

# COVID-19 Preparedness Plan for Borden, Steinbauer, Krueger & Knudson, P.A.

**BSKK** is committed to providing a safe and healthy workplace for all our workers and clients. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Attorneys and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our staff, attorneys and clients. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Attorneys and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan

Our staff are our most important assets. We are serious about safety and health and keeping our staff working at **BSKK**. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by taking their feedback and suggestions as to the best practices for safety. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

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

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. All staff are encouraged to stay home if they have Covid-like symptoms, and to voluntarily go home if they feel symptoms.

**BSKK** has implemented leave policies that promote staff staying 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. Staff is provided earned sick time and BSKK will follow all state and federal laws regarding Covid leave.

**BSKK** has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Staff are informed by email and text message of any such exposure.

## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Staff 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 toilet. All visitors to the office will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

**Handwashing or hand sanitizing will occur before and after every client in-person contact, including client drop off of paperwork.**

## Respiratory etiquette: Cover your cough or sneeze

Staff and visitors are being 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. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

## Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Staff are encouraged to remain socially distant throughout the day; staff are provided with cloth mask; staff are provided with hand sanitizer and encouraged to wash hands frequently. Client in-person contact is minimized to essential contact (estate plan signings, deeds, notarizations, phone or video court hearings), and email and telephone contact are the primary method of communication. Staff, visitors and clients are prohibited from gathering in groups. Staff and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

If clients must come into the office, they and staff will be asked to wear masks, keep socially distant, and hand wash or hand sanitize when they enter and leave the office.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as conference room furniture, phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

## Communications and training

This Preparedness Plan was communicated to all staff on May 1, 2020, and necessary training was provided. Additional communication and training will be ongoing and provided to all staff who did not receive the initial training. Instructions will be communicated to clients about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the client, the staff and other customers, and about the recommendation that clients use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been. Management and workers are to work through this new program together and update the training as necessary

Sincerely,

Charles Steinbauer, Patrick Krueger and Virginia Knudson