



COVID-19 PREPAREDNESS PLAN

Pursuant to Emergency Executive Order 20-56, the Office of Administrative Hearings establishes and implements the following COVID-19 Preparedness Plan.

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INTRODUCTION

Purpose

OAH is committed to the continuation of our court services while also providing a safe environment for both the people we serve and our employees.

Because OAH is committed to providing a safe and healthy workplace for all our employees and court visitors, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

This Preparedness Plan is established and implemented pursuant to [Emergency Executive Order 20-56](#).

Applicability

This plan applies to:

- All OAH employees;
- All OAH visitors, including parties, attorneys, witnesses, interpreters, court reporters, and the public;
- OAH employee workspaces in St. Paul and Duluth; and
- OAH public court spaces in St. Paul and Duluth.

Managers, employees, and court visitors are all responsible for implementing and complying with all aspects of this Preparedness Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and courtrooms.

This requires full cooperation among employees, management, and court visitors. Only through cooperative effort can we establish and maintain the safety and health of employees and visitors to our courts.

Scope

This COVID-19 Preparedness Plan establishes and explains the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to exposure to COVID-19, including:

1. Infection prevention measures;
2. Prompt identification and isolation of sick persons;
3. Engineering and administrative controls for social distancing;
4. Housekeeping, including cleaning, disinfecting and decontamination;

5. Communications and training for managers and workers necessary to implement the plan;
6. Communications for people who access our courts; and
7. Provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

Engagement

Our employees are our most important assets. We are serious about safety and health as we perform our work at OAH. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

We have involved our employees in this process by surveying their needs through one-on-one engagement and ongoing team engagement since March 2020, and by sharing a draft of this Preparedness Plan and receiving, considering, and incorporating feedback prior to implementation.

We have also involved our court's stakeholders by hosting weekly meetings with Workers' Compensation Bar Leaders, engaging executive branch leaders, and sharing a draft of this Preparedness Plan through GovDelivery and receiving, considering, and incorporating feedback prior to implementation.

OAH will maintain ongoing engagement throughout the pendency of the peacetime emergency.

OFFICE OF ADMINISTRATIVE HEARINGS

What We Do

The Office of Administrative Hearings provides fair and impartial trial-level hearings involving challenges to government action and workers' compensation benefits.¹

Our work increases public access, public participation, and public accountability in government, and provides a meaningful forum for Minnesotans to resolve their disputes.²

Physical Space

OAH's main office is in the Harold E. Stassen Building: [600 N. Robert Street, St. Paul, Minnesota 55101](#). The Stassen Building is part of the Capitol Complex and is also home to the Minnesota Department of Revenue. OAH physical space in the Stassen Building includes:

¹ Minn. Stat. §§ 14.48, .50 (2018)

² Minn. Stat. § 14.001 (2018).

