



Taconite Canteen & Event Center COVID-19 Preparedness Plan

Taconite Canteen & Event Center 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 our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Taconite Canteen** 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 **Taconite Canteen**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by communicating in order to consider all 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;
- ◆ clear & concise communication of our policies to the staff and customers;
- ◆ cleaning, disinfecting, decontamination and ventilation;
- ◆ engineering and administrative controls for social distancing;
- ◆ prompt identification and isolation of sick persons;
- ◆ conduct check-in's with staff or as a team no less than once a week about feedback regarding our COVID-19 policies
- ◆ empower staff to make suggestions and to take actions to make the Taconite Canteen the safest dining option possible

Screening and policies for employees exhibiting signs and symptoms of COVID-19

1. 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. As true in the food service world, we ask our employees to communicate any illness directly to their manager and we will also encourage communication of any COVID-19 related symptoms that include but are not limited to fever, shortness of breath, extreme exhaustion, non-productive (dry) cough, diarrhea, vomiting, muscle pain, and/or loss of smell/taste to the manager. As we currently do, we will follow all MDH requirements for sick employees.

In addition, will be requiring temperature checks at the start of every shift for all staff and will log them each day. If a staff member discloses any of the above symptoms and have a confirmed fever, they will be immediately sent home and be isolated for 14 days before returning to work.

- ◆ Staff is asked to monitor themselves for any sickness before and during their work shift;
- ◆ If they or anyone in their home are feeling symptoms at home they should report to a manager immediately;
- ◆ Any staff feeling sick in the work place must isolate themselves in the backroom away from customers and other staff and report to a manager immediately;
- ◆ A manager will help them leave safely and keep clear communication about isolating, any possibilities of working remotely until they can safely return to the work place.

Taconite Canteen & Event Center 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.

Taconite Canteen & Event Center 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 for 14 days.

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 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.

We follow strict handwashing requirements from the Minnesota Department of Health and will continue to improve our practices and procedures. The following list is an example

- Before starting to work with food, utensils, or equipment
- Before putting on gloves
- When switching between raw foods and ready-to-eat foods
- After handling soiled utensils and equipment
- After coughing, sneezing, using a tissue or tobacco products
- After eating and drinking
- After touching skin, face or hair
- After handling animals
- After using the restroom
- As often as needed during food preparation and when changing tasks.

Signs will be posted in all bathrooms.

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.

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: **Taconite Canteen & Event Center** will support flexible work hours, staggered shifts to reduce the number of employees in the workplace at one time. The Company continues to communicate the importance of maintaining six (6) feet of distance between workers through signage and/or verbal instruction. Protective supplies essential for certain positions will be made available. Workers and visitors are prohibited from gathering in groups and confined areas, including restrooms, and from using other workers' personal protective equipment, phones, computer equipment, workstations, or other personal work tools and equipment.

Social distancing of six feet will be implemented and maintained between workers, customer's and visitors in the workplace through the following engineering and administrative controls:

Dining spacing will be changed to make at least 6' between each table. Additional tables and chairs will be removed. Servers will be required to stand the furthest distance from the table with the exception of dropping off food and retrieving dirty dishes.

We will not be pre-bussing tables until the end of the everyone at the table's meal. We will request assistance from the guest in that they stack dishes at the edges of the tables for easy and expedient removal.

All staff will be encouraged to keep their spacing and to not cluster in service areas. Staff will continue social distancing at all time with no congregation.

Pathways to and from seating areas will be established to reduce customer and staff passing by seated areas. Sneeze guards will be installed at host stations.

Areas will be deemed "Staff only", with marking to inform guest of where not to go.

Curbside and pickup orders will still be allowed and will be clearly marked.

Items such as PPE, pens, check presenters, and personal items will not be shared by staff. Any pens or check presenters that are used by guest will immediately be disinfected after use.

Guest will be encouraged to use credit card transactions and limit cash to no change needed when possible.

Online use of menus and potentially ordering will be encouraged, with QR codes being provided at the table for use on personal cellular devices. All other menus will be one-time use paper that will be discarded after it is taken away from the table

Staff will be required to wear masks at all time during operating business hours.

Cleaning, disinfection, and ventilation

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, checkout stations, 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, railings, copy machines, credit card readers, delivery equipment, etc

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. 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. overhead fan systems will remain off during working hours in public spaces.

Communications and training

This COVID-19 Preparedness Plan was communicated **[at time of employment]** to all workers and necessary training was provided. Additional communication and training will be ongoing **[monthly reviews or as new released updates come out]** and provided to all workers who did not receive the initial training. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and dining will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or in-store shopping. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. **[14 day mandatory quarantine with no entrance to the business property]** Managers and supervisors are to monitor how effective the program has been implemented by **[continued recordings of illness, temperatures and other symptoms]**. 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 **Taconite Canteen & Event Center LLC** by management and was posted throughout the workplace 10/01/2020 and It will be updated as necessary.

Certified by:



Carrie Hofmann
Manager

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