

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 Northland Arboretum:

Northland Arboretum 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 [**and**] 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. **Northland Arboretum** 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 **Northland Arboretum**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers and Board of Directors in this process by discussing concerns at weekly staff meetings, identifying the best strategies to reopen and reviewing updated policies and procedures with the Board of Directors. The Executive Director has been responsible for researching best practices and gathering staff input which has then been integrated into plan development. The plan itself has been reviewed by the staff and the Board of Directors. 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;
- 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. The Northland Arboretum's staff is small and therefore is a manageable group to assess and address health concerns. Staff will report to the Executive Director at the beginning of every shift and address any symptoms they may be experiencing. If staff are experiencing symptoms at home, they must call the Executive Director and notify her of those symptoms. If staff are experiencing any symptoms of COVID-19 they will be required to work from home or go on leave until they are cleared by a medical professional.

Northland Arboretum 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. If a staff member reports symptoms or symptoms of household members, the Executive Director will give the staff member the opportunity to work from home or use accrued PTO for the two weeks of quarantine. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be given the same accommodations until the Northland Arboretum is able to fully open to the public.

Northland Arboretum 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. The potential exposure will be reported to the Executive Director and the Executive Director will inform any workers of possible exposure. If a worker has been exposed and is able to work from home during quarantine, they will be allowed to do so.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Information about health status, possible exposure and quarantine will be reported to the Executive Director who will not share information and any documentation will be confidentially retained in employee personnel files.

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 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. Handwashing can be done in the public restrooms of the Visitors Center and supplies will be restocked on a daily basis. Hand sanitizer will be provided at the Front Desk and in all staff member offices.

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, 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. Posters are posted at the Front Desk for reminders to visitors as well as in the restrooms.

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:

- Staff are encouraged to work in individual offices and use their own office equipment
- Staff are encouraged to keep a minimum of 6 feet apart when conversation and meetings are necessary.
- Staff are encouraged to ride in vehicles alone. If carpooling is necessary, they will wear a provided mask.
- Masks are provided to staff and encouraged during group meetings
- Masks are required when conversing with customers
- Floor marks are provided at the Front Desk for customers in the lobby to promote social distancing
- A plexiglass shield is installed at the Front Desk to reduce contact with customers
- A steady inventory of disinfectant, hand sanitizer, gloves and masks will be kept at all times
- A limit of 6 people in the lobby at any given time
- Volunteers will only work outdoors and on assigned shifts to promote social distancing
- Customer concerns will be addressed by the Executive Director

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, and meeting rooms. 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. Each staff person will be responsible for cleaning their own office space and work equipment. MNCEP workers will conduct cleaning of restrooms and public spaces twice per day. First full cleaning will be conducted at 8am and the other will be conducted at 1:00pm during the workweek. Cleaning will be conducted using gloves, masks, EPA-approved cleaning supplies. Upon a report of a worker or visitor being symptomatic or diagnosed with COVID-19, another full cleaning will be done of all public areas and restrooms during non-business 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. EPA approved cleaning products have been purchased and will be used to disinfect the Front Desk after customer interactions, door handles and surfaces. Cleaning supplies for the restrooms are stronger and will be used twice daily by staff who are wearing gloves and masks to conduct the cleaning checklist. 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. Steps are also being taken to minimize air flow blowing across people. Ventilation system is in use and air filters are replaced as needed.

Communications and training

This COVID-19 Preparedness Plan was communicated to all workers on May 27th, 2020 during an all staff meeting and necessary training was provided. Additional communication and training will be ongoing during weekly staff meetings and provided to all workers who did not receive the initial training. Instructions will be communicated to customers and visitors about: how the front lobby will be set up to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that workers, customers and visitors use face masks when interacting with the public.

Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 through signage on the front doors and front desk. Managers and supervisors are to monitor how effective the program has been implemented by gathering feedback at weekly staff meetings and monitoring the best practices of staff during the work day. 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 **Northland Arboretum** management and was posted throughout the workplace June 1st, 2020. It will be updated as necessary.

Certified by:

Candice Zimmermann

Executive Director, Northland Arboretum

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