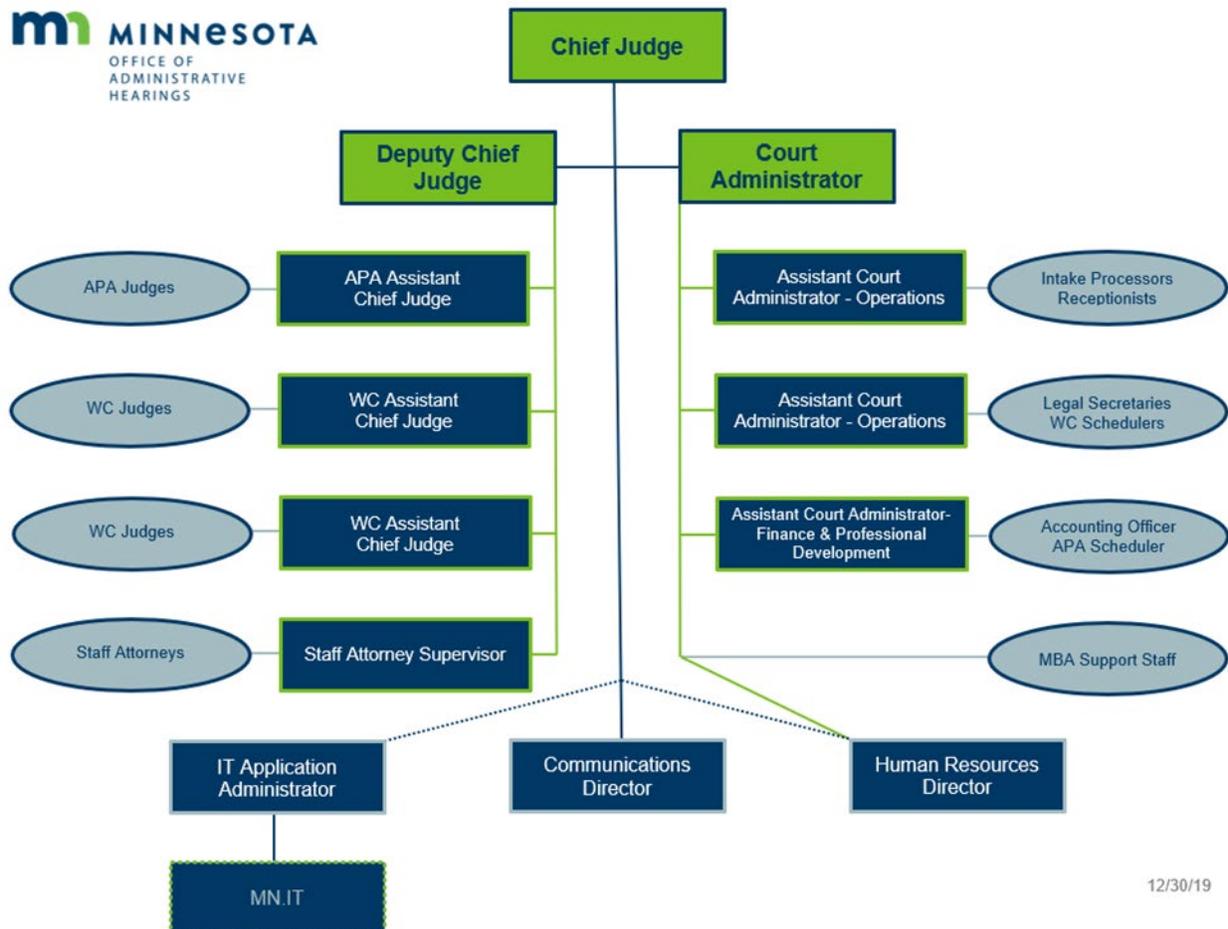
- Reception desk (lobby);
- Public waiting area (lobby);
- Ten hearing rooms (first floor);
- Seven conference rooms (first floor);
- Four telephone rooms (first floor); and
- Employee offices and workspace (second floor).

OAH's second office is in Duluth, Minnesota, in the Duluth Technology Village (DTV): [11 East Superior Street, Suite 180, Duluth, Minnesota, 55802](#). OAH physical space in the Duluth Technology Village includes:

- Three hearing rooms;
- One conference room; and
- Employee offices and workspace.

Structure and Staffing

OAH is the largest court in the Executive Branch with 63 full-time equivalents employed across the court's Workers' Compensation and Administrative Law Divisions.



PREPAREDNESS PLAN

OAH's Preparedness Plan follows CDC and MDH guidelines and federal OSHA standards related to COVID-19.

This Preparedness Plan addresses the following topics for both employee workspaces and public court spaces:

- Remote operations;
- Stay home when sick;
- Social distancing;
- Hygiene and source control;
- Ventilation, cleaning, disinfection, and contact tracing;
- Communication and training; and
- Management and supervision.

EMPLOYEE WORKSPACES

Remote Operations

- **Work from home**
 - All employees who can accomplish their assigned job duties from home must continue to work from home.
 - Up to five employees, as authorized by the Executive Team, will perform their job duties physically in the St. Paul and Duluth offices during normal business hours. These employees are maintaining priority operations that cannot be accomplished away from the office.
- **Exceptions**
 - Supervisors, managers, and accounting officers are authorized to be physically in the office intermittently to maintain operations by accomplishing isolated tasks that cannot be accomplished away from the office.
 - Judges are authorized to be in the office from time to time for the following:
 - In-person hearings;
 - Remote hearings that require recording equipment in OAH hearing rooms; and
 - Picking up necessary materials for court proceedings.

- Other exceptions may be granted on a case-by-case basis. If you need access to an OAH workspace, direct your request to your supervisor.
- **Procedures**
 - All employees must be logged into Skype for Business during their normal work hours and must be available and responsive to their supervisor.
 - All employees who are accessing OAH workspaces under an exception must notify the Executive Team by email 48 hours prior to badging into the workspace.
 - Weekly badge reports are reviewed by the Executive Team to ensure that no more than 5 employees are completing a majority of their work in the St. Paul and Duluth offices and that no more than 10 employees are simultaneously in the St. Paul office and no more than 3 employees are simultaneously in the Duluth office.

