
10/31/20	20181	11/4/2020	70542	Jovanovich, Dege, & Athanson, PA	Legal counsel regarding CARES Act				$ 380.00	
					Total November	$ -	$ 15,688.20	$ 19,263.21	$ 380.00	$ 535.20

SUBMITED NOVEMBER 5TH

Total October/November expenditures:	$ 176,131.14
Amount of CRF Received from the Department of Revenue	$ 204,323.00
CRF Remaining (previous month)	$ 176,131.14
Amount of CRF Remaining	$ 0.00

7/29/2020

1 of 1

CITY OF ALBANY MINNESOTA ...WHERE FRIENDLY PATHS CROSS!

320-845-4244
320-845-2346 Fax
P. O. Box 370
Albany, Minnesota 56307

RESOLUTION 2020-32
APPROVING MINNESOTA
LAWFUL GAMBLING LG220 APPLICATION

WHEREAS, the Albany Area Gymnastics Association has filed a Minnesota Lawful Gambling LG220 application to conduct a raffle on February 19, 2021, and

WHEREAS, the City Council, of the City of Albany, County of Stearns, State of Minnesota, has reviewed the said application; and

WHEREAS, the City Council finds that appropriate circumstances exist; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBANY, COUNTY OF STEARNS, STATE OF MINNESOTA, does hereby approve the said Application at Shady's Hometown Tavern, 451 Railroad Avenue, Albany, MN by the Albany Area Gymnastics Assocation.

Approved by the City Council this 18th day of November, 2020.

Tom Kasner, Mayor

Tom Schneider, Clerk/Adm.

(SEAL)

CITY OF ALBANY MINNESOTA ...WHERE FRIENDLY PATHS CROSS!

320-845-4244
320-845-2346 Fax
P. O. Box 370
Albany, Minnesota 56307

RESOLUTION 2020-34
APPROVING LG230 MINNESOTA
LAWFUL GAMBLING APPLICATION

WHEREAS, the Albany Lions Club has filed a LG230 Minnesota Lawful Gambling application to conduct Off-Site gambling, a raffle, on February 12, 2021, and;

WHEREAS, the City Council, of the City of Albany, County of Stearns, State of Minnesota, has reviewed the said application; and

WHEREAS, the City Council finds that appropriate circumstances exist; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALBANY, COUNTY OF STEARNS, STATE OF MINNESOTA, does hereby approve LG230 Minnesota Lawful Gambling application to conduct a raffle on February 12, 2021 at **Shady's Hometown Tavern, 461 Railroad Avenue**, by the Albany Lions Club.

Approved by the City Council this 18th day of November, 2020.

Tom Kasner, Mayor

Tom Schneider, Clerk/Adm.

(SEAL)

STATE OF MINNESOTA

Executive Department

Governor Tim Walz

Emergency Executive Order 20-96

Restricting Social Gatherings, Celebrations, and the Hours and Operations of Bars, Restaurants, and Venues to Prevent Further Spread of COVID-19

I, Tim Walz, Governor of the State of Minnesota, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic continues to present an unprecedented and rapidly evolving challenge to our State. Minnesota has taken extraordinary steps to prevent and respond to the pandemic. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, threatens the lives of Minnesotans, and local resources are inadequate to address the threat. Since declaring the peacetime emergency, I have extended it every 30 days, with the most recent extension occurring on October 12, 2020.

As confirmed by an October 29, 2020 update from the White House Coronavirus Task Force ("Task Force"), the United States is facing a critical moment in the pandemic. The nation reported a record 132,797 new cases on November 6 and an average of over 103,657 daily cases over the first week of November. Since the United States' first confirmed COVID-19 case, the country has seen an average of over 800 COVID-19 deaths per day and the total confirmed COVID-19 death count recently topped 235,000 people. The Task Force warned that midwestern and upper midwestern states in particular "continue to see unrelenting, broad community spread" that "will require aggressive mitigation" to avoid additional increases in cases, hospitalizations, and deaths. Unfortunately, Minnesota is no exception to these trends. From November 3 to November 6, we reported four straight days of record-setting daily COVID-19 cases. Two days later, on November 8, we again reported a state record of 5,908 new cases. Deaths associated with COVID-19 have been rising at a troubling rate since mid-October, and November 6 also tragically set a new state record for COVID-19 deaths. Intensive Care Units are on the verge of dangerous capacity shortages in many areas of the state. Further, adjusted for population, Minnesota's neighbors—South Dakota, North Dakota, Iowa and Wisconsin—recorded the four largest statewide increases in case counts in the first week of November, demonstrating that the situation in our state has the potential to worsen without immediate action.

We have worked hard to strike a balance between the preservation of public health and our economy since the early days of this pandemic. Recognizing the enormous strain COVID-19 has placed on both workers and businesses—including the temporary closure of certain non-critical businesses—I issued a series of Executive Orders in April, May, and June. These Executive Orders allowed for the gradual reopening of non-critical businesses that planned for and provided a safe environment for workers and patrons. I also issued Executive Orders requiring Minnesotans to comply with public health best practices established by the Minnesota Department of Health ("MDH") and the Centers for Disease Control and Prevention ("CDC"). These directives include mandating face coverings and developing careful strategies to safely reopen schools and institutions of higher education. Additionally, MDH has been working to develop, implement, and continuously update its public health guidance, easing or tightening restrictions based on public feedback and the most current public health data. While public health and safety is an obvious goal of these response measures, these decisions serve the equally important goal of limiting COVID-19 spread to a level that allows our businesses, schools, and government institutions to keep their doors open.

