

COVID-19 Preparedness Plan for Moonlite Bay

Executive Order 20-48 issued by Gov. Tim Walz on April 30, 2020, requires each business in operation during the peacetime emergency establish a COVID-19 Preparedness Plan, This is our plan.

This COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, federal Occupational Safety and Health Administration (OSHA) standards and Executive Order 20-48, related to worker and customer - if the business has customer-facing operations - 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 (DLI), in consultation with MDH, has the authority to determine whether a plan is adequate.

Our COVID-19 Preparedness Plan includes and describes how we 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. customer controls and protections for drop-off, pick-up and delivery;
5. housekeeping, including cleaning, disinfecting and decontamination;
6. communications and training for managers and workers necessary to implement the plan; and
7. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

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COVID-19 Preparedness Plan for Moonlite Bay

Moonlite Bay 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. Moonlite Bay 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 Moonlite Bay. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by coordinating with our employees in the planning process to make sure they are comfortable with our measures when they return to work. 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. We are asking our employees if they are experiencing any symptoms of Covid 19 to not come to work. When our employees log in for their shift they will fill out a simple questionnaire that will list possible symptoms and them will have to confirm that they have not had any symptoms. It is our policy that if you are ill you are to call/message management and let them know, Management will confirm what there illness is and if this and documents that in our MN Department of Heath illness log book. If an employee happens to start to feel ill while at work they will be instructed to let management know immediately and they will be relieved of duties and sent home. We will be following the MN department of health and CDC guidelines on when they can come back to work.

Moonlite Bay 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. Our employees are encouraged to apply for unemployment during these times when they are sick, have sick family members or need to be quarantined. Paid sick leave will be addressed on a case by case basis. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. If for any reason an employee is unable to or uncomfortable with working during this pandemic we will do our very best to hold their position for them and seniority will be restored when they are able to return to work.

Moonlite Bay 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. We will be following the MN department of health and the CDC's guidelines on quarantining employees who may have been exposed.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. We have always and will continue to protect the privacy of our employees, this includes any health related information that we may have.

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 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. Fortunately as a restaurant our employees have been trained on proper hand washing and sanitizing procedures. Our staff has been retrained on the importance of glove wearing and proper hand washing. We have sanitizer dispensers available in many locations in the building.

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.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas and from using other workers' personal protective equipment. Tables and customer seating areas will be adjusted to meet the guidelines set by the state of Minnesota.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and areas in the work environment, including restrooms, break 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, railings, copy machines, credit card readers, etc. All areas that customers are seated or served will be properly sanitized between customers/seatings.

This Preparedness Plan was communicated verbally and in writing to all workers and necessary training was provided and will continue to be as conditions evolve. Additional communication and training will be ongoing as the situation and stipulations are expected to change and will be 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 with signage. Managers and supervisors are to monitor how effective the program has been implemented. 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 Moonlite Bay management and will be posted throughout the workplace before we are allowed to reopen to ensure we have the most current and up to date information available and it will be updated as necessary.

Certified by:

Jessica Eide

Owner and Operating Partner

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

General

CDC Coronavirus (COVID-19) - www.cdc.gov/coronavirus/2019-nCoV

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

MDH Businesses and employers: COVID-19 - www.health.state.mn.us/diseases/coronavirus/businesses.html

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

DLI Updates related to COVID-19 - www.dli.mn.gov/updates

Federal OSHA - www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

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

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

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

Social distancing

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

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

Housekeeping

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

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

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

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

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

Training

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

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

www.osha.gov/Publications/OSHA3990.pdf