Stay Home When Sick

During this peacetime emergency, to ensure the continued operation of government, employees are expected to report to work or telework during core business hours as directed by their supervisor.

The following policies are implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

OAH also provides paid leave to employees who must be absent from work for reasons related to COVID-19 ("Paid COVID-19 Leave").

- **Stay home when sick**
 - **Don't come to work if you are sick.** Employees exhibiting signs or symptoms of COVID-19 while at home must report and request any necessary leave to their supervisor.
 - **Health screenings.** Employees entering OAH workspaces or OAH public court spaces, even for an intermittent visit, must complete the health screening survey.
 - Prior to implementation, all employees will receive a written Tennessee Warning by email and posting to OAH's intranet, along with the screening questions.
 - An employee whose answers identify exposure or signs or symptoms of COVID-19 will be directed to return home. The employee must then report and request any necessary leave to their supervisor.
 - An employee who is admitted into the workspace will be recorded by the

health screening administrator as “admit.” An employee’s specific answers to the screening questions will only be recorded if the employee is directed to return home.

- An employee who is admitted into the workspace in St. Paul should enter the building through the main doors. Do not stop for screening in the building lobby. This screening is for the Department of Revenue.
- **Communications of potential exposure.** Potential exposure in the workplace will be communicated to employees by their supervisor and/or the Human Resources Director.
- **Confidential information.** All records resulting from the health screening and any information reported by an employee regarding their health status and health information to a supervisor or manager, will be treated as confidential health information.
- **Leave and accommodations**
 - OAH implemented [HR/LR Policy 1440](#), which provides paid leave to executive branch employees who must be absent from work for reasons related to COVID-19, including:
 - School leave – to care for a child whose school or place of care is physically closed;
 - Health leave – for employees who cannot telework or are too ill to work;
 - Care leave – for employees caring for an ill dependent, self-quarantining or particularly vulnerable to COVID-19;
 - Distance leave – for quarantine or isolation orders that require employees not to report to work; and
 - Agency closure leave – for employees whose agency is closed for COVID-19 related issues.
 - Nothing contained in this Preparedness Plan or in [HR/LR Policy 1440](#) interferes with an employee’s rights to sick leave, vacation leave, or leave as provided by the FMLA or Americans with Disabilities Act/Minnesota Human Rights Act.

Social Distancing

Social distancing is being implemented in OAH workspaces through the following engineering and administrative controls.

- **Prohibitions**
 - Employees are prohibited from gathering in groups and confined areas, including elevators.
 - Employees are prohibited from using other workers' personal protective equipment, telephones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- **Maintain six feet of distance**
 - Up to 5 employees who must be onsite to accomplish their assigned job duties are assigned workstations that are more than six feet apart.
 - No more than 10 employees will simultaneously use the St. Paul workspace and no more than 3 employees will simultaneously use the Duluth workspace.
 - In St. Paul, shared space with the Department of Revenue is marked for safe social distancing, including maximum occupancy marked on each elevator and floor markings denoting appropriate social distancing.

Hygiene and Source Control

Basic infection prevention measures are always being implemented at our workplaces.

- **Handwashing**
 - Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom.
 - Reminders are posted throughout OAH workspaces and at each sink.
 - Hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are also available throughout OAH workspaces and can be used for hand hygiene in place of soap and water.
- **Source Control**
 - **Face masks.** Pursuant to [HR/LR Policy #1442](#) employees are required to wear cloth face coverings that cover both the mouth and nose unless a specified exception

applies. If you are physically present in the workspace and you do not have a face mask, please talk with your supervisor. OAH has obtained a limited supply for use in OAH workspaces.

- **Cover your cough.** Employees are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, mouth, nose and eyes with their hands.
 - Employees should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Hand sanitizer (that use sanitizers of greater than 60% alcohol), tissues, and trash receptacles are available and stocked throughout OAH workspaces.
 - Respiratory etiquette is also demonstrated on posters throughout OAH workspaces. Reminders of respiratory etiquette are also shared through email and direct communication from supervisors and managers.
- **Food.** The onsite cafeteria in St. Paul is closed. Other than heating prepared food in microwaves, employees are prohibited from preparing food onsite or sharing food onsite.

