COVID-19 Preparedness Plan for Rice Creek Watershed District

Under Governor Tim Walz’s Executive Orders, identified businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan.

A business’s COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (OSHA) standards and Executive Order 20-74 related to worker and customer (if the business has customer-facing operations) exposure to COVID-19. The Rice Creek Watershed District (RCWD) plan has the strong commitment of the Board of Managers and has been developed and implemented with the participation of RCWD employees.

The COVID-19 Preparedness Plan must include and describe how the RCWD will implement, at a minimum, the following, in compliance with the guidelines and standards above:

1. Infection prevention measures (hygiene and respiratory etiquette);
2. Prompt identification and isolation of sick persons;
3. Engineering and administrative controls for social distancing;
4. Cleaning, disinfecting, decontamination and ventilation;
5. Communications and training for managers and employees necessary to implement the plan; and
6. Provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

RCWD is committed to providing a safe and healthy workplace for all our workers, customers, and other visitors. In response to the COVID-19 pandemic and to ensure a safe and healthy workplace, RCWD has developed the following COVID-19 Preparedness Plan. The goal of this plan is to ensure that services are provided in a planned and safe manner that mitigates the potential transmission of COVID-19 within the RCWD offices and in the field. Managers and staff are all responsible for implementing this plan; it requires the full cooperation of RCWD workers, management, and visitors. A cooperative effort is the only way to establish and maintain the safety and health of RCWD workers and workplaces.

The determination of which employees can safely return to the workplace or provide close contact services in the field and the safety protocols that are required is guided by the U.S. Centers for Disease Control and Prevention (CDC), U.S. Occupational Safety and Health Administration (OSHA), Minnesota Department of Health (MDH), Minnesota Department of Labor & Industry (DOLI), Minnesota Department of Employment and Economic Development (DEED), Hennepin County Public Health and other health and safety guidance. The RCWD COVID-19 Preparedness Plan was developed using these guidelines and follows a template provided by the State of Minnesota.

RCWD workers are the organization’s most important assets. RCWD is committed to the safety and health of the staff while also keeping them working on the business of the District. Worker engagement is essential in
developing and implementing a successful COVID-19 Preparedness Plan. Staff have been involved in this process with:

- Communication and requests for input from the District Administrator related to COVID-19 concerns and returning to the RCWD office
- Communications from the office manager to critical sector staff through periodic emails regarding disinfectant supplies and face masks available onsite, in District vehicles, and in personal vehicles
- Lead staff for the water quality program created components of the preparedness plan for field work

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

If you are sick, stay home: Employees are expected to monitor their own health and screen themselves for COVID-19 symptoms as identified by the CDC including, but not limited to:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Headache
- Muscle Pain
- Sore throat
- New loss of taste of smell

Other less common symptoms to monitor include: gastrointestinal symptoms like nausea, vomiting or diarrhea. This list of symptoms might continue to change as additional public health guidance is made available.

An employee should consult with their health care provider if they have any questions about whether they should be tested for COVID-19. If their provider determines that the employee should be tested, that provider will also recommend a testing facility or may refer the employee to the Minnesota Department of Health’s list of testing facilities across the state.

An employee MUST inform the District Administrator, Nick Tomzcik (763-398-3079 or ntomczik@ricecreek.org) or in his absence delegate Office Manager Theresa Stasica (763-398-3070 or tstasica@ricecreek.org) if they have a confirmed COVID-19 positive test result or a presumptive COVID-19 diagnosis from a health care provider.

If there is a confirmed COVID-19 positive test result or a presumptive COVID-19 diagnosis from a health care provider:

1. The Office Manager will alert the property manager for any necessary cleaning or disinfection of the District office and potential contamination of building common space from potential exposure
2. Based on a judgment of potential exposure, the Administrator will determine which other District managers or staff should be informed based on best likely contact with infected persons or surfaces

Administration will take reasonable steps to maintain anonymity of the person with the confirmed or presumptive diagnosis and to protect the privacy of the employee’s health information.
Employees that have no symptoms and no confirmed/presumed diagnosis but think they have been exposed to COVID-19 (through a household member or other person who is sick/diagnosed) must follow the same procedures for informing the Administrator. The RCWD will follow current CDC and MDH guidelines on whether and how employees exposed will return to the workplace and cleaning/disinfecting the workspace.

