

# COVID-19 Preparedness Plan for Ye Old Pickle Factory

**Ye Old Pickle Factory** 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 all persons in our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Ye Old Pickle Factory** managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **Ye Old Pickle Factory**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. communications, training and supervision practices and protocols.
7. what customers and clients can do to minimize transmission;
8. additional protections and protocols for receiving and exchanging payment;
9. additional protections and protocols for managing occupancy;
10. additional protections and protocols to limit face-to-face interactions; and
11. additional protection and protocols for distancing and barriers.

## 1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

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. All employees are expected to stay home if they show ANY signs of illness. They are required to call their manager immediately to report this in an effort to inform other employees.

**Ye Old Pickle Factory** has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. These policies are outlined in the City Employee handbook. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be addressed as the need arises.

**Ye Old Pickle Factory** 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. All employees are expected to stay home if they show ANY signs of illness. They are required to call their manager immediately to report this in an effort to inform other employees.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information as described in our City Employee Handbook.

## **2. Social distancing – maintaining six feet of physical distancing**

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols: Chairs and tables will be located outside and 10 feet apart. We will be providing a tent in our parking lot to create a space for our guests which will allow for up to 50 guests at a time.

Social distancing of six feet will be implemented and maintained between workers and customers or clients in the workplace through the following engineering and administrative protocols: Guests will not be allowed into the building, except to use the restrooms (one at a time in the building) which will allow for our workers to maintain social distance.

## **3. Worker hygiene and source controls**

Worker hygiene and source controls are being implemented at our workplaces at all times. Hand sanitizers, gloves and masks at all stations.

## **4. Workplace building and ventilation protocols**

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. Our exhaust and air conditioning filters are being replaced by the end of May.

## **5. Workplace cleaning and disinfection protocols**

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. Wipe down and disinfect every station and condiment container after each use. We will use disposal paper menus for each guest. We will be pouring in disposable plastic cups.

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.

## **6. Communications, training and supervision practices and protocols**

This COVID-19 Preparedness Plan was communicated to all workers at a company wide employee meeting on May 30, 2020 and necessary training was provided. We will continue to have weekly meetings to keep our employees up to date on what is going on. This COVID-19 Preparedness Plan has been certified by **Ye Old Pickle Factory** management and was posted throughout the workplace May 30, 2020. It will be updated as necessary.

## **7. What customers and clients can do to minimize transmission of COVID-19**

We will be providing hand washing stations, hand sanitizer and information on social distancing best practices. We will encourage people to be aware of their group “bubble” and keep appropriate distance from other group “bubbles”.

## **8. Additional protections and protocols for receiving and exchanging payment**

We will be encouraging credit card transactions in an effort to minimize the handling of cash. Our staff will wear gloves when handling direct transactions with customers.

## **9. Additional protections and protocols for managing occupancy**

We will be stationing a greeter at the door who will be responsible for keeping track of the number of guests going in and out, as well as manage reservations.

## **10. Additional protections and protocols to limit face-to-face interactions**

By encouraging credit card use and running tabs for customers, we will limit the number of transactions necessary.

## **11. Additional protection and protocols for distancing and barriers**

We are designing our outside space for the current level of guests as well as accommodating additional guests in the future as allowed. We will be asking our guests to be aware of the barriers for entry and exit to our outside serving area.

Certified by:

**Terry Wallin, Manager**

**Ye Old Pickle Factory**