



COVID-19 Preparedness Plan for Lake Country Crafts & Cones

Lake Country Crafts & Cones 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.

The **Lake Country Crafts & Cones** team is responsible for implementing and complying with all aspects of this plan. Our team is our most important asset. We are serious about safety and health and keeping our team working. We have involved our team in this process by discussing and addressing suggestions and concerns, and implementing special procedures. Our 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

The team has 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. Employees will be temperature checked before each shift. If anyone of the team has been exposed to anyone with a positive COVID-19 test or anyone with any flu like symptoms or if they themselves have any of the mentioned symptoms they will be required to self isolate for 14 days. These symptoms include and are not limited to fever, shortness of breath, extreme exhaustion, non-productive (dry) cough, diarrhea, vomiting, muscle pain, loss of sense of smell and/or taste. Workers will communicate if they are sick or experiencing symptoms while at home by calling in, and if they become sick while at work they are to report to a manager immediately and will be sent home. We protect the privacy of all workers health status and health information.

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 will have hand-sanitizer available, located in dispensers by each door.

Workers and visitors must 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: Cover your cough or sneeze

Anyone coughing or sneezing must cover their mouth and nose with their sleeve or a tissue and 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.

Social distancing

Social distancing is being implemented in the workplace through the following controls: signs are placed at our walk-up window and all entrances

. Workers, visitors and customers are prohibited from gathering in groups.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restroom. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, etc. We will be sanitizing with Davies SANI-RINSE 100 several times daily. This will be done by all workers on a rotational basis.

Communications and training

This Preparedness Plan was communicated to all workers before May 18, 2020 (check off list) and necessary training was provided. Additional communication and training will be ongoing as needed and provided to all workers who did not receive the initial training. Our team are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Lake Country Crafts & Cones** management and was posted throughout the workplace May 15th. It will be updated as necessary.

Certified by:

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