Ventilation, Cleaning, Disinfecting, and Contact Tracing

- **Ventilation**

CDC guidelines encourage good ventilation in buildings with adequate amounts of fresh air. The Stassen building has a robust ventilation system. The Department of Administration has made operational changes to the Stassen building to increase the ventilation and air exchanges. The system is also being run continuously from midnight Monday until midnight Saturday each week.

The Duluth Technology Building also has a robust ventilation system. A&L Properties is exchanging air in the building more frequently than the Minnesota standard requirements.

- **Cleaning, Disinfecting**

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms and meeting rooms.

Frequent cleaning and disinfecting are also being conducted in high-touch areas, such as telephones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Additional guidance is available from the [Department of Administration](#) and [Minnesota IT Services](#).

| What | By whom | How frequently |
|---|---|--|
| <p>Inside workstation: work surfaces, telephones, keyboards, touch screens, door handles, light switches</p> | <p>St. Paul: Employee assigned to that workstation</p> <p>Duluth: Employee assigned to that workstation</p> | <p>Once per week when workstation is used</p> <p>Note: Employees are provided disinfectant wipes and gloves within the workspace. Additional information is available from the Department of Administration.</p> |
| <p>Outside workstations: work surfaces, equipment, restrooms, break rooms, lunchrooms, meeting rooms, door handles, light switches, elevator panels, railings, copy machines, etc.</p> | <p>St. Paul: Department of Administration</p> <p>Duluth: A&L Properties</p> | <p>Daily</p> |

- **Workspaces of an employee affected by COVID-19**

- OAH will follow [guidance](#) from the Department of Administration, which is developed from guidance from the CDC, to clean and disinfect the workspace of an employee with a suspected or confirmed case of COVID-19.
- **Procedures** include the following steps:
 - If the employee is in the workplace, they should secure any sensitive data in their work area and then go home.
 - Supervisors should immediately notify the Executive Team.
 - Together, supervisors, the Executive Team, and the employee, will identify specific locations where the employee was in the building while they had symptoms and 48 hours prior.
 - The Executive Team will work with the Department of Administration to clean and disinfect work areas and other visited areas.
 - The Executive Team and the Human Resources Director will work together to notify individuals of possible exposure to COVID-19.
 - OAH will not disclose the identity of the infected person or provide any information that will allow others to identify the infected person or

provide any other confidential medical information.

Communication and Training

This Preparedness Plan was communicated to all employees by email and posting to OAH's employee intranet on June 22, 2020.

All employees also met with their direct supervisor, received training, and were provided an opportunity for questions to be answered prior to implementation.

Additional communication and training will be ongoing through email, posting to OAH's employee intranet, and ongoing meetings with supervisors and managers.

Management and Supervision

Managers and supervisors will monitor how effectively this Preparedness Plan has been implemented by personal observation and feedback received from employees through one-on-one meetings, team meetings, and requests for feedback over email.

Managers and supervisors will report observations of what is working and what is not working at daily Incident Command Team meetings and/or by communicating directly to any member of the Executive Team.

Management and employees will work through this Preparedness Plan together and update training and communication as necessary.

PUBLIC COURT SPACES

Remote Operations

- **Remote proceedings**
 - All court proceedings that can effectively take place through a remote platform will take place through a remote platform.
 - The following remote platforms are available for the following types of proceedings. Judges will determine on a case-by-case basis which remote platform is best suited for a proceeding.

| Proceeding | Division ³ | Telephone | Microsoft Teams | WebEx | ITV ⁴ |
|-------------------------|-----------------------|-----------|-----------------|-------|------------------|
| Pretrial Conferences | WC / APA | ✓ | ✓ | | |
| Stipulation Assistance | WC | ✓ | ✓ | | |
| Settlement Conferences | WC / APA | ✓ | ✓ | | |
| Mediations | WC / APA | ✓ | ✓ | | |
| Asbestos Conferences | WC | ✓ | ✓ | | |
| Motion Hearings | WC / APA | ✓ | ✓ | | |
| Evidentiary Hearings | WC / APA | ✓ | ✓ | ✓ | ✓ |
| Attorney Fee Hearings | WC / APA | ✓ | ✓ | | |
| Public Comment Hearings | APA | | ✓ | ✓ | |