Due to careful contact tracing and continuous research, we now have a far greater understanding of the ways that the pandemic spreads. Greater knowledge allows us to be more surgical in our approach to mitigation, especially when faced with the current surges. The present data points to social gatherings (including friends and family gatherings at private homes), celebrations, and bars and restaurants as the most significant source of COVID-19 spread in the state. MDH has confirmed over 193 outbreaks connected to social gatherings, events (*e.g.*, concerts, and fairs), and wedding and funeral receptions. Additionally, over 221 total outbreaks have been connected to patrons and employees of bars and restaurants. The data also shows that the late night bar and restaurant hours are particularly risky for patrons. Due to the level of community spread throughout the state, these confirmed outbreaks likely significantly understate the number of actual outbreaks and cases connected to these types of establishments and gatherings.

Social gatherings, celebrations, restaurants, and bars by their nature, allow people to gather and congregate around people from different households to eat and drink without face coverings, often for extended periods of interaction. These settings and gatherings can be loud, leading to a larger volume of respiratory droplets in the air as people talk, raise their voices to be heard, laugh, or sing. Many gatherings, celebrations, bars, and restaurants also serve or involve alcohol, which can lower inhibitions and interfere with effective social distancing. Further, we tend to let our guard down when we gather around close friends and family, even though the data shows that these gatherings are often just as risky as gathering around strangers. All of these factors elevate the potential for COVID-19 transmission and Minnesota is not alone in recognizing these risks. Many other states have implemented significant restrictions on gatherings and bars, restaurants, and similar places of congregation to limit the spread of COVID-19. These varied restrictions relate to gathering size; occupant capacity; indoor seating; seating at bars or other areas of close congregation; hours of operation; and alcohol sales. Some states have closed certain bars and clubs entirely.

Although we already restrict social gathering size and bar, restaurant, and venue capacity, the data makes clear that Minnesota must take further measures to combat our current case numbers, preserve health care facility capacity, and to protect our most vulnerable residents. Accordingly, with this Executive Order, I am further limiting social gathering and celebration size, and restricting the hours of restaurants, bars, venues, and events that serve food or alcohol for on-premises consumption. Consistent with Executive Order 20-74, these establishments and gatherings must also comply with any changes and updates to applicable guidance available at the Stay Safe Minnesota website (https://staysafe.mn.gov). I recognize and regret that this Order will affect the bottom line of businesses that have already borne a great deal of hardship due to this pandemic. With the holiday season approaching, these changes will also unfortunately affect family gatherings, and may require Minnesotans to rely on virtual and remote options to continue their holiday traditions. But as the Task Force explained, we must act quickly and implement calculated and aggressive measures. In taking these measures, we hope to avoid the need for the more drastic restrictions that we have seen in other regions, such as the recent complete closure of many bars, restaurants, and nonessential establishments in England, Germany, France, and Belgium.

In Minnesota Statutes 2020, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers to "(1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state." Pursuant to Minnesota Statutes 2020, section 12.21, subdivision 1, the Governor has general authority to control the state's emergency management as well as carry out the provisions of Minnesota's Emergency Management Act.

Minnesota Statutes 2020, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in "matters pertaining to the emergency management of the state and nation." This includes "the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings." Pursuant to subdivision 3 of that same section, the Governor may "make, amend, and rescind the necessary orders and rules to carry out the provisions" of Minnesota Statutes 2020, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency.

For these reasons, I order as follows:

1. Effective Friday, November 13, 2020 at 10:00 p.m., individuals and businesses throughout Minnesota must comply with the following amendments to Executive Order 20-74. All other provisions of Executive Order 20-74 remain in full force and effect except as modified or superseded by this Executive Order. All businesses, places of public accommodation, and establishments providing personal care services must continue to comply with applicable guidance available at the Stay Safe Minnesota website (https://staysafe.mn.gov).

2. The definitions to key terms in Executive Order 20-74 are incorporated into this Executive Order.

3. Paragraph 6.c is amended by the following additions (indicated by underlined text) and deletions (indicated by strikethrough):

   c. **Social gatherings.** All ~~indoor~~ social gatherings of more than 10 people and all social gatherings involving members of more than 3 households (regardless of the size of the gathering) ~~and all outdoor social gatherings of more than 25 people~~ are prohibited, except as set forth below. Social gatherings are groups of individuals, who are not members of the same household, congregated together for a common or coordinated social, community, or leisure purpose—even if social distancing can be maintained. This prohibition includes planned and spontaneous gatherings as well as public and private gatherings. Prohibited gatherings do not include commercial activity by workers and customers of Critical and Non-Critical Businesses ~~and Places of Public Accommodation~~. Prohibited gatherings also do not include persons in Places of Public Accommodation that are following the requirements and limitations in paragraphs 6.c or 7.c of this Executive Order, as applicable. Organizers of prohibited social gatherings may be subject to appropriate enforcement action by city, county, and/or state authorities pursuant to paragraph 11 of this Executive Order.

4. Paragraph 6.c is amended by adding the following subparagraph vi (indicated by underlined text):

   vi. **Celebrations and Receptions.** Venues may host planned celebrations, receptions, or other social gatherings connected to private parties, weddings, funerals, life milestones (such as birthdays or retirements), family reunions, planned religious services, and other similar occasions if they develop and implement a COVID-19 Preparedness Plan in accordance with applicable venue guidance available at the Stay Safe Minnesota website (https://staysafe.mn.gov) and the following requirements:

      A. Celebrations, receptions, and gatherings under this paragraph that offer food or beverages (including alcoholic beverages) for on-premises consumption or that permit food or beverages to be consumed on-premises may not take place between the hours of 10:00 p.m. and 4:00 a.m.

      B. Effective November 27, 2020 at 10:00 p.m., celebrations, receptions, and gatherings under this paragraph that offer food or beverages (including alcoholic beverages) for on-premises consumption or that permit food or beverages to be consumed on-premises must not exceed 50 people.

C. Effective December 11, 2020 at 10:00 p.m., celebrations, receptions, and gatherings under this paragraph that offer food or beverages (including alcoholic beverages) for on-premises consumption or that permit food or beverages to be consumed on-premises must not exceed 25 people.

5. Paragraph 7.c.vi is amended by the following additions (indicated by underlined text) and deletions (indicated by strikethrough):

vi. Restaurants, food courts, cafes, coffeehouses, bars, taverns, brewer taprooms, micro distiller cocktail rooms, farm wineries, craft wineries, cideries, golf courses and clubs, dining clubs, tobacco product shops, and other Places of Public Accommodation offering food, beverages (including alcoholic beverages), or tobacco products for on-premises consumption, may provide indoor and outdoor service, provided that they adhere to the following requirements:

A. Occupancy of any indoor space must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal or other state or local authorities, with a maximum of 150 ~~250~~ people ~~in a single self-contained space~~, provided that physical distancing of 6 feet is maintained between parties seated at different tables.

B. For establishments that offer outdoor seating, the combined total occupancy of all indoor and outdoor spaces must not exceed 150 people. Occupancy of any outdoor space must ensure that the number of customers at any one time is limited to the number for whom physical distancing of 6 feet can be maintained between parties seated at different tables~~, not to exceed 250 people~~.

C. Workers and customers must follow face-covering requirements as set forth in the applicable guidance available at the Stay Safe Minnesota website (https://staysafe.mn.gov).

D. All establishments must follow applicable state and local laws and regulations. Local governments are encouraged to work collaboratively with establishments to allow for outdoor service.

E. The capacity limitation on indoor activity extends to the sale and play of lawful games as provided under Minnesota Statutes 2019, section 349.12. This does not include outdoor and on-premises sale and play.

F. Pursuant to Minnesota Statutes 2019, section 349.12, subdivision 3a, veterans or fraternal organizations may lend gambling funds to their general fund accounts for up to one year to pay for allowable expenses necessary to reopen such organizations' permitted premises as set forth in the guidance available at the Gambling Control Board's website (https://mn.gov/gcb/).

G. All establishments must close and remain closed each day for on-premises consumption between the hours of 10:00 p.m. and 4:00 a.m. Nothing in this paragraph is intended to limit or discourage delivery service, window service, walk-up service, or drive-up service offered under paragraph 7.c.iv.

6. Paragraph 7.c.ix is amended by the following additions (indicated by underlined text):

ix. Venues providing indoor events, entertainment, or recreation such as theaters, cinemas, concert halls, museums, performance venues, stadiums, arcades, and bowling alleys may open to the general public only in accordance with industry guidance available on the Stay Safe Minnesota website (https://staysafe.mn.gov). Any venue that offers food or beverages (including alcoholic beverages) for on-premises consumption or that permits food or beverages to be consumed on premises must not offer food and beverage service each day between the hours of 10:00 p.m. and 4:00 a.m. and must prohibit on-premises food and beverage consumption each day between the hours of 10:00 p.m. and 4:00 a.m.

7. Paragraph 7.c.x is amended by the following additions (indicated by underlined text):

x. Venues (including racetracks) providing outdoor events, entertainment, or recreation, paintball, go-karts, mini-golf, and amusement parks may open to the general public only in accordance with industry guidance available on the Stay Safe Minnesota website (https://staysafe.mn.gov). Any venue that offers food or beverages (including alcoholic beverages) for on-premises consumption or that permits food or beverages to be consumed on premises must not offer food and beverage service each day between the hours of 10:00 p.m. and 4:00 a.m. and must prohibit on-premises food and beverage consumption each day between the hours of 10:00 p.m. and 4:00 a.m.

8. Paragraph 11 is amended by the following additions following additions (indicated by underlined text) and deletions (indicated by strikethrough):

11. **Enforcement.** I urge all Minnesotans to voluntarily comply with this Executive Order. Pursuant to Minnesota Statutes 2019, section 12.45, an individual who willfully violates this Executive Order is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed $1,000 or by imprisonment for not more than 90 days. Any business owner, manager, or supervisor who requires or encourages any of their employees, contractors, vendors, volunteers, or interns to violate this Executive Order is guilty of a gross misdemeanor and upon conviction must be punished by a fine not to exceed $3,000 or by imprisonment for not more than a year. In addition to those criminal penalties, the Attorney General, as well as city and county attorneys, may investigate and seek any civil relief available pursuant to Minnesota Statutes 2019, section 8.31, for violations or threatened violations of this Executive Order, including but not limited to injunctive

relief, civil penalties in an amount to be determined by the court, up to $25,000 per occurrence, costs of investigation and reasonable attorney's fees and costs, and other equitable relief as determined by the court in accordance with section 8.31 ~~from businesses and injunctive relief~~. State and local licensing and regulatory entities that inspect businesses for compliance with rules and codes to protect the public are encouraged to assess regulated businesses' compliance with this Executive Order and use existing enforcement tools to bring businesses into compliance. Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights

Pursuant to Minnesota Statutes 2020, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on November 10, 2020.

Tim Walz
Governor

Filed According to Law:

Steve Simon
Secretary of State

Approved by the Executive Council on November 12, 2020:

Alice Roberts-Davis
Secretary, Executive Council

STAY SAFE MN

Industry Guidance for Safely Reopening: Restaurants and Bars

UPDATED 11/10/20

Latest updates include information about Executive Order (EO) 20-96 under "Key Requirements" and other sections in the document. The EO limits the size of social gatherings.

