

## **COVID-19 Preparedness Plan for Ruttger's Bay Lake Lodge**

Ruttger's Bay Lake Lodge 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. Employees 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 employees and guests. Only through this cooperative effort can we establish and maintain the safety and health of our workplace.

Employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Ruttger's Bay Lake Lodge managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about their safety and health and want keep them working at Ruttger's Bay Lake Lodge. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by asking employee's to share their concerns. Employee concerns are address in our COVID – 19 guidelines. We welcome suggestion and feedback, and ask that those suggestions be shared to the department supervisor, who will, in turn, inform human resources. Employee suggestions and feedback will be reviewed by management and implemented as approved.

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 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 informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health statuses prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. Employees are advised to self-monitor, and if they experience any symptoms, are asked to self-quarantine for a minimum of three days. They should call their supervisor to let them know prior to their scheduled shift, and they should also contact Human Resources, 218.678.4640. If their supervisor and/or Human Resources do not answer they need to leave a message. In addition, Ruttger's Bay Lake Lodge has purchased two infrared forehead thermometers and will require all employees to report to one of two check point locations, so they can be scanned prior to each shift. If the employee has a temperature greater than 100.4 they will be told to return home and self-quarantine until their temperature has returned to normal for three days without the aid of medication. .

Ruttger's Bay Lake Lodge has implemented leave policies 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. Employees are entitled to paid sick leave and expanded Family and Medical Leave (FMLA) under the Families First Coronavirus Response Act (FFCRA or Act). See attachment.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Every effort will be made to provide safe working conditions for those employees. In addition to the steps being taken as outlined under **Housekeeping**, individual employees will be able to consult with the Human Resources Department to develop and implement additional safeguards as warranted.

Ruttger's Bay Lake Lodge has also implemented a policy for informing employees when they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. For employees who have worked in direct contact with an employee, for a prolonged period of time, who is experiencing symptoms. Employees will be told that their co-worker is having symptoms and they will be asked to self-quarantine, following the CDC guidelines for someone who is exposed. Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow [CDC recommended steps](#). Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days. All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and human resources and stay home.

In addition, a policy has been implemented to protect the privacy of employees' health statuses and health information. Anyone with COVID-19, or COVID 19 symptoms will be kept confidential by all employees.

### **Handwashing**

Basic infection prevention measures are in force at our workplace at all times. 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, prior to any mealtimes and after using the restroom. All guests will have access to hand sanitizing stations thru out the resort from the moment they arrive to the time of departure.

In areas where hand washing sinks are available, employees are encouraged to wash hands at these times.

- Before and after work shifts
- Before and after work breaks
- After blowing their nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing cloth face coverings

- When hands are visibly soiled.

In areas where hand washing sinks are unavailable hand sanitizer will be available for use in between guests. If a hand washing sink is unavailable and hands are visible soiled employees need to go wash hands in a hand washing sink, immediately, do not pass go. All employees will wash hands after using the restroom. Hand sanitizer will be available in all public areas for employees and guests to use. Hand washing sinks and hand sanitizer containers will be sanitized frequently.

### **Respiratory etiquette: Cover your cough or sneeze**

Employees and guests are being instructed to cover their mouth and nose with their upper 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 employees and guests. "Cover your cough" posters will be placed in breakrooms, public restrooms and other areas to remind staff and customers. Tissues, sanitizer and trash receptacles will be available, and emptied frequently.

### **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Ruttger's is currently limiting number of employees, who are in the workplace, by having employee's spread out while working in offices, all employees are encouraged to maintain social distance while working, if that is not possible, we are limiting the number of employees in an area. Where possible, some areas of the resort will have staggered shifts. Guests are asked to follow social distancing signage, and employee instructions. Employees are asked to not car pool at this time and not ride in enclosed vehicles together. Employees with concerns should take their concerns to their supervisor who will, in turn, inform Human resources of the concern. Employees who prepare or serve food will wear a face masks provided by Ruttger's. Employees who are entering occupied rooms will wear a face mask, provided by Ruttger's. Employees who feel more comfortable working with a mask may wear one. Ruttger's will provide a mask for you to wear. Plexiglas barriers are in front of guest contact points, and hand sanitizer available at those points. Where possible computers will be spaced out or relocated to provide for social distancing. Employees and guests are prohibited from gathering in groups. Employees and guests 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, breakrooms, lunchrooms, 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. All public spaces and high touch points will be sanitized frequently. In the main lodge our custodial team will be responsible for all public spaces. Housekeeping will be responsible for cleaning all guest rooms. Other areas will be the responsibility of the department to clean, those areas

are Golf and Grounds, Golf shop, Retail outlets, Marina and Housekeeping/Maintenance building. We are using soap and water, and Spartan Chemicals BNC -15, are being used to clean and disinfect. Kill times for BNC 15 have been sent to department heads. If an employee is diagnosed with Covid 19 we will try to leave the area empty for 24 hours where possible and then the affected area will be cleaned and disinfected.

### **Communications and training**

This Preparedness Plan was communicated emailed, posted in breakrooms, and available in print to all employees on 5.13.20 and necessary training was provided. Additional communication and training will be ongoing. As employees return to work they will be given a copy of the preparedness plan as well as training. Instructions will be communicated to vendors about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the vendor, the employee and the guests, and about the recommendation that vendors 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 their areas for proper social distancing and cleanliness. Employees are to work through this new program together and update the plan and training as necessary. This COVID-19 Preparedness Plan has been certified by Ruttger's Bay Lake Lodge's management and was posted throughout the workplace on 5.13.20. It will be updated as necessary.

Certified by:

General Manager