Note: Generally, **WebEx should be used instead of Teams** only if **more than 9 individuals need to appear on video at once or public comments are being received.**

- **Exceptions**

- Matters that cannot effectively take place using a remote platform will be scheduled for in-person proceedings at either OAH's St. Paul or Duluth hearing rooms. Factors that may result in an in-person proceeding include:
 - A party needs an interpreter or other accommodation.
 - A party cannot access the internet or a device suitable for video conferencing.
 - There is a large number of parties or witnesses, and enough physical courtroom space is available to accommodate them.
 - Absent good cause shown, the existence of credibility issues does not in and of itself mean the hearing cannot be conducted using a remote

³ The Workers' Compensation Division is denoted as "WC" and the Administrative Law Division is denoted as "APA".

⁴ Interactive Television or ITV is available between OAH's St. Paul and Duluth hearing rooms, as well as certain designated rooms controlled by the Department of Corrections.

platform.

This list is non-exclusive.

- Generally, in-person hearings will not be scheduled outside OAH's St. Paul or Duluth hearing rooms. Exceptions may be made on a case-by-case basis with approval by the Executive Team.

- **Procedures**

- Judges must inform the Executive Team and schedulers of expected in-person proceedings 48 hours prior to the proceeding to monitor hearing room capacity across both divisions.
- The Executive Team and schedulers will monitor expected in-person proceedings to ensure simultaneous use of public court spaces does not exceed 30 people (which is less than 50% of the normal occupant capacity of 74).
- A notice will be added to OAH's website informing the public of their opportunity to attend remote proceedings.

Stay Home When Sick

During this peacetime emergency, to ensure the continued operation of government and access to due process and fair and impartial trial-level hearings, court operations and court appearances will generally proceed.

The following policies are implemented to strongly encourage those who are scheduled for an in-person proceeding to stay home when they are sick.

- **Stay home when sick**

- **Don't come to court if you are sick.** Don't come to court if you are experiencing any flu-like symptoms, have a fever, are coughing or sneezing, or have been directed to self-quarantine as a precaution. If your client or a witness is experiencing these symptoms, please do not bring them to court.
- **Notify the court.** If you cannot attend court because you are sick or quarantined, Workers' Compensation litigants should call or email the assigned judge. Administrative Law litigants should call or email the assigned judge's legal assistant.
- **Health screening.** The following questions are posted at the OAH reception areas in St. Paul and Duluth. If your answer is "yes" to any of these questions, you will be prompted to tell the receptionist, your counsel, or the presiding judge as quickly as possible.

- Have you tested positive for or been diagnosed with COVID-19 within the last 14 calendar days?
- Have you been in close and prolonged physical contact (within less than six feet for at least ten minutes) with an individual who has tested positive for or been diagnosed with COVID-19, or exposed to their cough or sneeze, within the last 14 calendar days?
- Have you had a cough or shortness of breath or difficulty breathing in the last 72 hours?
- Have you had two or more of the following symptoms in the last 72 hours: fever; chills; repeated shaking with chills; muscle pain; headache; sore throat; new loss of taste or smell?

- **Continuances**

- Judges will continue in-person proceedings where a participant to a proceeding reports prior to or on the day of an in-person hearing either (1) known exposure to COVID-19 within 14 days of the in-person proceeding, or (2) experiencing COVID-19 symptoms.

Social Distancing

- **Maintain six feet of distance.** Those visitors who must be onsite for an in-person hearing will maintain six feet of distance.
 - The largest hearing room available will be scheduled for in-person hearings.
 - Extra seating has been removed from all hearing rooms. Each remaining chair's location is marked by blue tape. This provides a visual cue on seating areas that are 6 feet away from one another.
 - Signs are posted outside each room with room capacity identified.
 - The number of people simultaneously in any hearing room will not exceed the identified room capacity and in no situation will exceed 9 people.
 - Conference rooms are also available for an attorney and their client to confer in private while maintaining 6 feet.

| Room | Capacity | Notes |
|-------------------------|------------------|-------|
| Hearing Room 1 | 7 (Judge plus 6) | |
| Hearing Room 1 - Duluth | 5 (Judge plus 4) | |
| Hearing Room 2 - Duluth | 5 (Judge plus 4) | |

| Room | Capacity | Notes |
|-------------------------|------------------|--|
| Hearing Room 3 | 5 (Judge plus 4) | |
| Hearing Room 3 - Duluth | 5 (Judge plus 4) | |
| Hearing Room 4 | 4 (Judge plus 3) | |
| Hearing Room 5 | 5 (Judge plus 4) | |
| Hearing Room 7 | 4 (Judge plus 3) | |
| Hearing Room 8 | 3 (Judge plus 2) | ITV hearings only |
| Hearing Room 9 | 4 (Judge plus 3) | |
| Hearing Room 11 | 9 (Judge plus 8) | ITV and non-ITV hearings |
| Conference Rooms | 2 | Attorney and client meeting space only |
| Telephone Rooms | 1 | Individual workspace only |

- Large, public rooms on the second floor of the Stassen building may also be utilized for some proceedings from time to time.
- **Exhibits.** The following procedures regarding exhibits promote a reliable process for remote hearings and reduce movement in the hearing room for in-person proceedings.
 - All **Workers' Comp exhibits** must be **eFiled** at least one day in advance of the proceeding, regardless of the proceeding's location. This applies to all hearings: motion hearings, attorney fee hearings, and in-person and video evidentiary hearings. This supersedes any other order that requires paper filings.
 - All **exhibits** for proceedings before an **Administrative Law Judge** must be **eFiled**.
 - Exceptions from eFiling are available for pro se parties.
 - For **remote hearings** using Microsoft Teams or WebEx, the presiding judge will primarily control the display of exhibits during witness testimony.
 - For **in-person hearings**, judges will prepare filed exhibits for their own use. Counsel are strongly encouraged to provide witnesses with any exhibit they expect to ask the witness to look at during testimony so that the witness has the necessary documents at the witness stand.
- **Prohibitions**
 - Visitors to OAH court spaces are prohibited from gathering in OAH hearing rooms or conference rooms in groups that exceed the posted room capacity.
 - **Do not move chairs.** Visitors to OAH court spaces are also prohibited from moving chairs to different locations within a room or adding chairs from one room to another. Each chair is placed in a location that is at least 6 feet away from any other chair.

Hygiene and Source Control

- **Handwashing**

- All court visitors are required to wash their hands prior to or immediately upon entering OAH hearing and conference rooms.
- A reminder is posted at the reception areas outside OAH hearing and conference rooms.
- Receptionists will prompt visitors to wash their hands prior to entering OAH hearing and conference rooms.
- Visitors may use the nearest restroom or hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that are available immediately outside OAH hearing and conference rooms.

- **Source Control**

- **Plexiglass shields** have been installed at the OAH reception area in St. Paul and around the following areas in courtrooms 1, 3, 8, and 11:
 - Two workspaces at attorney tables;
 - Witness box; and
 - Judge bench.
- **Face masks.** As required by [Executive Order 20-81](#), court visitors are required to wear cloth face coverings that cover both the mouth and nose while indoors at OAH locations, including when waiting outdoors to enter an indoor space.
 - **Judges.** All judges have received a cloth face covering from OAH. Judges are required to wear a cloth face covering when presiding over an in-person hearing.
 - **Visitors.** If you would like to wear a face mask and you do not have one, please ask the OAH receptionist. OAH has obtained a limited supply.
 - **Testifying.** Face masks may be temporarily removed while testifying at a proceeding. Face shields are strongly encouraged as a temporary alternative in these situations.
 - **Speaking:** Speakers are strongly encouraged to wear cloth face coverings throughout the duration of an in-person proceeding at OAH.

- **Medical conditions:** Visitors who have medical conditions that make it unreasonable for them to wear a face covering are exempt. Face shields are encouraged as an alternative.
- **Cover your cough.** Respiratory etiquette is demonstrated on posters throughout OAH public court spaces.
 - Visitors should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
 - Hand sanitizer (that use sanitizers of greater than 60% alcohol), tissues, and trash receptacles are available and stocked throughout OAH public court spaces.
- **Food.** The onsite cafeteria in St. Paul is closed.

Ventilation, Cleaning, Disinfecting, and Contact Tracing

- **Ventilation**

CDC guidelines encourage good ventilation in buildings with adequate amounts of fresh air. The Stassen building has a robust ventilation system. The Department of Administration has made operational changes to the Stassen building to increase the ventilation and air exchanges. The system is also being run continuously from midnight Monday until midnight Saturday each week.