- ✓ Businesses and employers providing food and beverages for on-site consumption (such as bars, restaurants, bakeries, breweries, wineries, farmers markets, grocery stores, and convenience stores) must develop and implement a COVID-19 Business Preparedness Plan that addresses the following components.
- ✓ Businesses must assign a designated Plan administrator to ensure the Plan is evaluated, monitored, executed, and updated.
- ✓ Employers must ensure workers can access the Plan by posting the plan in all of the business's workplaces in readily accessible locations, as required.

Key requirements

- Adopt and implement a COVID-19 Preparedness Plan.
- Close the establishment to on-premises consumption of food or beverages between 10 p.m. and 4:00 a.m.
- Limit indoor occupant capacity to no more than 50% up to 150 people.
- If outdoor seating is offered, limit the combined total occupancy of all indoor and outdoor spaces to 150 people.
- Do not allow seating at bars or counters.
- Unless the bar or restaurant is a counter-service-only establishment, do not allow service at bars or counters. For counter-service-only establishments, require social distancing and eliminate congregation in lines and service areas.
- Ensure a minimum of 6 feet of physical distance between parties.
- Limit party size to 10 people.
- Strongly recommend seating no more than three households together per party.
- Require patrons in all areas to be seated.

- Do not allow patrons to dance.
- Do not allow patrons to use games or entertainment devices that require patrons to leave their seats.
- Require reservations.
- Require workers to wear masks at all times.

Worker protections and protocols for all workplaces

Face coverings and masks

All workers must wear face coverings as required by this guidance. As of July 25, 2020, people in Minnesota are required to wear a face covering in all indoor businesses and public indoor spaces, per Executive Order 20-81. Additionally, the Executive Order requires workers to wear a face covering when working outdoors in situations where social distancing cannot be maintained. The Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health conditions or other reasons. There are also situations in which a face covering may be temporarily removed, such as when eating or drinking, provided that social distancing is maintained between members of different parties. Businesses and venues may choose to have more protective requirements than those in the Executive Order.

As explained in the following sections, this guidance requires all workers in bars and restaurants to wear a face covering that covers their mouth and nose when in any part of the restaurant or bar—whether indoors or outdoors—unless a worker is working alone in an office or other enclosed or separated area where food is not stored, handled, or prepared. This guidance allows workers to wear face shields when a cloth face covering cannot be worn—such as when working in hot kitchens.

As required by EO 20-81, customers must wear face coverings in indoor public settings and indoor businesses—including restaurants and bars—although individuals are permitted to remove their face coverings temporarily when eating or drinking provided that at least 6 feet of physical distance can be maintained between parties. Businesses are allowed to require customers to wear face coverings even when not required by the EO 20-81—for example, when in outdoor seating areas of a bar or restaurant.

Refer to EO 20-81 and the following guidance documents for additional information about exemptions for people who are unable to wear or tolerate a face covering due to medical or other reasons, situations in which a face covering may be temporarily removed, and other information about what businesses are required or permitted to do with respect to worker and customer face coverings: Face Covering Requirements and Recommendations under Executive Order 20-81 (www.health.state.mn.us/diseases/coronavirus/facecover.html) and Frequently Asked Questions about the Requirement to Wear Face Coverings (www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html).

Ensure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift (e.g. health screening survey, taking temperature). See the Minnesota Department of Health (MDH)'s Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf). The checklist is also available in Hmong, Somali, and Spanish on Businesses and Employers: COVID-19 (www.health.state.mn.us/diseases/coronavirus/businesses.html).
2. **Workers with COVID-19 symptoms should be sent home immediately.** If they cannot be sent home immediately, isolate in a closed room until they can be sent home. Workers who have been in close contact with a household member with COVID should not be at work until their quarantine period is finished.
3. Establish communication protocols and steps to take when workers have been exposed to COVID-19 in the workplace.
4. Designate an individual to maintain communication with and gather information from workers who may be ill, to ensure the privacy of workers is maintained.
5. Establish worker sickness reporting protocols.
6. Establish protocols for workers to return to work, and follow MDH guidance COVID-19: When to Return to Work (www.health.state.mn.us/ diseases/coronavirus/returntowork.pdf).
7. Establish a process to identify contact between infected workers and other workers who may have been exposed. (CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html]).
8. Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.
9. Provide accommodations for "high risk" and vulnerable populations. See CDC: People at Increased Risk (www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html). Vulnerable workers should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce these workers' risk of exposure.
10. Clearly communicate sick leave policies to all workers.

Social distancing – Workers must be least 6 feet apart

1. Maximize remote working—workers who are able to work from home must work from home.
2. Stagger shifts and breaks. Extend work hours and create additional shifts to reduce the number of workers per shift.
3. Evaluate traffic patterns and "choke points" to reduce crowding at entrances, in hallways, elevators, waiting areas, break areas, common areas to maintain 6 feet of physical distancing.
4. Limit collective gatherings of workers to 10 people or less to maintain 6 feet of physical distancing.
5. Limit the number of people in restrooms to maintain 6 feet of physical distancing.

6. Ensure 6 feet of physical distancing in work areas, including at workstations, productions lines, break rooms, meeting rooms, waiting rooms, lobbies, etc.
7. Limit worker interaction across floors, buildings, campuses, worksites, etc.
8. Increase physical space between workers and other workers, customers, and clients through the use of partitions and barriers of sufficient dimension and appropriate material, e.g., Plexiglas or taut heavy plastic curtains stretched and secured, as necessary, to protect workers.

Worker hygiene and source controls

1. **Ensure workers regularly wash their hands.** Ensure handwashing and/or hand sanitizer facilities are readily available and appropriately stocked.
2. Provide protective equipment and supplies, such as source control face coverings, face shields, gloves, hand sanitizer, disinfectants, and provide training when required and on proper use.
3. Require workers to wear face coverings (e.g., cloth face coverings) that cover their mouth and nose in all parts of the restaurant, whether indoor or outdoor.
    a. In instances where cloth face coverings cannot be worn (such as hot kitchens), face shields that wrap around the face and extend below the chin may be used in place of cloth face coverings.
    b. Face coverings and shields must be maintained clean.
    c. Workers are not required to wear a face covering if alone in an office or other enclosed or separated work area, provided that they are not handling or preparing food or in an area where food is stored, handled, or prepared.
4. Post "handwashing" and "cover your cough" signs.
5. Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, opening devices, or powered door operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, the business must ensure a trash receptacle is placed by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste receptacles should not interfere with Life Safety requirements (e.g., egress, evacuation, emergency equipment) or any reasonable accommodations provided under the Americans with Disabilities Act.
6. Community drinking stations and water fountains should not be available for use. Touchless water filling stations may still be provided
7. Provide tissues for proper cough/sneeze etiquette and no-touch disposal bins.

Workplace building and ventilation protocols

General building conditions: Businesses must assess the status and capacities of the utility systems within the building (e.g., ventilation, water supply, sewer, gas), as well as potential issues associated with vermin, molds, and mildew, prior to putting the building into an operational status.

1. Follow established protocols for starting mechanical, electrical, plumbing, life-safety, and other systems after non-use according to the Authorities Having Jurisdiction.

2. Assess the building for indications of pest and vermin infestation, and consult a pest control professional as appropriate.
3. See CDC: Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation (www.cdc.gov/coronavirus/2019-ncov/php/building-water- system.html).

Ventilation system start-up: Businesses must evaluate the operational capacity, and increase, improve, and maintain ventilation provided throughout the building.

1. Increase the outdoor air percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air conditions.
2. For heating, ventilation, air conditioning (HVAC) systems that recirculate air, businesses need to improve central air filtration to at least the MERV-13 or the highest compatible with the filter rack (at least MERV-14 preferred), and seal the edges of filters to further limit by pass around the filters.
3. Replace and upgrade air filters prior to re-occupancy.
4. Run systems on full economizer as outside air conditions allow.
5. Consult an HVAC professional to ensure proper ventilation is maintained.

Day-to-day operations: Once systems are in a safe operational status, businesses should ensure the following practices and protocols are maintained:

1. Continuously maximize fresh air into the workplace, and eliminate air recirculation.
2. Maintain relative humidity levels of RH 40-60%.
3. Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
4. Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2 hours before and after occupancy.
5. Check and rebalance the HVAC system to provide negative air pressure whenever possible.
6. Supplement ventilation system with the use of portable HEPA filter units whenever possible.
7. Minimize airflow from blowing across people.
8. Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers to ensure proper ventilation is provided, and ventilation systems are properly maintained. See Coronavirus (COVID-19) Response Resources from ASHRAE and Others (www.ashrae.org/technical-resources/resources).

Workplace cleaning and disinfection protocols

1. Establish a documented sanitation schedule and checklist, identifying surfaces/equipment to be cleaned and disinfected, the agent to be used, and the frequency at which cleaning and disinfection occurs.
2. Routinely clean and disinfect all areas, such as offices, restrooms, locker and changing rooms, common areas, including floors, shared electronic equipment, machinery, tools, controls, etc.

3. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, barriers, railings, handles, and other surfaces.
4. Electronic devices (e.g., light switches, circuit breakers) should not be cleaned and disinfected with a liquid agent. Consider covering switches/devices with a poly covering that allows the user to manipulate the device without touching the switch, and change out the poly covering frequently. Electronic devices must be cleaned and disinfected only when disconnected from the power source, and cleaned and disinfected in accordance with the listing/labeling requirements.
5. Personal equipment, tools, and phones should not be shared or, if shared, should be cleaned and disinfected after each use.
6. Implement immediate cleaning and disinfecting of the workplace if a worker, client or visitor becomes ill with COVID-19. See CDC: Cleaning and Disinfecting Your Facility (www.cdc.gov/coronavirus/2019-ncov/ community/disinfecting-building-facility.html).
7. Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency's (EPA) List N has identified a list of products that meet EPA's criteria for use against SARS-CoV-2. See EPA List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19) (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
8. Review product labels and Safety Data Sheets, follow manufacturer specifications, and use required personal protective equipment for the product.

Drop-off, pick-up, and delivery practices and protocol

1. Businesses must provide for contactless deliveries that promote for delivery at a doorway, where persons maintain a distance at least 6 feet away while verifying receipt of the delivery between the worker and the delivery person. Whenever possible, businesses should attempt conduct transactions electronically (e.g., app, phone) to eliminate the need for close contact between workers and delivery personnel.
2. Workers must maintain a distance of 6 feet or greater from others during interactions while receiving or exchanging deliveries.
3. Workers must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

Communications and training practices and protocol

1. All workers and members of management must be trained regarding COVID-19 exposure, use of protective equipment and supplies, as well as applicable policies, procedures, practices, and protocols. The training must be provided by and paid for by the business. The training must be provided in a manner and language that each employee can understand, and must be adjusted to reasonably accommodate all limiting factors present. See OSHA's Resource for Development and Delivery of Training to Workers (www.osha.gov/Publications/osha3824.pdf). See also Minnesota's Small Assemblies for Testing and Training (www.dli.mn.gov/sites/default/files/pdf/COVID-19_training_facilities.pdf) for guidance with facilitating training for employees while addressing COVID-19 implications.

