

COVID-19 Preparedness Plan for AAP, Inc. DBA Baxter Café and Catering

AAP, Inc. is committed to providing a safe and healthy workplace for all our workers [**and customers**]. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers 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 workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **AAP, Inc.** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **AAP, Inc.** Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process they are concerned with mask usage, we have reusable/washable masks and face shields. Face shields are for those that have issues with breathing through the masks. Staff has discussed the when, how and where the cleaning is done. We are using a peroxide disinfectant cleaner. All staff will be and have been instructed on the need for temperature taking of staff and customers when inside seating is allowed. (we have Medical Infrared Thermometers). We have laid out the restaurant for social distancing with 50% seating. Staff decided on how seating and flow of the restaurant will work. Our instructions will be posted on the entrance door. We will have a entrance and exit door. 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;
- cleaning, disinfecting, decontamination and ventilation;
- 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.
- protection and controls for pick-up, drop-off and delivery;
- communications and instructions for customers.

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

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. No employee is to show up for work if they are not feeling well. All Staff will have their temperature taken when they arrive in the restaurant. The person that takes the temperature is the contact person for COVID-19 for that shift. All staff members will be trained to be the contact person so there is always a person trained to do it. If a staff member is experiencing

symptoms they are to call the restaurant, get a Covid-19 test and stay home until the results of the test are known.

AAP, Inc. has leave policies that promote workers 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. Check your employee hand book for details on benefits. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Our policy on underlying conditions are that you control your health issues by communicating your needs and wishes to Management.

AAP, Inc. has also implemented a policy for informing workers if there is an exposure to the Covid-19 here at the restaurant all staff that were working will be notified immediately and quarantine will be as required by CDC and local health care providers.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. No one will be told of anything on why you are not at work or from your medical release form.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Our regular hand washing stations are to be used. There will be a sanitizing station in the entrance of the restaurant for customers and employees to use when entering. Restrooms are there for customers to use. The doors will be sanitized regularly to stop cross contamination.

Respiratory etiquette: Cover your cough or sneeze

Workers, customers 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 provided trash receptacles and wash or sanitize their hands immediately afterward.

Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls. We covered the social distancing issue in the first paragraph but here it is again. We have laid out the restaurant for social distancing with 50% seating. Staff decided on how seating and flow of the restaurant will work. Our instructions will be posted on the entrance door. We will have a entrance and exit door. Guests will be allowed to congregate in the waiting area with not over a count of 6. Guest will be asked to call when in the parking lot for information or stand outside monitoring their social distancing if there is more than 6 people in the waiting area. 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.

Cleaning, disinfection, and ventilation

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, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, credit card readers, delivery equipment, etc. Cleaning of tables and surrounding area after each use of that table. We will be cleaning and sanitizing the entrance and cashier area every hour. We will be using clean pens and dirty bin for pens. We will not touch credit cards unless absolutely necessary. After handling money we will have sanitize wipes for the staff to clean and sanitize their hands when at the register.

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. We are using Peroxide Disinfectant from EcoLab. It is the product we use for the Rino Virus. We use wipers and paper towels with vinyl or nitrile gloves. 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. Steps are also being taken to minimize air flow blowing across people. Our fresh air economizer is wide open and has been checked by SCR Northern to ensure proper working.

Communications and training

This COVID-19 Preparedness Plan was communicated in a training session to all workers **5/30/2020** and necessary training was provided. Additional communication and training will be ongoing daily as needed and provided to all workers who did not receive the initial training. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and in-store shopping will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or in-store shopping. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. We will post a note on the door on social distancing, and the use of masks. We will ask all customers to sanitize their hands with the sanitation wipes. Managers and supervisors are to monitor how effective the program has been implemented by observation. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **AAP, Inc.** management and was posted throughout the workplace 5/30/2020. It will be updated as necessary.

Certified by:
Kevin Stumpf

Owner of AAP, Inc.

Symptoms of COVID-19

- Symptoms of COVID-19 can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19.
- Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
- Talk to your health care provider if you have questions or concerns about symptoms.

Contact with someone who has COVID-19

- If you are a close contact (e.g., household or intimate contact) of someone who was told by their health care provider that they have COVID-19, you should monitor your health for 14 days.
- Stay home as much as possible.
- Some people may be required to go to work.
- Before you go to work, please work with your supervisor or occupational health staff to arrange ways for you to check your symptoms in the morning before you go to work.
- If you do go to work, monitor for symptoms, wash your hands, and wipe down surfaces.
- Health care workers should check with their employee health office or supervisor. See if you can be reassigned to non-direct patient care duties. If there is a shortage of health care workers and you must work, wear a surgical mask and practice good hand hygiene. In addition, do not see patients who are at high risk for severe disease if infected.

How long to stay home if sick

- If you have symptoms of COVID-19, stay home until all three of these things are true:
 - You feel better. Your cough, shortness of breath, or other symptoms are better.
 - It has been 10 days since you first felt sick.
 - You have had no fever for the last three days, without using medicine that lowers fevers.
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- Talk to your health care provider if you have questions.

CDC recommends [wearing cloth face coverings](#) in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community transmission. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others. These face coverings are not surgical masks or respirators

and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required.

Employees should continue to follow their routine policies and procedures for PPE (if any) that they would ordinarily use for their job tasks. When cleaning and disinfecting, employees should always wear gloves and gowns appropriate for the chemicals being used. Additional personal protective equipment (PPE) may be needed based on setting and product.

HAND WASHING

CDC recommends employees protect themselves from respiratory illness with everyday preventive actions, including good [hand hygiene](#). Employees should wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available, especially during key times when persons are likely to be infected by or spread germs:

- After blowing one's nose, coughing, or sneezing
- Before, during, and after preparing food
- After using the toilet
- After touching garbage
- Before and after the work shift
- Before and after work breaks
- After touching objects that have been handled by customers

Guests will be allowed to congregate in the waiting area with not over a count of 6. Guest will be asked to call when in the parking lot for information or stand outside monitoring their social distancing if there is more than 6 people in the waiting area. Guests can order online for easier social distancing and table reservations.

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 – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – 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: Building/business ventilation – 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: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

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

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

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

Federal OSHA – www.osha.gov

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/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

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

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

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

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

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf