



KNOTTY PINE
— **BAKERY** —

COVID-19 Preparedness Plan for Knotty Pine Bakery

Knotty Pine Bakery is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, 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 workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Knotty Pine Bakery 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 Knotty Pine Bakery. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by meeting individually with staff members to explain our policies and procedures and providing opportunity to get staff feedback and answer any questions/concerns. 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

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. Employees will be asked to complete a health screening survey at the start of each shift; anyone reporting symptoms will be asked to go home. Anyone who begins to experience symptoms while at work must report to a manager immediately and will be sent home immediately. Anyone experiencing symptoms prior to reporting for a shift will be asked to call in to speak with a manager and will be asked to stay home. An employee who has been exposed to anyone with a positive COVID-19 test or anyone with any symptoms or if they themselves have any of the mentioned symptoms will be required to self isolate for 14 days.

Knotty Pine Bakery 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. Staff will be informed as soon as possible if such a situation has occurred.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. A staff person reporting sick will be able to do so anonymously and their name and health information will be kept confidential.

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 visitors to the facility will be required to use hand sanitizer immediately upon entering the facility.

Handwashing stations are available on premises and will be supplied with soap and paper towels. Staff are required to wash hands or use hand sanitizer after each customer interaction in addition to washing hands after using the restroom, eating, or changing tasks. Hand sanitizer will be readily available to staff, in addition to disposable gloves.

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. This information will be posted in an area visible to both customers and staff.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Shifts are being staggered to reduce the number of employees on-site at a given time; signage and verbal instruction will be provided to employees to help maintain six feet of distance between workers and workers and customers. Non-medical masks will be provided to all employees to wear while at work; employees are responsible for laundering their own masks in between shifts. Gloves and disinfectant/hand sanitizer will be available to staff. Employees will be asked to wear a mask when interacting with customers and will be instructed to hand off items to customers while maintaining as much distance as possible. Employees will be required to wash hands or use hand sanitizer in between customer interactions.

Workers, visitors and customers are prohibited from gathering in groups. Workers 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.

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 phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Contact surfaces (door handles, counter) will be disinfected at least hourly and in between each use. Hillyard H-129 Sanitizer (quaternary solution) will be used for sanitizing surfaces.

Communications and training

This Preparedness Plan was communicated verbally to all workers on or before May 4, 2020 and necessary training was provided. Additional communication and training will be ongoing with updates/reminders provided at the start of each shift and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by monitoring worker behavior and providing correction/reminders as necessary. 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 Knotty Pine Bakery management and was posted throughout the workplace May 4, 2020. It will be updated as necessary.

Certified by:
Marie Kirsch
Owner, Knotty Pine Bakery