



COVID-19 Preparedness Plan for Jack Pine Brewery

Jack Pine Brewery 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. Jack Pine Brewery 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 Jack Pine Brewery. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by making the draft version of this plan available for review by all staff and collecting feedback on said 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;
- 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.

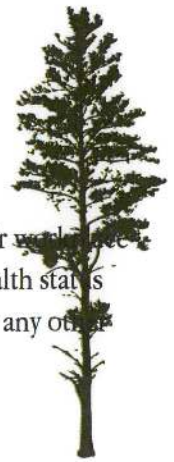
Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Workers must report any signs or symptoms of COVID-19 to their direct supervisor and will not be allowed to enter the building. Any employees experiencing symptoms while at work must alert their supervisor immediately and return home.

Jack Pine Brewery 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. Jack Pine has always put a priority on personal and family health. If you need time off for any personal or family health related items, talk to your supervisor or Patrick Sundberg.



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Jack Pine Brewery will inform all 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. To protect the privacy of workers' health status and health information, we will not share the identity of anyone known to have contracted COVID-19, or any other information regarding their health.

Handwashing

Basic infection prevention measures are being implemented at our workplaces 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, including taproom patrons, will be required use hand sanitizer prior to or immediately upon entering the facility as well as when leaving the facility. Hand sanitizer stations with appropriate signage will be located at each entrance.

Taproom staff must also wash hands after the following tasks:

- Handling cash or credit cards
- Handling customer returned growlers
- Providing curbside service
- Changing kegs
- Performing any duties in areas where customers congregate

Production staff must also wash hands after the following tasks:

- Handling any incoming raw materials
- Handling returned kegs
- Operating any material handling equipment including the forklift, hand trucks, or pallet jacks

If a handwashing is not convenient, hand sanitizer may be used.

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 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. Signage will be posted at all entrances as well as our employee communication board.



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Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

Production and Office Staff

Staff has been trained on proper social distancing practices. Meetings are to be held in open spaces such as the taproom or pioneer room or through a virtual meeting platform. Low staff numbers and staggered work schedules easily allow for everyone to be socially distant.

Taproom Staff

Staff has been trained on proper social distancing practices. Process changes such as online pre-orders and pre filling crowlers have allowed us to reduce the number of employees required behind the bar at one time allowing staff to maintain six feet of distance between each other. Cloth face coverings will be provided to all staff and required to be worn at all times in the taproom.

All signage pertaining to social distancing for employees will be posted in the employee communication area near the mailboxes.

Customers

Signage regarding our social distancing policies will be displayed at the taproom entrance as well as throughout the taproom. Customer flow and spacing will be controlled with signage and floor markings every six feet. Additional signage will be put in place to encourage online pre-orders to use our curbside service. Staff will use the back production door to deliver curbside service to reduce movement around customers. Tables and chairs will be reduced in the taproom and on the patio and spread out with six foot aisles between tables.

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 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, 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, copy machines, credit card readers, delivery equipment, etc.

Production

All contact surfaces including door handles, push carts, touch screens, etc will be wiped down with an 80% alcohol disinfectant solution each day at the start of a shift. Hand sanitizer will be available to use throughout the day and frequent handwashing will be encouraged as noted above.



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Taproom

All customer contact surfaces will be cleaned and disinfected with a household disinfectant prior to opening each day and hourly thereafter. Hourly disinfecting will be signed off on the daily taproom checklist. Customer touch points such as the fivestar rewards screen and customer facing credit card screen will be sanitized with an 80% alcohol solution between customers.

The taproom host will manage customer seating and table cleaning to ensure tables and chairs are disinfected between customers.

Growlers returned for refill will be run through our wash/rinse/sanitize process per our standard glassware cleaning process. Customers will be encouraged to swap out with a new/cleaned growler for a fill to minimize frequent contact with used growlers by our staff. As mentioned above, staff will be required to wash hands after handling customer growlers.

Single-use glassware will be used until further notice. Receptacles will be located at all exits for customers to dispose of their own glassware. Flights and tasters will not be allowed at this time.

In the event that one of our staff members is diagnosed with COVID-19, we will shut down all operations and clean and disinfect all surfaces that staff member may have come in contact with prior to resuming operations.

Communications and training

This Preparedness Plan was communicated in person to all workers prior to June 1st, 2020, or prior to their first day back to work thereafter and necessary training was provided. Additional communication and training will be ongoing in person and in writing 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 with daily observations and reports at the weekly manager's meeting. 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 Jack Pine Brewery management and was posted throughout the workplace before June 1st, 2020. It will be updated as necessary.

Certified by:

A handwritten signature in black ink, appearing to read "Patrick Sundberg", written over a thin, curved line that extends to the right.

Patrick Sundberg, President, Jack Pine Brewery