**Becoming sick**

If an employee begins to experience symptoms or feel sick during the workday, the employee must immediately inform District Administrator Nick Tomczik (763-398-3079 or ntomczik@ricecreek.org) or in his absence delegate Theresa Stasica (763-398-3070 or tstasica@ricecreek.org), and the employee must leave the worksite.

The employee should contact their health care provider for additional screening or testing and seek treatment if necessary. Employees should self-isolate for the period of time recommended by the health care provider and/or the public-health guidance of the CDC and MDH.

RCWD has implemented leave policies that allow and encourage workers to stay at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. These policies can be found in the RCWD Employee Handbook, sections 5.5 through 5.56. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions can also be found within the RCWD Employee Handbook, section 5. Employment Benefits.

RCWD has implemented a policy to inform a manager or staff if they have been exposed to a person with COVID-19 at the workplace and requiring that they not perform RCWD work outside of the home for the required amount of time. The policy is for the Administrator to contact each staff member by email or phone regarding the exposure.

RCWD has implemented a policy to protect the privacy of workers’ health status and health information. This policy is described within the RCWD Employee Handbook, section 3. Employment Practices.

RCWD management of illness of employees and their families will conform to legal requirements (see attached State of Minnesota guidance, "Worker Protections Related to COVID-19").

**Handwashing**

Basic infection prevention measures are required for staff at RCWD workplaces. Workers are to wash their hands for at least 20 seconds with soap and water frequently throughout the day and especially at the beginning and end of their shift, on entering the RCWD workplace from a public space, prior to any mealtimes, and after using the toilet. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers with greater than 60% alcohol) are at the entrances and several locations in the workplace. They can be used for hand hygiene in place of soap and water as long as hands are not visibly soiled.
The District will provide employees handwashing/sanitizer supplies and facilities where applicable. Workers will be allowed extra time to perform handwashing to meet this precaution. A bottle of hand sanitizer will be available at the front entrance for customers and visitors to use.

**Respiratory etiquette: Cover your cough or sneeze**

Workers, customers, and other visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands. Tissues should be disposed of in trash receptacles and hands should be washed or sanitized immediately after a cough or sneeze. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and other visitors.

"Help slow the spread of COVID-19" signs will be posted in the District office.

**Social or physical distancing and mask requirements**

Social distancing of six feet will be required and maintained between workers, customers and other visitors in the workplace through the following engineering and administrative controls:

- Only essential workers who cannot complete their jobs remotely will be allowed in the office at this time; the majority of staff will work remotely with workstation computers provided
- Staff in the field will be expected to maintain a physical distance of six feet from other workers or individuals if at all possible and to wear a mask if that minimum distance cannot be met
- The District will provide recommended face masks to employees at work and in the field with instructions on how they should be worn and frequency of cleaning; employees and visitors must wear masks within the office, garage, and the building’s common spaces. Staff may remove their mask while alone and occupying their designated desk.

**Cleaning, disinfection, and ventilation**

RCWD is implementing regular housekeeping practices including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles, and areas in the work environment, including break rooms, lunchrooms, meeting rooms, and other shared spaces. RCWD staff is required to conduct this cleaning and disinfecting. RCWD staff must adhere to best management practices (gloves, handwashing) when retrieving and handling mail and accepting deliveries to the office. The District will provide bottled sanitizer spray in the office for each staff person to frequently clean their workplace and common area that they use.

Staff are also responsible for daily cleaning of their designated office/desk and door/entry area cleaning and disinfecting high-touch areas, such as phones, and keyboards. The shared areas of the office, conference rooms, copy machine, thermostat, kitchen, and garage will be cleaned by the user after use. RCWD suite door handles will be cleaned daily by designated employee.

The building manager has informed the District that the RCWD offices are cleaned Monday, Wednesday, and Friday and common areas including the restrooms are cleaned once in the evening Monday through Friday. This
includes elevator panels, railings, and door handles. The cleaning company is using an all-purpose sanitizing cleaner.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

The building manager is responsible for the ventilation systems. The building manager represents that the maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained.

**Field Work**

The Rice Creek Watershed District operates several programs (Public Drainage System, Lake and Stream Program, Regulatory Program) requiring field work. These programs are managed in house, and operated by District staff, contractors, and volunteers. Program activities include water sample collection, water measurements and readings (stage height, temperature, pH, dissolved oxygen, etc), equipment installation and maintenance, inspection of earth work and construction, review of site elevation, vegetation, and hydrologic conditions.

Changes to the District’s program procedures were developed with consultation from a consortium of Twin Cities water monitoring agencies (the Twin Cities Water Monitoring and Data Assessment Group was consulted when drafting these changes), consideration of available best management practices and staff.

**Changes to Program Procedures of District Staff:**

District staff will adhere to social distancing and hygiene guidelines detailed in this document. Additionally, field staff will

- Clean surfaces between staff contact, including vehicle interiors, field equipment (laptop, soil auger, reference manuals, reports, boat/canoe equipment, etc.)
- Work alone whenever possible
- Drive in separate vehicles to monitoring sites when working alone is not possible

**Changes to Programs by District Contractors**

Monitoring work conducted by District contractors will abide by the Governor’s orders and guidance provided by the Minnesota Department of Employment and Economic Development (DEED). Contractors have been, and will be, asked to independently verify that their activities are consistent with the Governor’s orders and other applicable standards and guidance.

**Changes to Monitoring by District Volunteers**

Volunteer programs are being evaluated on a case-by-case basis, based on the monitoring activity, and the potential of conducting that activity while safely abiding by MDH social distancing guidelines and also follow the Field Work section of the RCWD COVID-19 Preparedness Plan.
Communications and training

This COVID-19 Preparedness Plan will be sent to all managers and staff upon approval by the RCWD Board of Managers and will be posted in the RCWD offices and on its website. Training and discussion will take place at one or more meetings of staff and managers. Additional communication and training will be ongoing at staff meetings and in regular email communications and provided to all workers who did not receive the initial training. The RCWD will maintain documentation of training.

Instructions, expectations, and plan details will be communicated to customers and other visitors. Information will be posted on the RCWD website and on signs outside the office. This information will relate to: delivery of materials, entering RCWD offices, social distancing requirements, required hygiene practices, and face mask requirements. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and the District Administrator will monitor the effectiveness of this preparedness plan and continue to review, provide training, and update as necessary. This COVID-19 Preparedness Plan has been approved by Rice Creek Watershed District Board of Managers on June 24, 2020.

Certified by:

________________________________________
Nick Tomczik
Rice Creek Watershed District Administrator
District office visitors

The term visitor within this plan includes any person who is not a Rice Creek Watershed District employee.

Rice Creek Watershed District will not allow a visitor who is COVID-positive or exhibiting symptoms associated with COVID to enter the office. For more information, please visit our website.

All visitors are to practice adequate social and physical distancing and recommended hygienic measures within the RCWD office.

All visitors to the office are required to wear a properly fitted covering of the mouth and nose. Visitors are encouraged to bring their own coverings. If a visitor is unable to wear a face covering for a medical reason, a reasonable accommodation will be attempted on request.

Visitors will be asked to comply with these requirements and may be asked to leave the office if they do not comply.

 Signs regarding these requirements will be posted on District’s Office front door, 2-side doors, in the common areas of the office, garage, and the conference room door as well as the RCWD website.
Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General


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


Businesses


MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials


Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates


Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze


CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html
**Social distancing**


MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

**Housekeeping**


Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

**Employees exhibiting signs and symptoms of COVID-19**


MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)


**Training**


MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)
Worker protections related to COVID-19

Employees are protected by a number of state and federal laws. These protections and employers’ legal obligations are discussed in more detail below. Further updates and guidance for Minnesotans about COVID-19 are available at www.mn.gov/covid19.

Use of sick leave

If your employer allows you to take time off for your own illness, your employer must also allow you to take time off to care for an ill minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Your employer must allow you to use your sick time in the same manner as the employer would allow you to use the leave for yourself. Under current law, this provision may not apply to all employees and all employers.

Contact the Minnesota Department of Labor and Industry (DLI) at 651-284-5075, 800-342-5354 or dli.laborstandards@state.mn.us with questions.

The cities of Duluth, Minneapolis and St. Paul have sick and safe time ordinances that require employers to offer paid time off when employees are sick:

- Duluth sick and safe time leave;
- Minneapolis sick and safe time leave; and
- St. Paul sick and safe time leave.

Family Medical Leave Act (FMLA)

Under the federal FMLA, covered employers must provide employees job-protected, unpaid leave for specified family and medical reasons, which may include COVID-19 where complications arise. Employees on FMLA leave are entitled to the continuation of group health insurance coverage under the same terms as existed before they took FMLA leave.

Call the U.S. Department of Labor (DOL), Wage and Hour Division, at 866-487-9243 with questions or see U.S. DOL COVID-19 FMLA guidance.

Federal Families First Coronavirus Response Act (FFCRA)

The FFCRA requires certain employers to provide employees with expanded family and medical leave for specified reasons related to COVID-19. The expanded family and medical leave provisions of FFCRA apply to certain public employers and to private employers with fewer than 500 employees. Small businesses with fewer than 50
employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern. Also, health care providers and emergency responders can be excluded.

Generally, FFCRA provides that employees of covered employers are eligible for:

- two weeks (up to 80 hours) of paid leave at the employee’s regular rate of pay (up to $511 a day and $5,110 in the aggregate), where the employee is unable to work because the employee is quarantined (pursuant to federal, state or local government order or advice of a health care provider) and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- two weeks (up to 80 hours) of paid leave at two-thirds the employee’s regular rate of pay (up to $200 a day and $2,000 in the aggregate), where the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state or local government order or advice of a health care provider) or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19; and
- up to an additional 10 weeks of expanded family and medical leave at two-thirds the employee’s regular rate of pay (up to $200 a day and $10,000 in the aggregate), where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Call the U.S. Department of Labor, Wage and Hour Division, at 866-487-9243 with questions or visit www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave#_ftn3.

Employers cannot discriminate

Workers have the right to request reasonable accommodations

Individuals with disabilities have the right to request “reasonable accommodations” from employers that are subject to the Americans with Disabilities Act and/or the Minnesota Human Rights Act. If you have a disability that affects your risk for contracting COVID-19 or being harmed if you do contract the virus, you have the right to request a reasonable accommodation from your employer. Examples of reasonable accommodations include:

- teleworking;
- paid, sick, unpaid leave;
- staggered work schedules; and
- changing workstations to practice social distancing.

When requesting a reasonable accommodation, describe the nature of the accommodation requested and how it will assist you in performing the essential functions of your job.

Reminders for employers

Employers may ask employees if they are experiencing influenza-like symptoms, such as a fever, chills, a cough or a sore throat. Employers must maintain all information about employee illness as a confidential medical record in compliance with state and federal law.
During a pandemic, employers may not ask employees who do not have known or apparent influenza symptoms whether they have a medical condition the Centers for Disease Control and Prevention (CDC) says could make them vulnerable to influenza complications. Under no circumstances may an employer make decisions based on stereotypes or bias.

If employees voluntarily disclose to their employer that they have a medical condition or a disability that places them at higher risk of COVID-19 complications, the employer must keep this information confidential.

Employers may not assume employees with known medical conditions or disabilities are at heightened risk of complications from COVID-19. For more information about pandemic preparedness in the workplace and relevant legal requirement for employers, visit [www.eeoc.gov/eeoc/newsroom/wysk/wysk_ada_rehabilitation_act_coronavirus.cfm](http://www.eeoc.gov/eeoc/newsroom/wysk/wysk_ada_rehabilitation_act_coronavirus.cfm).

Contact Minnesota’s Discrimination Helpline if your employer denied you a reasonable accommodation by calling 833-454-0148 or [submitting this online form](#). Translation and interpretation services are available.

**Workers cannot be fired or denied the opportunity to be rehired for applying for unemployment insurance**

Employers also may not discriminate against employees because they have applied for or received unemployment insurance (UI) benefits. Under the Minnesota Human Rights Act, it is unlawful for an employer to terminate or otherwise change the terms and conditions of an employee’s work because that employee applied for or received UI or any other type of public assistance.

Contact Minnesota’s Discrimination Helpline if your employer fired or refused to rehire you because you filed for unemployment insurance during COVID-19 by calling 833-454-0148 or [submitting this online form](#). Translation and interpretation services are available.

**UI benefits**

If you lose your job or had your hours greatly reduced, you should apply for UI benefits. The application process allows you to tell the UI program why you are not working. To get more information about UI or to apply for benefits, visit [www.uimn.org](http://www.uimn.org).

Gov. Tim Walz issued a March 16, 2020, executive order to better enable workers affected by the COVID-19 pandemic to access UI benefits. For more information about this executive order and some frequently asked questions and answers, visit [www.uimn.org/applicants/needtoknow/news-updates/covid-19.jsp](http://www.uimn.org/applicants/needtoknow/news-updates/covid-19.jsp).

**Protections for workers who contract or have been exposed to COVID-19**

Under a state health law, if you have contracted or been exposed to COVID-19 and the Minnesota Department of Health (MDH) recommends you stay home (isolate or quarantine yourself), your employer may not discharge, discipline or penalize you for missing work. This protection also applies if you need to care for a minor or adult family member for whom MDH recommends isolation or quarantine. (The adult family member must have a...
disability or be a vulnerable adult.) This employment protection is available for 21 workdays. For more information, call the number MDH will give you with its recommendation.

**Workers’ compensation**

If you contract a disease that arises out of and in the course of your employment, you may be entitled to workers’ compensation benefits, including payment for wage loss and medical benefits. However, you must show you contracted the disease due to your employment.

If an emergency responder contracts an infectious or communicable disease they are exposed to in the course of employment outside of a hospital, the disease is presumed to be an occupational disease due to the nature of their employment.

If you are not ill, but must stay home from work because you were exposed to the virus, you are not entitled to workers’ compensation benefits under current law.

A new law was enacted effective April 8, 2020, that states certain employees are presumed to have an occupational disease covered by workers’ compensation. For a summary of the new law and FAQs, visit [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates).

Every case is fact specific. Call DLI at 800-342-5354 (press 3) if you have a question about whether you are entitled to workers’ compensation benefits.

**Final wages**

If your employment ends and your former employer has not paid you your final wages, there are several steps you can take to ensure you are paid all the wages you are due. To learn what steps you can take to receive your final wages, visit DLI’s [Making a demand for final wages webpage](http://www.dli.mn.gov/updates).

**Changes to working conditions**

**Overtime mandates**

If employers schedule and require employees to work overtime hours, they must pay any overtime that is earned under either state or federal law. State law provides one exception to required overtime for nurses.

Other employees may be covered by collective bargaining agreements that contain provisions allowing employees to opt out of overtime hours.

**Work location changes**

Employers are required to track, record and pay for all hours of work performed by employees and may, in certain circumstances, be required to reimburse employees for work-related expenses. These expenses may not be required to be reimbursed until the end of employment.
Hours worked; hours paid

Salaried exempt workers

Under limited situations when a business decides to cut business hours, the employer can reduce the salary of an exempt worker. If a salaried exempt worker misses a full day of work for reasons other than the employer stating that no work is available, the employer may deduct a proportional amount of their salary. This deduction can only be made if the employee does not complete any work activities during that day. The employer cannot deduct from a salaried exempt employee’s weekly salary if the reason for an absence is that there was no work available, unless there is no work available for the entire workweek.

Volunteering

Unpaid volunteer work may be performed for nonprofit organizations or government agencies. For-profit employers are required to pay the minimum wage and overtime, among other labor standards requirements, for those completing work activities.

Workplace safety and health


Reporting health and safety concerns at work

Your employer may not retaliate against you for reporting health and safety concerns at work. If you believe your employer retaliated against you, you may file a complaint with Minnesota OSHA (MNOSHA) Compliance within 30 days of the adverse employment action.

Refusal to work

You have the right to refuse to work under conditions that you, in good faith, reasonably believe present an imminent danger of death or serious physical harm to you. Serious physical harm may include a work illness that results in permanent disability, temporary total disability or medical treatment.

A reasonable belief of imminent danger of death or serious physical harm includes a reasonable belief of the employee that the employee has been assigned to work in an unsafe or unhealthful manner with an infectious agent. Coronavirus is considered to be an infectious agent.

Your employer may not fire you or otherwise discriminate against you for your good faith refusal to perform assigned tasks if you have asked your employer to correct the hazardous conditions but they remain uncorrected. If you have refused in good faith to perform assigned tasks, and your employer does not reassign you to other work, you may contact MNOSHA Compliance to request assistance. MNOSHA Compliance will contact your employer to try to resolve your concern. If MNOSHA Compliance determines you would have been placed in imminent danger of death or serious physical harm by performing the work, then you are entitled to receive pay for the work you would have performed.

Contact MNOSHA Compliance at osha.compliance@state.mn.us, 651-284-5050 or 877-470-6742 with questions.