

# COVID-19 Preparedness Plan template and instructions

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

A business’s COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement at a minimum the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. housekeeping, including cleaning, disinfecting and decontamination;
5. communications and training for managers and workers necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

This document includes a sample COVID-19 Preparedness Plan that meets the criteria listed above. No business is required to use this model. If you choose to use this model, you must adapt it to fit the specific needs of your business.

# Plan for Kavanaugh's Sylvan Lake COVID-19 Preparedness Resort

Kavanaugh's is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following 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 that requires full cooperation among all Team members. Only through this cooperative effort can we establish and maintain the safety and health of our Team and workplace.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Kavanaugh's managers and supervisors have full support in enforcing the provisions of this policy.

The Kavanaugh's Team is our most important asset. We are serious about safety and health and keeping our team working. Kavanaugh's Team involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our Team in this process by having them share best practices in safety and how to lay out the process that works the best for our team members. We are committed to making sure that our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

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

## **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. We will screen each team member each day by questioning them on any possible symptoms and with regards to their self-evaluation of temperature and possible symptom. We will check at the end of the day if Team members are feeling well and to let us know of any change's health wise. If an individual is showing signs of being systematic on arrival, they will be told to return home and isolated until they can depart. They may include:

- A new fever (100.4 F or higher) or sense of having a fever
- A new cough that you cannot attribute to another health condition (ex. Allergies)
- New shortness of breath that you cannot attribute to another health condition
- A new sore throat that you cannot attribute to another health condition.

- New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity.
- Temperature checks are allowed but not required.
- Kavanaugh's will require 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. Team members will be given the proper time off and will be brought back upon completion of any necessary quarantine. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Kavanaugh's 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. All team members who may have come in contact with someone infected by Covid-19 will be notified via direct call and all proper measures will be taken immediately with regards to the team members health.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. All discussions will only take place between the individual team member and management as necessary.

## **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 toilet. All visitors to the facility 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, if hands are not visibly soiled.

At Kavanaugh's we take handwashing and hand sanitizing very seriously and will have numerous areas available for both. Our office areas, laundry, workshop, and pool areas will have handwashing areas with soap as well as sanitizing solution available. All team members will have their own designated hand sanitizing gel.

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

Workers 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. We have placed posters and reminders in all public areas and employee areas.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Kavanaugh's is implementing best practices for carrying on social distancing throughout the property. We are reducing the occupancy of staff areas while adding additional outdoor seating with proper spacing. All vehicles will have either proper spacing or a protective barrier to separate team members. Each team member will have their own designated hand sanitizer for only their use, their own sanitizing spray bottle and will have tissues available. All team members will use disposable gloves and will be encouraged to use masks. Workers and visitors are prohibited from gathering in groups and 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.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. In addition to our regular and increased housekeeping measures we are also adding Hand Sanitizing Stations throughout the property, hand washing areas and separations barriers. We are also using sanitizing spray to wipe down all handles after each us.

## **Communications and training**

This Preparedness Plan will be communicated by individual copies before they start work and necessary training and discussion will be provided. Additional communication and training will be ongoing with regular team meetings and dialogue and team input will be highly regarded. Continued training will be provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by monitoring and surveying all team members and asking for their continued input. Management and workers are to work through this new program together and update the training as necessary via regular consultation. This Preparedness Plan has been certified by Kavanaugh's Sylvan Lake Resort management and was posted throughout the workplace effective no later than May 1, 2020. It will continue to be updated as necessary.

Certified by:

John Kavanaugh, Mark Kavanaugh, Dave Kavanaugh, Tom Kavanaugh  
**Kavanaugh Sylvan Lake Resort Ownership**



# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

## General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

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

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

## Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

## Respiratory etiquette: Cover your cough or sneeze

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

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

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

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

## Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[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)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## Employees exhibiting signs and symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

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

## Training

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

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)