

SEOC Entry Procedure- MUST BE DONE EACH DAY:

Anyone who enters the State Emergency Operations Center (SEOC) or Hotline Room located upstairs must enter through main SEOC entrance and be evaluated by the Safety Officer.

If you answer YES to any of the following questions you will NOT be allowed entry into SEOC or Hotline Room:

- Have you traveled to a country with a Travel Level Advisory of four (4) within the last 14 days?
- Have you had fever, cough, or shortness of breath in the last seven (7) days?
- Have you been around anyone with a fever, cough, or shortness of breath within the last seven (7) days?

If you have a forehead temperature of 100.4 degrees or higher you will NOT be allowed into the SEOC or Hotline Room.

If permitted into SEOC or Hotline Room, sign in on sheet and receive green lanyard. You will also be provided a wristband indicating you have been evaluated by the Safety Officer.

While in SEOC:

All work stations must be cleaned with the provided cleaners upon entry.

Hand washing with soap and water is preferred over hand sanitizer/ foam.

- Hands must be washed or sanitized before entry SEOC or Hotline Room and when leaving SEOC or Hotline Room.
- Hands must be washed with soap and water after using the restroom.
- Hands must be washed or sanitized before and after eating and drinking.

If possible, eat food in breakroom. If eating in the breakroom is not possible, keep food and drinks covered and clean work station with wipes after eating.

Maintain social distancing of SIX (6) feet.

Refrain from touching your face and cover your cough with your elbow.

If someone becomes ill while in the SEOC or Hotline Room, they will be directed to wear a face mask and isolate in the Huddle Room until arrangements can be made for transport to home or healthcare facility.

Illness Reporting:

During or after a shift in the SEOC or Hotline room please contact your supervisor AND send an email to the Safety Officer at eoc.staff.safetyofficer@state.mn.us to report an illness. If you are unsure whether or not you should enter the SEOC, contact the Safety Officer.