The Duluth Technology Building also has a robust ventilation system. A&L Properties is exchanging air in the building more frequently than the Minnesota standard requirements.

- **Cleaning, Disinfecting**

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms and meeting rooms.

Frequent cleaning and disinfecting are also being conducted in high-touch areas, such as telephones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Additional guidance is available from the [Department of Administration](#) and [Minnesota IT Services](#).

| What | By whom | How frequently |
|--|--|---|
| <p>Hearing rooms: Judges work surface, keyboard, telephone, etc.</p> | <p>St. Paul: Presiding Judge Duluth: Presiding Judge</p> | <p>Twice daily if hearing room is used Note: Judges are provided disinfectant wipes and gloves within the workspace and should wipe down hearing room surfaces at the bench once before using the space and once after using the space.</p> |
| <p>Hearing rooms and conference rooms: work surfaces, back of chairs, door handles, light switches, microphone switches, etc.</p> | <p>St. Paul: Department of Administration Duluth: A&L Properties</p> | <p>St. Paul: Daily Duluth: After each use and at the request of OAH Note: OAH will limit use of rooms to one use per day.</p> |

- **Contact Tracing**

- **Communications of potential exposure.** Visitors are strongly encouraged to contact the Minnesota Department of Health if they are confirmed to have COVID-19 or are suspected to have COVID-19 after appearing in-person at an OAH hearing or conference room.

Minnesota Department of Health
 651-201-3920 or 1-800-657-3903
 Weekdays: 8 a.m. to 6 p.m.
 Weekend: 8 a.m. to 4 p.m.
 Interpreters available

- **Public spaces affected by COVID-19.** OAH will follow [guidance](#) from the Department of Administration, which is developed from guidance from the CDC, to clean and disinfect hearing rooms and conference rooms after receiving any report of a suspected or confirmed case of COVID-19 of someone who had visited OAH public space for an in-person proceeding.

Communication

This Preparedness Plan was communicated to OAH stakeholders through GovDelivery and posted to OAH’s website.

Additional communication will be ongoing through GovDelivery.

Signage throughout OAH's public court spaces prompts visitors on the actions needed to comply with this Preparedness Plan. Presiding judges during court proceedings will also prompt visitors as necessary.

Continued Engagement

OAH Executive Team will continue to meet weekly with Workers' Compensation Bar Leaders to monitor how effectively this Plan has been implemented.

Visitors are also encouraged to report their experiences under this Preparedness Plan to the presiding judge, any member of the Executive Team, and/or the Chief Administrative Law Judge.

OAH will also seek feedback through GovDelivery and encourage court visitors to share their feedback by replying to GovDelivery messages.

RESOURCES

COVID-19 Resources

You can find the most reliable and recent information about COVID-19 on the following sites:

- [BeReadyMN](#)
- [Minnesota's COVID-19 Dashboard](#)
- [Minnesota Department of Health \(MDH\)](#)
- [Center for Disease Control and Prevention \(CDC\)](#)

Stress and Wellbeing Resources

State of Minnesota [Employee Assistance Program](#) (EAP) is available for support and resources. You can call anytime 24 hours a day, 7 days a week: 651-259-3840 or 1-800-657-3719. Visit mylifematters.com and use the State of Minnesota Employee Password: **stmn1**.

A **crisis text line** is also available to everyone in Minnesota. This emergency service provides free, 24/7 support via text message and is available if you or someone you know is experiencing a psychiatric or mental health crisis. To access, **text MN to 741741**.

Additional resources include:

- [Minnesota Department of Health website](#)
- [National Alliance on Mental Illness \(NAMI\) Minnesota](#) at 888-626-4435
- [Minnesota Association for Children's Mental Health](#) at 800-528-4511
- County crisis contacts – directories of mental health crisis phone numbers by county for:
 - [Adults mental health crisis response numbers](#)
 - [Children's mental health crisis response numbers](#)

Updated OAH Information

OAH will update [this statement](#) on our website as needed. OAH will also use GovDelivery to notify court users of any changes by email. If you need to sign up for GovDelivery, use the popup box on the lower-right corner of our website.

CERTIFICATION

This Preparedness Plan has been recommended by the Incident Command Team, approved by the Executive Team, and certified by the Chief Administrative Law Judge. This plan will be updated as necessary.

Certified by:



Jenny Starr
Chief Administrative Law Judge

Office of Administrative Hearings

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mn.gov/oah