2. Businesses must ensure the COVID-19 Business Preparedness Plan is posted at all of the business's workplaces in readily accessible locations, and is shared with and reviewed by all workers.
3. Businesses must ensure the necessary or required rules and practices are communicated to workers, and adequately enforce their provisions.
4. Workers must ensure they comply with and follow established rules and practices.
5. Communication to educate customers about the steps being taken for their protection to mitigate the spread of COVID-19 is encouraged. Protective measures should be communicated to customers prior to their visit to inform them of their role in protecting the workers and other customers.

Helping customers minimize transmission

Requirements

1. Post signage at the entry of the business and develop messaging via websites, advertisements, or other marketing explaining that if customers do not feel well or have any symptoms compatible with COVID-19, they should stay home as much as possible. They should also stay home if they have a household member experiencing symptoms compatible with COVID-19. Refer to CDC: What to Do if You are Sick or Caring for Someone Who is Sick (www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html).
2. If customers begin to feel unwell while in the business, they must leave immediately and isolate themselves at home. See CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 (www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html).
3. Advise customers to wash and/or sanitize their hands upon entering the business, and to regularly wash and/or sanitize their hands while at the business.
4. Require customers to wear a face covering or mask, other than when eating or drinking. More information about face covering requirements and exemptions is available at Masks and Face Coverings (www.health.state.mn.us/diseases/coronavirus/prevention.html#masks). Additional resources are also available on Face Covering Requirements and Recommendations under Executive Order 20-81 (www.health.state.mn.us/diseases/coronavirus/facecover.html) and Frequently Asked Questions About the Requirement to Wear Face Coverings (www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html). Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people. For additional information about cloth face covering and how to make, wear, and wash them, refer to CDC: Use of Masks to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
5. Make sure that surfaces (e.g. terminals, carts, touch screens) are wiped down before and after each use by a customer. Ensure that wipes or other tools used for cleaning and disinfecting are properly disposed of.

Recommendations

1. Advertise business protocols, advising customers of the added COVID-19 precautions that will be taken prior to their arrival at the business. Use websites, social media, pre-reservation phone calls

and confirmations, and other outlets to educate customers on the steps being taken for their protection and the protection of workers.

2. Advise and encourage customers to conduct a self-check of their body temperature the day of their visit to the business.
3. Unless otherwise required by other sector-specific guidance (See "Personal Care Services"), encourage customers to review a screening survey that checks for COVID-19 symptoms, close contacts with confirmed cases and quarantined cases, and out of state travel. See Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf).
4. Encourage customers who may be at higher risk for severe illness consider delaying visits to restaurants and bars (see CDC: People at Increased Risk (www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html).

Additional protections and protocols

Additional protections for receiving or exchanging payment

1. Contactless payment should be used whenever possible. Utilize an electronic fund-transfer service or credit-card payment method that allows the client or customer to fully initiate and complete the payment transaction remotely, or while separated from the worker.
2. When contactless payment is not possible, payment must be made in a manner that allows for at least 6 feet of distance between the worker and customer.
3. During check-in and check-out, the configuration at the payment stations, and the space between the worker and the customer must allow for physical distancing of at least 6 feet, or a physical barrier must be installed.
4. Install barriers of sufficient dimension and appropriate material, e.g. Plexiglas or taut heavy plastic curtains stretched and secured, as necessary, to protect worker at the check-in and check-out counter.

Additional protections and protocol for managing occupancy

1. Bars and restaurants must close the establishment to on-premises consumption of food or beverages between 10 p.m. and 4 a.m.
    a. Delivery service, window service, take-out service, and drive-up service is allowed during all normal hours of operation.
2. Limit the number of customers to allow for required physical distancing and do not exceed allowable occupancy.
    a. Limit indoor occupant capacity to the lesser of 50% or the number for whom physical distancing of 6 feet can be maintained between customers in different parties, up to a maximum of 150 people.

   b. If outdoor seating is offered, limit the combined total occupancy of all indoor and outdoor spaces to 150 people.

3. The maximum number of customers that may be seated at one table is 10.
   a. Strongly recommend seating no more than three households together per party.
   b. Consider increasing the spacing between parties to more than 6 feet if tables accommodate more than 6 people.
4. For establishments that do not offer table service, customers may order food or beverages at a service counter if physical distancing is maintained between all staff and customers.
   a. Customers in queuing areas must maintain physical distancing of at least 6 feet from other customers, and queuing areas must be marked to provide for physical distancing (for example, by using floor markings, lane lines, and/or marking of adjacent areas where customers may be waiting for service).
5. Establishments that offer table service must not serve customers at a bar or service counter.
6. Establishments must prohibit seating at a bar or service counter.
7. Customers must be seated in all areas of the business, except when being brought to their table using the restroom, ordering or paying for food at an establishment that does not offer table service in compliance with this guidance, or when playing lawful games (see Minnesota Statutes 2019, section 349.12) in compliance with this guidance.

Private events

1. A bar or restaurant offering an exclusive and physically separated space (such as a ballroom or other private room) for customers to host a planned celebration, reception, or other social gathering connected to private parties, holidays, weddings, funerals, life milestones (such as birthdays or retirements), family reunions, planned religious services, and other similar occasions must follow the requirements for capacity, dancing, and other activities found in the Gathering Requirements for Celebrations and Significant Life Events (www.health.state.mn.us/diseases/coronavirus/safeevents.pdf), including ensuring that the event has an event-specific COVID-19 Preparedness Plan.
2. This guidance provides greater flexibility to these events. For example, under the Gathering Requirements for Celebrations and Significant Life Events, patrons are not required to remain seated at all times, provided that social distancing is maintained, capacity is decreased to protect the safety of workers and patrons, and other restrictions are implemented. If a restaurant hosts an event under the Gathering Requirements for Celebrations and Significant Life Events, the combined total of the event attendees and other patrons of the restaurant and bar still must not exceed the maximum restaurant capacity as allowed in EO 20-96.

