

# Covid-19 Business Preparedness

EXECUTIVE ORDER 20-40  
COVID-19 PREPAREDNESS PLAN  
TRAINING  
FAQ

# Executive Order 20-40

## **INDUSTRIAL & MANUFACTURING**

- Products being made or prepared for sale to customers.
- Agriculture, Construction, Forestry, Fishing, Hunting, Manufacturing, Mining, Utilities, Wholesale Trade, Warehousing.
- NO customer facing or retail environments.

## **OFFICE-BASED BUSINESSES**

- Work performed primarily in an office space; from their cubicles, desks, offices, stations.
- NO customer facing or retail environments.

# EO 20-40 REQUIREMENTS

**In order to reopen under EO 20-40, a business must do three things:**

1. Work from home wherever possible and as much as possible.
2. Create a Covid-19 Preparedness Plan that follows MDH and CDC guidelines and meets OSHA regulations and standards.
  - Template at [dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_business\\_plan\\_template.pdf](https://dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template.pdf)
  - Template guidance available at [mn.gov/deed/safework](https://mn.gov/deed/safework)
  - OSHA Guidance Doc. at [osha.gov/Publications/OSHA3990.pdf](https://osha.gov/Publications/OSHA3990.pdf)
3. Conduct Daily Health Screenings of all employees upon arrival to work.

# COVID-19 Preparedness Plan Requirements

- 1. REQUIRE WORK FROM HOME**
  - All plans must include policies and procedures ensuring all EE's who can work from home do so.
- 2. HEALTH SCREENINGS**
  - Plan must include policies and procedures preventing sick EE's from entering your business.
- 3. SOCIAL DISTANCING**
  - All plans must include social distancing policies and procedures.
- 4. HYGIENE AND SOURCE CONTROL**
  - All plans must include policies and procedures on proper hygiene and source control.
- 5. CLEANING AND DISINFECTION**
  - All plans must include policies and procedures for cleaning and disinfection.
- 6. CERTIFICATION AND SIGNATURE**
  - All plans must include a signature by an owner or manager in charge of implementing the plan certifying the company's commitment to implementing and following their plan.
- 7. COMMUNICATION AND POSTING**
  - All businesses must provide its entire written plan to all employees.
  - The plan must always be posted and accessible to all employees.
  - Electronic posting is also encouraged.
- 8. TRAINING**
  - All businesses must ensure training is provided to all employees on all policies and procedures.
  - All businesses must ensure all employees understand and adhere to all policies and procedures.
  - Documentation demonstration compliance must be maintained and made available to any regulatory body upon request.
- 9. COMPLIANCE**
  - All owners and employees must work together to ensure 100% compliance with their plan and the implementation of all policies and procedures.
- 10. REGULATORY AUTHORITY**
  - All plans must available upon request.
  - Plans do not need to be preapproved.

# **COVID-19 Preparedness Plan and Employee Training**

# COVID-19 PREPAREDNESS PLAN OVERVIEW

COMPANY is committed to providing a safe and healthy workplace for all our employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, and that requires full cooperation among all employees, managers and owners. Only through this cooperative effort can we establish and maintain a safe and healthy workplace.

All COMPANY employees are responsible for implementing and complying with all aspects of this Preparedness Plan. COMPANY managers have our full support in enforcing the provisions of this policy.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC); Minnesota Department of Health (MDH) guidelines and federal OSHA regulations and standards related to COVID-19 and addresses:

1. SELF-MONITORING
2. SCREENING
3. EMPLOYEE LEAVE POLICY
4. HANDWASHING, HYGIENE & RESPIRATORY ETIQUETTE
5. PERSONAL PROTECTIVE EQUIPMENT (PPE)
6. SOCIAL DISTANCING
7. CLEANING, DISINFECTING, AND DECONTAMINATION
8. COMMUNICATION, TRAINING & COMPLIANCE

# SELF-MONITORING

Employees are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

## **Sick or Showing Signs:**

- Employees who are sick must stay home
- If your showing these signs you must stay home
- Fever of 100 degrees or more
- Coughing a lot or a new cough
- Shortness of breath
- Muscle pains
- Headache
- New loss of taste or smell
- Repeated shaking with chills

# Notifications:

- Employees who are sick or showing the signs above must notify the owner or manager and their health care provider.
- If you are exposed to a person with COVID-19 or showing symptoms the Minnesota Health Department has recommended a 7-day self-quarantine
- If an employee tests positive for COVID-19 they will need to immediately inform the owner or manager of the positive diagnosis and will be required to quarantine for 14 days. The Minnesota Health Department will call you to ask who you have been in contact with. From there, the MHD will contact those people who you have provided names for, to let them know of the situation. A companywide communication will be sent informing all staff of the positive test and the facility will be closed for 72 hours to allow time for disinfecting all work surfaces. All staff that were in contact with the individual will be required to get tested for the virus and upon receiving a negative diagnosis will be allowed back to work.



# SCREENING

When you arrive for work each day, when coming into the building from main parking lot, your temperature must be taken without fail. Your temperature at the door or at home, must be below 100 degrees. If your temperature is higher than 100 degrees, you will be sent home and asked to seek medical advice from your health care provider. Describe where and how this will take place in your business.

# Daily health screening questions:

Per CDC guidelines, the following questions will be asked of each employee each day. The data collected will be kept confidential and is protected under the ADA. If an employee answers yes to any of these questions, they must be sent home and asked to consult with their health care provider.

- Do you have a new fever (100°F or higher), or a sense of having a fever?
- Do you have a new cough that you cannot attribute to another health condition?
- A new shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
- A new headache that you cannot attribute to another health condition?
- A new loss of taste or smell you cannot attribute to another health condition?
- Shaking with chills that you cannot attribute to another health condition?

