

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 Happy Otter Woodfired Pizza

Happy Otter Woodfired Pizza 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. **Happy Otter Woodfired Pizza** 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 staying at work at **Happy Otter Woodfired Pizza**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan, but I am a sole proprietor, so I am generally the only person working. 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 (which would only be me);
- communications and training that will be provided to workers; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery; and
- communications and instructions for customers.

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

I will self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. **Prior to starting work, I will take my temperature, and if it is 100 or above, I will not open.**

Happy Otter Woodfired Pizza will be closed and I will stay at home when I am sick, when household members are sick, or when required by a health care provider to isolate or quarantine myself or a member of my household.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. I will wash my 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. Customers and visitors to the workplace will not enter the workspace and will only pickup outside.

My facility is small, and the handwashing sink is next to the only entrance. I will wash my hands every time I enter the building and when changing tasks.

Respiratory etiquette: Cover your cough or sneeze

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. My facility does not have any space indoors for customers.

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:

- My restaurant is very small, serving on average 40 customers per day, amounting to 5 on average per hour.
- Customers will enter through the main gate and exit through the side gate, marked by signs
- Six foot spacing between customers in line marked by lines on the ground
- Customers will wait for their order on benches that are minimum 6 feet apart.
- There are two picnic tables available, and they will be reservation only, with a maximum of 4 people per table or 6 people from the same household.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, touch screens, controls, door handles, elevator panels, railings, the credit card reader, etc. I will disinfect the entire workspace every three hours.

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. I will wear gloves while working and a mask. 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.

Communications and training

This COVID-19 Preparedness Plan was developed by me as sole proprietor, so training is not needed. Instructions will be communicated to customers and visitors about: how pick-up will be conducted to ensure social distancing between the customers and myself; required hygiene practices; and recommendations that customers and visitors use face masks when picking up. This COVID-19 Preparedness Plan has been certified by **Happy Otter Woodfired Pizza** management and was posted throughout the workplace as of June 1, 2020. It will be updated as necessary.

Certified by:

Mark Lipson

Sole Proprietor

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