

COVID-19 Preparedness Plan for Wildwedge Golf and RV Park

Wildwedge Golf and RV Park 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. **Wildwedge** 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 **Wildwedge**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **getting their feedback on what they are comfortable with and implementing plans with their feedback**. 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. **Workers will be required to take temperature each morning before coming to work and if they feel ill at any time outside of or during work, immediately contact us and go home and quarantine until necessary or until cleared to come back to work.**

Wildwedge 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Wildwedge 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.

In addition, a policy has been implemented to protect the privacy of 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 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 will have hand sanitizer available in several locations for workers and customers. We also have a sink in work area so they can wash with soap and water at any time while working and will be encouraged to do so frequently throughout their shift.

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:

Golf Course and Mini Golf:

We only have one person working behind counter at any time. All outside workers are outside and do not work next to each other or interact with each other or inside workers. We have installed several plexi glass dividers between employee and customers. All credit card transactions will run through our card reader by the customer and it does not need to be touched by either customer or employee, but will be sanitized regularly anyway. All golf putters and balls will be sanitized between every customer. We will have one way traffic on mini golf (it is one way anyway) and will add a barrier so the only place they intersect at beginning and end will be divided with a barrier so those going in will be separate from those going out. Traffic will be one way into the clubhouse, in one door, and out the other door, and when leaving the facility they do not need to come back inside. 6' lines will be put on floor in case of people waiting in line to pay (pretty rare for a waiting line anyway)

RV Park:

Our RV Park workers are either working outside by themselves or in office by themselves. We are closing our office at the RV Park to the public and customers and having online checkins only with payment online. Our RV Park bathrooms and laundry room are currently closed as all our RV Park customers have their own facilities in their RV. All RV customers have been informed if they become ill while in the park they need notify us immediately and return to their home.

Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, 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, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. **All door handles and restrooms will be regularly sanitized. Our front door will be left open, weather permitting, so customers do not have to touch handle to open. The door to leave the building on other side is a push door so does not have to be touched (and will be left open weather permitting) and they will not be allowed to come back in that door. We have a sufficient supply of bleach and other items that are specified to use to disinfect as necessary.**

Communications and training

This Preparedness Plan was communicated **in writing in and email and posted at workplace** to all workers **5/10/20** and necessary training was provided. Additional communication and training will be ongoing 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. 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 **Wildwedge** management and was posted throughout the workplace 5/10/20. It will be updated as necessary.

Certified by:

Jill Beyer, Owner/Manager