

COVID-19 Preparedness Plan for Mickey's Pizza & Subs

Mickey's Pizza & Subs 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. Mickey's 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 Mickey's. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by asking for suggestions and ideas on what they feel is necessary to keep themselves and our customers safe. Worked on implementing their ideas and reviewed state and federal guidelines and suggestions. 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. 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. In our business we never have employees come to work with the following symptoms – diarrhea, fever, impetigo, flu and pink eye. Should they show up to work and get sick at work we ask them to leave immediately and monitor how they are feeling via phone/text.

Mickey's Pizza & Subs 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. Mickey's adheres to all state and federal employee benefit/sick leave, etc. procedures. Accommodations for workers with underlying medical conditions or who have household

members with underlying health conditions have been implemented. Employees can take time off as requested for any medical or dental issues for themselves as well as family members. We have a very liberal schedule policy and believe family first when there are any medical, dental, death instances.

Mickey's has also implemented a policy for informing workers 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. They must inform Toni and/or Jim immediately and are required to stay out of the business for 14 days.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. We will notify all employees immediately if any of their coworkers has been exposed or compromised or is sick with Covid.

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 be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

We have two sanitation stations for our customers to use when entering the building. We purchase it from our food service company. Workers are continually washing their hands prior to working with any food and we use gloves for all procedures. We rely on an outside agency to do our deliveries.

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.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: We are trying to add outside seating to our facility to assist customers to keep a safe distance. We are moving our indoor seating and taking away capacity of indoor seating to adhere to guidelines. We have purchased stickers to place on our floors and signs on counters to remind people where to stand, etc. We only ring up two customers at the most at a time at two separate stations which are placed apart. We move out front to remind customers where to stand when necessary and take orders from a different place than the counter so we can strategically move people around. We have two double front doors we keep unlocked during business hours, so we do not get too many people inside the building.

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, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. We have a posted and laminated cleaning schedules for different parts of our facility so we will be able to monitor and track the cleaning of all areas. We use commercial disinfecting and cleaning materials for the whole facility.

Communications and training

This Preparedness Plan was communicated verbally and in writing to all workers 5/20/20 and necessary training was provided. Additional communication and training will be ongoing as we open for outdoor eating and indoor eating when that is available 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 by monitoring the checklists, and cleanliness. 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 Mickey's Pizza & Subs management and was posted throughout the workplace 5/20/20. It will be updated as necessary.

Certified by:

Toni Kaminski Czczok - Owner/Operator

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

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

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf