

COVID-19 Preparedness Plan template and instructions

Under Governor Tim Walz's Executive Orders, identified businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan.

A business's COVID-19 Preparedness Plan shall establish and explain the 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.

Your COVID-19 Preparedness Plan must include and describe how your business will implement, at a minimum, the following, in compliance with the guidelines and standards above:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. cleaning, disinfecting, decontamination and ventilation;
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.

If you are a retail business providing for pick-up, drop-off, delivery and/or in-store shopping or are a retail mall your plan must also include and describe how your business will implement, at a minimum, the following, in compliance with the above guidance and standards:

7. protection and controls for pick-up, drop-off and delivery;
8. protections and controls for in-store shopping;
9. protections and controls for shopping malls; and
10. communications and instructions for customers.

This document includes a template for a COVID-19 Preparedness Plan that includes the criteria listed above **and is developed to fit the potential needs of different types of businesses. This template should be used with the checklist guidelines for creating a COVID-19 Preparedness Plan available at www.dli.mn.gov/updates**. No business is required to use this template. If you choose to use this template, you must adapt it to fit the specific needs of your business while ensuring it meets the minimum requirements set out above.

COVID-19 Preparedness Plan for Cedar Chest, Crosslake, MN.

Cedar Chest is committed to providing a safe and healthy workplace for all our workers, our customers and our delivery companies workers. 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 our 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. **Cedar Chest** 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 **Cedar Chest and at the same time protecting our families**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **holding daily meetings to discuss concerns, safety practices and proactive methods to protect them and our customers. Our managers are available daily to address any situation that may arise that our staff sees as a potential risk or problem. Management is committed to solving any concerns promptly**. 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. **Cedar Chest staff has followed all procedures required prior to the covid – 19 outbreak by the Minnesota Department of Health. In addition to those requirements, we are taking temperatures of all staff before entering the building and**

requiring employees to not come to work if they are experiencing any illness. If a staff member becomes ill during work, that employee will be isolated, and a medical professional will be contacted for advice on how to address symptoms. The area will be cleaned and sanitized before being used.

Cedar Chest has 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. **Although we do not have paid family sick leave in our business at this time, we will do everything we can to help staff members through their quarantine.** Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. **Any staff member or family member living in the same household as staff member, who has underlying condition that makes them vulnerable to Covid-19 virus will not be required to return to work.**

[**Cedar Chest**] 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. **[If a staff member is exposed to Covid-19 at the workplace, Cedar Chest will put the staff member(s) on quarantine notice until that person(s) is cleared by showing no symptoms to reenter the workplace. The Minnesota Department of Health will be contacted for procedures on when members can return and business will be closed for cleaning and sanitizing.** In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **[The privacy of our employees is important to us. We will not disclose any information without employee written consent.]**

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. 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.

[We have hand sanitizer available for both employees and customers at the entrance and exits, and also in areas occupied by staff members regularly. We have several areas that are easily accessible for hand washing with soap and water and require employees use that area as often as possible. Signage is also used to direct our customers where those facilities are located.

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. **Signage is used to remind staff and customers to be responsible. Do's and don'ts for protecting others and yourself!**

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: **Social distancing is required by employees. Maintain a distance of 6 feet from co-workers and customers. Tables will be spaced so seated customers will be 6 feet apart when we reopen to the public. All pens and utensils will be sanitized immediately after use, Workstation screens will be sanitized between users. A protective Plexiglas shield installed at pay stations. Credit Cards will be sanitized after handling and employee will sanitize hands. Protective masks are provided and required for staff. Pick up areas are sanitized and allow for one customer to approach keeping a minimum of 6 feet distancing. Gloves are required as Minnesota Department of Health food code requires and for delivering takeout order. Gloves are required when cleaning used dinnerware and glassware from tables. Disposable masks are disposed of daily. Cloth masks are cleaned and sanitized after use. Traffic flow markings posted on floor and walls so customers can use entrance and exit doors.**

We strongly discourage staff from exposing themselves to others who do not take care in social distancing. Our staff shall be mindful of riding in and sharing vehicles.

Personal items are also sanitized and not shared.

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, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. **[Cedar Chest cleans and sanitizes all surfaces such as tables and chairs after use. We use a food grade sanitizer in our kitchens and on dining tables. Soap and water is used to clean equipment and furniture and followed by sanitizer. Staff members are required to clean and sanitize their area routinely and after each shift. A morning cleaning team is also used. In the event a worker is symptomatic they will not be permitted to work and will be handled as described in the screening section. If a customer is symptomatic, which we hope we never have to access, we have signage warning persons who feel sick that they should not enter premises. If a problem arises after such customer is seated then we would follow guidelines recommended by Minnesota Department of Health AND CDC. Those guidelines are posted on the premises.]**

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. Sanitizers used are EPA Approved for Sars Covid and soap and water are used for cleaning before sanitizer is used. When using a spray or bucket and cloth application, equipment is left wet for 5 minutes to kill germs. Gloves and masks are worn while applying and disposing of **material**. 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. **Cedar Chest has central air conditioning and regularly cleans ducts and filters. Windows are open when weather permits.**

for circulating air.

Communications and training

This COVID-19 Preparedness Plan was communicated **at a meeting(s) and material has been read together and clarified** to all workers **[05/23/2020.]** and necessary training was provided. Additional communication and training will be ongoing by updating staff on new developments and reinforcing protocol, as well as being 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. **[Cedar Chest will post signage reminding customers not to enter if feeling ill or under the weather.]** Managers and supervisors are to monitor how effective the program has been implemented by having interviews with staff members and listening to concerns]. 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 **[Cedar Chest]** management and was posted throughout the workplace [05/23/2020]. It will be updated as necessary.

Certified by:

Kathleen A Murrer
President, Owner

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