

COVID-19 Preparedness Plan for Jr's Junction Inc.

Jr's Junction Inc. is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have a 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 and 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. Jr's Junction 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 Jr's Junction Inc. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by discussing what makes them feel safe, how ownership can help provide them with the tools and knowledge to successfully implement the COVID-19 Preparedness plan. 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;

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. A copy of the Center for disease control and prevention guidelines that identify symptoms, personal protection and home isolation procedures will be given to each employee as they are called back to work.

Jr's Junction Inc. has implemented 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. MDH currently requires accurate documentation for an employee who has flu/gastrointestinal symptoms requiring employees to stay at home/leave work for a minimum of 24 hours after being symptom free. Jr's Junction Inc. will also follow MDH and CDC recommendations of a 14 day

isolation of positive COVID-19. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Jr's Junction Inc. has also implemented a policy for informing workers 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. The official representative of Jr's Junction Inc. will notify employees of possible exposure via phone.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. No personal information will be shared with employees outside of possible contact.

Handwashing

Basic infection prevention measures are always being implemented at our workplaces. 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 restroom. 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 of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Jr's Junction Inc. will provide hand sanitizer stations at each entrance. The custodial engineer will fill and wash prior to opening establishment. Handwashing stations are already provided for employees throughout establishment.

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. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors. These posters will be displayed in bathrooms and at entrances.

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: Jr's Junction Inc has undergone a \$20,000 remodel to move the bar out so our staff can social distance the recommended 6 feet. There are marked spaces located at the bar, so customers can know where they can sit. Four tables, seating for a total of 24 people have been removed from establishment. This will allow more than 6 feet per table. Customers will be discouraged from gathering in more than groups of 10 outside of their family. Our staff has been reduced because of lack of business. Employees will be provided with personal protective equipment for use at their own

discretion. Condiment Caddy and Tables will be sanitized in between each use. The bussing manager has trained the bussing staff on how to properly sanitize after clearing the table.

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, lunchrooms, meeting rooms, checkout stations, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, etab screens, controls, door handles, railings, copy machines, credit card and license readers, delivery equipment, etc. The custodial engineer cleans the entire bar prior to opening daily. The custodial engineer has also informed the staff on proper procedures for cleaning and sanitizing throughout the business day. Products used daily include but are not limited to; sanitizer with greater than 70% isopropanol, bleach mixed to the right ppm, Lysol, Clorox.

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 custodial engineer has made sure the SDS is updated and in compliance with OSHA and the MDH recommended guidelines and has updated staff on location of materials. 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. A replacement schedule has been implemented for the HEPA filters.

Communications and training

This COVID-19 Preparedness Plan was communicated via social distancing to all workers on 5/20/2020 and necessary training was provided. Additional communication and training will be ongoing verbally 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 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. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 by posters on each entrance. Managers and supervisors are to monitor how effective the program has been implemented by conducting daily and frequent inspections to ensure Preparedness plan is being implemented and followed. 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 Jr's Junction Inc. management and was posted throughout the workplace 5/20/2020. It will be updated as necessary.

Certified by:

Robert Smude

President

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