



Date: June 1, 2020

Subject: Lake Country Cares  
Covid-19 Preparedness Plan

### **COVID-19 Preparedness Plan for Brainerd Lakes Tour Showcase LLC**

Brainerd Lakes Tour Showcase LLC is committed to providing a safe and healthy workplace for all our workers and customers. 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 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. Brainerd Lakes Tour Showcase LLC 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 Brainerd Lakes Showcase LLC. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process

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.
- 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. Screening will be administered by temperature check when concern arises.

Brainerd Lakes Showcase LLC in conjunction with Dondelinger Auto 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.

As we have only two (2) Employees, we mandate that should one of us show signs, that we immediately resume to Home Officing.

### **Handwashing**

Basic infection prevention measures are always being implemented at our workplaces. 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.

There will be hand soap in both Restrooms which are both Sanitized completely during the night by our cleaning crew.

### **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, 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. Signs are posted to communicate the rules.

### **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. In that there are only two (2) Employees, each has Office Space in addition to home offices. We utilize one hard walled Office and One (1) Cubicle which is separated by 50 feet.

### **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. Our cleaning schedule is nightly with the exception of Sunday when we are closed.

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. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being effectively used and maintained. Steps are also being taken to minimize air flow blowing across people.

This COVID-19 Preparedness Plan was communicated to both of us and the management of Dondelinger Auto, our landlord, communicates to all workers June 1, 2020 and necessary training was provided. Additional communication and training will be ongoing daily communications and provided to all workers who did not receive the initial training.

This COVID-19 Preparedness Plan has been certified by Brainerd Lakes Tour Showcase LLC management and was posted throughout the workplace June 1, 2020. It will be updated, as necessary.

Certified by:

**Ron Sanders**

Owner  
Brainerd Lakes Tour Showcase LLC