



COVID-19 Preparedness Plan for Q Squares Stores

Q Squares Stores continue to be committed to providing a safe and healthy workplace for all our employees and our customers. We continue to have as safe and healthy workplace, in March 2020, we developed and will continue to follow our COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

Managers and employees are all responsible for the continued success of 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 employees, management, and our customers. Only through this cooperative effort can we maintain the safety and health of our employees and workplaces.

Q Squares Stores managers and employees have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at **Q Squares Stores**. Employee involvement is essential in a successful COVID-19 Preparedness Plan. We have involved our employees in this process by communicating in person and listening to their suggestions on how they think we can have the most success with our 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 employees; and
- management and supervision necessary to ensure effective implementation of the plan.



Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been well informed since March 2020 and encouraged to self-monitor for signs and symptoms of COVID-19. We are in direct communication with our employees, as they assess their health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. We have spoken to each employee individually and read the COVID-19 internal policy together, regarding swift communication with their direct manager if they have symptoms and or are caring for someone who has symptoms. Each employee has signed and dated this document, and are committed to continue this policy. We have been utilizing a strict, stay home policy, if our employees feel sick since March 2020. **Q Squares Stores** implemented leave policies in March 2020, that promote employees 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. In line with the FFCRA, we have created a COVID-19 policy, in-conjunction with their health care professional, our employees can be gone from their positions until they are cleared to come back to work based on their specific situation. **Q Squares Stores** has also continued the policy created in March 2020 for informing employees 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. In addition, a policy has been implemented to protect the privacy of employees' health status and health information.

Handwashing

Since before the COVID-19 pandemic, basic infection prevention measures were a constant in everyday life as an employee with our company. In March 2020 we placed more marketing material regarding hand washing in bathrooms, food prep areas, coat closets, and front desk areas for our staff. Employees 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, before and after they exit the building for any reason, 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 (with more than 60% alcohol) dispensers were given to each employee for their personal use, and refill stations are available at any time.



Respiratory etiquette: Cover your cough or sneeze

Employees, customers and visitors have always been instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing. Since March 2020 we have had one on conversations with our staff regrid the avoidance of touching their face, in particular their mouth, nose and eyes, with their hands. To dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette is demonstrated on posters and supported by making tissues and trash receptacles available to all employees, customers and visitors.

Social distancing

Since March 2020 Social distancing is recommended to and between employees, customers and visitors in the workplace. Q Squares Stores has provided face masks, gloves, and personal bottles of hand sanitizers to all of our employees. In March 2020 we helped each employee understand how to use the face masks, gloves and hand sanitizers correctly and encouraged questions and suggestions regarding social distancing. In March 2020 we removed seating areas used by customers, vendors, and employees. In March 2020 we installed counter-shield barriers between each customer and employee.

Cleaning, disinfection, and ventilation

Regular housekeeping practices have always been in place with our company as we do follow Health Department and CDC guideline for food service items. However, in March of 2020 we included all the hard surfaces areas into our sanitation schedule, and metered this function by every 30 minutes for non common areas, and at the cash registers, after each customer contact. The 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, 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.

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. We have opened doors, weather permitting, to allow for consistent airflow through the buildings. 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.



Communications and training

In March 2020 the Q Squares Stores COVID-19 Preparedness Plan was communicated to all employees directly by each store manager and the owner. The COVID-19 policies and necessary training was provided. Additional communication and training will be ongoing, monthly by way of new signage throughout the store, employee emails/text, and employee meetings. As new employees join our company, they will begin their COVID-19 journey from the beginning. As items change from the state and local governments, CDC, and MN Health Department we will continue to notify to all employees. Instructions for social distancing for our customers is visible by posters, signs and placards. Customers and visitors will see visible signs to the advisement not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Management and employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Q Squares Stores** management and was posted throughout the workplace in March of 2020. It will be updated as necessary.

Certified by:

Matthew Seymour

Owner, ADA Inc dba Q Squares