Additional protocol to limit face-to-face interaction in settings where face-to-face interaction is part of the service

1. Workers must always wear a face covering to cover their mouth and nose when working with a customer, in both indoor and outdoor settings. See CDC: Use of Cloth Face Coverings to Help Slow

the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth- face-coverings.html).

2. Additional measures to control exposure may include:
   a. Standing to the side or behind the customer as much as possible.
   b. Using work practices such as having the customers pass the food down the table or pass plates back to the server.
3. Under Executive Order 20-81, customers are required to wear face coverings at any time when not eating or drinking and in an indoor business, including bars and restaurants.
   a. Businesses may require customers to wear face coverings when in outdoor areas of their establishments.

Additional protections and protocols for distancing and barriers

1. Provide hand sanitizer at the entrance, point of purchase, and prominent locations for customers.
2. Check-out areas and other areas of congestion should be marked to provide for social distancing of at least 6 feet, including floor markers for distance, lane lines, and marking of adjacent areas where customers may be waiting for business access.
3. Space, configuration and flow of the establishment should be evaluated to allow for physical distancing of 6 feet by all workers and customers.
4. Any barriers or partitions used should be of sufficient dimension and appropriate material, e.g. Plexiglas or taut heavy plastic curtains stretched and secured, as necessary, to create separation at counters, booths, and tables to protect workers and customers.
   a. Avoid utilizing wood, fabric, or laminate as the primary materials for barriers.
   b. Barriers should take into account the tallest user, and the anticipated behavior of users within the partitioned area. Slots in barriers may be necessary for some transactions; these should be as small as possible and not compromise the breathing zone of users. Barriers should be fixed installations, where possible, to avoid tipping hazards, and must not impede emergency exit for staff or patrons or fire protection/sprinkler systems.
   c. In seating areas, barriers may be installed between back-to-back booths or other seating arrangements in lieu of providing 6 feet of separation between parties.

Additional protections and protocols specific to bars, restaurants, and other retail food settings

1. Continue following MDH's requirements for reporting food worker illness and exclusion: Illness Reporting for Food Establishments (www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf).
2. Train and remind workers, using visual reminders, of required hand hygiene practices, including handwashing procedure and frequency, restricting bare hand contact with ready-to-eat food, proper glove use, and COVID-19 precautions when reopening establishments.
3. Recommended best practice: Plan worker schedules so that teams work together, when practical. For example, Aaden, Javier, and Ann always work together, Hodan, Dawb, and Peter always work

together, but members of one team never work with another team. Scheduling in teams can help to reduce exposures within the staff.

4. Clean and sanitize food contact surfaces according to the Minnesota Food Code.
    a. Follow the manufacturer's label to ensure that appropriate products are used to sanitize food contact surfaces. Not all disinfectants are appropriate for food contact surface sanitizing.
    b. Clean and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after each use.
    c. Follow the manufacturer's instructions for all cleaning and disinfection products. For example, concentrations, application method, contact and drying time, and the use of personal protective equipment, and do not mix products together.
    d. Clean and disinfect reusable menus after each use. If using paper menus, discard them after each customer use.
    e. Recommended best practice: Consider providing cleaning and disinfection kits (sprays or buckets, hand sanitizers, or other cleaning supplies) that are readily accessible throughout the establishment for areas that will be cleaned and disinfected frequently.
5. Do not allow guests to congregate in checkout and waiting areas, self-service food and beverage areas, outside restrooms or in bars, and maintain a minimum of 6 feet of social distancing.
6. Require reservations with call-ahead seating or online reservations to better space customers and eliminate waiting.
    a. On-site reservations may be taken as long as adequate physical distancing is maintained between parties and occupancy limits are not exceeded.
7. Limit contact between wait workers and customers by assigning wait staff to areas and tables.
8. Instruct servers to take orders from behind the customer and remind customers to keep facing forward.
9. Remove high-touch self-service containers and items requiring frequent hand contact from use (e.g., condiments such as ketchup bottles and salt/pepper shakers, straws, napkin holders, etc.). Use single-use items when possible.
10. Use wrapped silverware and do not preset tables.
11. Use a fresh glass or cup for every refill and remove used glasses from the table or bars frequently.
12. Have customers box their own leftovers.
13. Remove shared board games, cards, and toys.
14. Position workstations so workers avoid standing directly opposite one another or next to each other.
15. Use communication boards or digital messaging to convey pre-shift meeting information rather than holding staff meetings.

Entertainment

1. Live music and other live entertainment is allowed at bars and restaurants, but the bar or restaurant hosting the music or entertainment must ensure that:
    a. Performers only perform at a designated space within the venue that is separated from any patrons or audience by a distance of at least 12 feet; and
    b. Performers maintain at least 6 feet of physical distance from each other.
2. Live music and other live entertainment is only permitted by performers who are designated by the business. Karaoke singing and open microphone events involving performances by patrons and visitors are not permitted. For additional requirements and recommendations to keep performers and patrons safe during live musical performances, refer to: Music Activities and Performances During COVID-19 (www.health.state.mn.us/diseases/coronavirus/musicguide.pdf)
3. Bars and restaurants that are operating under this guidance, and that are open for regular food and beverage service, may not allow customers to dance.

Bar sports, games, and entertainment devices

1. Bar sports, games, and entertainment devices that require patrons to leave their tables (such as darts, billiards, beanbags, and arcade games) are not permitted.
2. The play of lawful games, like pull tabs, as provided under Minnesota Statutes 2019, section 349.12 is allowed under Executive Order 20-74.
    a. Customers in queuing areas must maintain physical distancing of at least 6 feet from other customers, and queuing areas must be marked to provide for physical distancing (for example, by using floor markings, lane lines, and/or marking of adjacent areas where customers may be waiting for service).

GENERAL FOOD SAFETY

Businesses that have been closed or operating at a reduced capacity

1. Check expiration dates and discard all food items that are out of date or spoiled.
2. Verify that refrigeration and freezers are operating at the required temperatures.
3. Verify your warewashing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and food contact surface sanitizers.
4. Flush water lines, including equipment water lines and connections, according to the manufacturer's instructions.
5. Clean and sanitize ice machines and ice bins.

All businesses

1. Follow the requirements of the Minnesota Administrative Rules Chapter 4626, Food Code; Food Managers (www.revisor.mn.gov/rules/4626/).
2. Self-service food and beverage areas are allowed as long as the COVID-19 plan addresses customer protections such as oversight of the self-service area to ensure social distancing is maintained, hands are being sanitized, and customers are required to wear facemasks in the self-service area. Best practice would be to prepackage food ahead of time as much as possible.
3. If providing a "grab and go" service, stock coolers to no more than minimum levels.
4. Ensure handwashing sinks are accessible and fully stocked with soap, paper towels, handwashing sign, and trash bins.
5. Ensure the person in charge is a Certified Food Protection Manager (CFPM) and that their certification is up to date.
6. Provide food handler training to refresh employees.

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

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) (www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus (www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response (mn.gov/covid19)

U.S. Food & Drug Administration (www.fda.gov/food/food-safety-during- emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19)

American Institute of Architects (AIA) Re-occupancy Assessment Tool (www.aia.org/resources/6292441-re-occupancy-assessment-tool)

Coronavirus (COVID-19) Response Resources from ASHRAE and Others (www.ashrae.org/technical-resources/resources)

Businesses

MDH: Videos for COVID-19 Response (www.health.state.mn.us/diseases/coronavirus/materials/videos.html)

CDC: Businesses and Workplaces (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)

CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020: (www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and Employers: COVID-19 (www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Materials and Resources for COVID-19 Response (www.health.state.mn.us/diseases/coronavirus/materials/index.html)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 Information and Resources (mn.gov/deed/newscenter/covid/)

Minnesota Department of Labor and Industry (DLI): COVID-19 Information for Minnesotans (www.dli.mn.gov/updates)

Federal Occupational Safety and Health Administration (OSHA) (www.osha.gov)

AIHA: Back to Work Safely (www.backtoworksafely.org)

Handwashing

MDH: Videos for COVID-19 Response (www.health.state.mn.us/diseases/coronavirus/materials/videos.html)
Handwashing videos translated into multiple languages

Respiratory etiquette: Cover your cough or sneeze

CDC: How to Protect Yourself & Others (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: Coughing and Sneezing (www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: Protect Yourself & Others: COVID-19 (www.health.state.mn.us/diseases/coronavirus/prevention.html)

Social distancing

American Institute of Architects Minnesota (AIA): COVID-19: Resources for Restaurants & Bars (www.aia-mn.org/2020info/covid-resources-restaurants-bars/)

Housekeeping

CDC: Cleaning and Disinfecting Your Facility (www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: Cleaning And Disinfecting Your Home (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: Cleaning and Disinfection for Community Facilities (www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19) (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

Employees exhibiting signs and symptoms of COVID-19

CDC: What to Do If You Are Sick (www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: Symptoms and Testing: COVID-19 (www.health.state.mn.us/diseases/coronavirus/symptoms.html)

MDH: Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: COVID-19: When to Return to Work (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: Is It COVID-19? (mn.gov/covid19/for-minnesotans/if-sick/is-it-covid/index.jsp)

Training

CDC: Prepare your Small Business and Employees for the Effects of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: Guidance on Preparing Workplaces for COVID-19 (www.osha.gov/Publications/OSHA3990.pdf)

Food service employee health and hygiene

MDH: Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: COVID-19: When to Return to Work (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

MDH: Illness Reporting for Food Establishments (www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf)

CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)

MN Symptom Screener (mnsymptomscreener.minnesotasafetycouncil.org)

Food service employee reopening training

ServSafe: Free COVID-19 Training and Resources (www.servsafe.com/Landing-Pages/Free-Courses)

Food establishment reopening guidance

CDC: Considerations for Restaurants and Bars (www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html)

FDA: Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic–Food Safety Checklist (www.fda.gov/media/137867/download)

FDA: Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic Infographic (www.fda.gov/media/137868/download)

National Restaurant Association: Reopening & Recovery (restaurant.org/Manage-My-Restaurant/Business-Operations/Covid19/Recovery)

FDA: Food Safety and the Coronavirus Disease 2019 (COVID-19) (www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19)

Minnesota Administrative Rules: Chapter 4626, Food Code; Food Managers (www.revisor.mn.gov/rules/4626)

Cleaning, disinfecting, and sanitizing

EPA List N: Disinfectants for Use Against SARS CoV-2 (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

CDC: Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes (www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)

MDH: Cleaning and Sanitizing: Requirements for Equipment Food-Contact Surfaces (www.health.state.mn.us/communities/environment/food/docs/fs/cleansanfs.pdf)