



COVID-19 Preparedness Plan for Red Rider Resort 05/14/2020

Red Rider Resort 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. **Red Rider Resort** 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 **Red Rider Resort**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process. **Staff is updated with current CDC guidelines and encouraged to email, text or call with any questions or concerns they do not want to talk about in a group meeting. Meetings are held weekly and ideas for keeping all persons on the resort premises safe is addressed at each meeting. Staff/owners have agreed to wearing masks whenever other people are near, wearing gloves when handling all laundry and changing gloves between dirty and clean, wearing gloves during all cleaning processes, and maintaining six feet distance from all other persons not living in the same homestead. Staff/owners have agreed to screening and temperature prior to arriving at the resort. Staff/owners agree to stay home and self-quarantine for an appropriate amount of days according to CDC guidelines if any symptoms are present. Staff is to call to inform owners if they (staff) have been exposed to persons with suspected or confirmed Covid 19 at which time owners will take responsibility for notifying those who have been in contact with this staff member. Re-evaluation is required prior to returning 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. **Staff/Owners are required to answer screening questions and take temperature prior to coming to work. Staff will call or text owners to notify them of any symptoms or fever or any contact with persons who are suspected or confirmed of having Covid 19. If a worker develops symptoms while at work, staff is to go home immediately and quarantine for an appropriate amount of days according to CDC guidelines.**

Red Rider Resort 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. **Staff/owners do not have sick leave or FMLA as this is a summer or second job and very part time. Staff are only required to inform owners if they are unable to come in and no penalties are given.** Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. **Staff who have underlying medical conditions or have household members who are at risk should stay home and return to work only when risk factors are eliminated.**

Red Rider Resort has 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. **Owners will take responsibility for notifying those who have been exposed and direct them in appropriate measures and amount of time to quarantine according to CDC guidelines. Evaluation of symptoms is required prior to returning to work.**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **Names and symptoms will not be shared with anyone else without written permission. Only pertinent information of being exposed will be shared.**

Handwashing

Basic infection prevention measures are being implemented at our resort 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. Red Rider Resort will 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. **Hand sanitizer and/or hand soap is provided for workers and guests in each cabin, restroom, and kitchen area. Staff/owners will check soap/sanitizer containers twice daily. Staff/owners are to wash/sanitize between handling clean and dirty laundry and/or other surfaces. Handwashing posters**

are available as reminders in each cabin, bathroom, and kitchen throughout the resort. Staff/owners are to wash/sanitize hands following any/all interactions with guests following drop-off or pick-up of laundry or wood.

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 used 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. **Cover Your Cough/Sneeze posters are available in each cabin, bathroom, and kitchen throughout the resort.**

Social distancing

Social distancing is implemented in the workplace through the following engineering and administrative controls: **Staff/owners are instructed to work independently and keep six feet of social distance between them and others at all times unless coming from the same household. To help with maintaining social distancing, only 3 staff may work at any one given time. List of new rules and along with this business plan will be posted in each cabin, bathroom, and kitchen throughout the resort. Owners will supply each staff member with their own mask and disposable gloves and will be stored in the resort utility room. Disinfectant cleaners and soaps will be provided by owners and stored in resort utility room. Staff are encouraged to wear masks at all times when on resort property but is required when around other people even when maintaining social distancing. Gloves are to be worn when handling dirty laundry, perform hand hygiene, and don new gloves before handling clean laundry. Same process is to be used for cleaning purposes, donning new gloves between dirty and clean surfaces. Guests will provide their own pillows. Guests will be given a bin or plastic bag and instructed to place dirty laundry inside and set outside the cabin door at checkout or when a change of linens is needed. Management will place a clean bin of linens outside the cabin and contact guests of its delivery. No room service will be available; however, guests may call/text owners with need for new towels and will be obtained through the bin/bag system delivery.** 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, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices have been 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. **Cleaning will take place between 10am-4pm and bathrooms will be cleaned again between 8pm-11pm.**

If additional cleaning is needed guests may call owners at the number provided in each bathroom and cabin. Cleaning supplies will include bleach, 80% alcohol, or other CDC approved disinfectant and will be used on all hard surfaces. If staff or guests become sick while on the premises information will be obtained as to all places they have been on the property and those areas will be closed down for a minimum of 2 hours while complete disinfection measures are taken to ensure those areas are safe for all persons to utilize again. If deemed appropriate, resort will close for an appropriate amount of time to allow for proper cleaning and refunds will be given to guests.

Communications and training

This Preparedness Plan was communicated **by staff/owner meeting over zoom and through sharing of this written plan** to all workers **May 12, 2020** and necessary training was provided. Additional communication and training will be ongoing **through zoom meetings or phone conversations and written communication via email or text** 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 **Owners/managers will provide active supervision and evaluate proper handwashing techniques at weekly meetings.** 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 **Red Rider Resort** management and was posted throughout the workplace 05/14/2020. It will be updated as necessary.

Certified by:

Teffany & Vernon Lewis

Owners Red Rider Resort & Campground