# Notification:

- If you are experiencing symptoms of COVID-19 at work; immediately inform the owner or manager, be prepared to leave work, immediately increase your social distancing while leaving and contact your medical provider.
- Call the owner or manager with any updated information you have.
- If you are exposed to a person with COVID-19 or showing symptoms the Minnesota Health Department has recommended a 7-day self-quarantine.
- If an employee tests positive for COVID-19 they will need to immediately inform the owner or manager of the positive diagnosis and will be required to quarantine for 14 days. The Minnesota Health Department will call you to ask who you have been in contact with. From there, the MHD will contact those people who you have provided names for, to let them know of the situation. A companywide communication will be sent informing all staff of the positive test and the facility will be closed for 72 hours to allow time for disinfecting all work surfaces. All staff that were in contact with the individual will be required to get tested for the virus and upon receiving a negative diagnosis will be allowed back to work.

# EMPLOYEE LEAVE POLICY

*[Describe your sick leave, the Family Medical Leave Act (FMLA) and other policies addressing these situations.] Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. [Describe policy.]*

COMPANY 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. [Describe policy.] In addition, a policy has been implemented to protect the privacy of workers' health status and health information. [Describe policy.]

# HANDWASHING, HYGIENE, RESPIRATORY ETIQUETTE

All employees need to wash their hands frequently. Hand washing is our first line of defense against bringing COVID-19 into the building.

**Handwashing:** Everyone must wash their hands when:

- First coming into the building (Remember to stay 6-feet Apart)
- After you have sneezed or coughed
- After going to the bathroom
- Prior to eating lunch or taking a break
- After lunch or a break
- After touching a frequently touch object (for example a door handle or writing utensil)
- Prior to leaving the building
- Remember to stay 6-feet apart
- Remember not to touch your face

# Tips for Washing Hands:

\*Washing your hands should be done with soap and water. You should wash your hands for at least 20 seconds. If soap is not available, use hand sanitizer in the same way you would washing your hands. Hand sanitizer needs to have at least 60% of alcohol in it. \*

- Turn water on and off using a paper towel, glove, or your sleeve
- Get your hands wet first
- Put enough soap in your hand to last for twenty seconds
- Start rubbing palms and hands together to lather soap up
- Clean back of hands, under fingernails, between fingers and both wrists
- Once finished, turn the water off with a paper towel or your arm and dry your hands
- Remember, if walking out of bathroom use your paper towel to grab the handle if need be

# Respiratory Etiquette:

- Try not to touch your face anytime
- Always, cover your mouth when you sneeze or cough
- Cough or sneeze into a tissue or your upper arm pit sleeve
- Discard the tissue into a covered trash can
- Remember not to touch face after you cough or sneeze
- Remember, you should wash or sanitize your hands after coughing or sneezing

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees must use appropriate PPE as directed to protect themselves and others from contracting COVID-19 by touch or by air.

- All employees must wear gloves when working with tools, equipment or materials.
- Dispose of used gloves in the trash before breaks, meals, and leaving for the day
- Face coverings are required to be worn at all times
- If you do not have face covering, we will provide one
- Keep your face covering clean and disinfected
- When face covering/mask is not in use, place in a sealed plastic bag or container
- All employees must use a face shield and eye protection when frequently working within 6 feet of another employee



# SOCIAL DISTANCING

Employees who can work from home must do so.

- All employees must maintain 6-feet apart from one another at all times
- Be patient when someone is in front of you and pay attention to those behind you
- All work areas must be at least 6ft apart from one another. If not, talk to the owner or manager to create a solution
- When washing your hands keep 6 ft apart
- If you need to go into lunchroom take turns again stay 6-feet apart
- If possible, bring food from home that you do not have to heat up
- We ask that you eat at your workstation or in your vehicle by yourself or at a social distance of 6-feet outside the vehicle
- Always pay attention to what direction your breathing and how close others are
- Do not crowd restrooms, limit this as much as possible
- Avoid carpooling and if you cannot, let the owner or manager know
- During breaks, keep your social distance of 6-feet
- Try to stagger shifts, start and stop times

# Deliveries:

- Follow same rules as SOCIAL DISTANCING above
- Tell the driver our policy is no one is allowed in the building
- If they need to be in building, explain they must wear a mask and stay 6-feet away
- When unloading freight use face covering and gloves
- Stage freight away from other employees
- Check with owner or manager supervisor as to disinfecting incoming materials
- Forklift Operators, make sure you have your own writing utensils
- Always wash your hands after you have unloaded freight or have taken packaging off

# CLEANING, DISINFECTING, DECONTAMINATION

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms 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, etc.

*[Describe your cleaning schedule, who will be conducting the cleaning, what products you will be using to clean the workplace and how you will disinfect the workplace if a worker is diagnosed with COVID19.]*

- Spray bottles for sanitizing will be supplied for use
- Disinfecting your area and tools should be done before and after each shift
- We are using a bleach and water mixture so be sure to spray it on and wait for five minutes before wiping it off with a paper
- Discard all waste into a covered garbage can as soon as possible
- If more bleach/water solution is needed, the owner or manager will mix this for you
- Frequent touch areas must be wiped frequently. If you can avoid them try to do so but keep your own safety in mind
- If you need to use another employees' area, equipment, or tools and make sure to sanitize the touch points before and after use

## **COMMUNICATIONS, TRAINING & COMPLIANCE**

COMPANY'S Preparedness Plan was communicated in person on April 30<sup>th</sup>, 2020 to all employees and necessary training was provided. Additional communication and training will be ongoing and provided in person and electronically to all employees who did not receive the initial training.

We hope that everyone understands how important it is that every employee practice social distancing here at work and also, outside of work. We want to make sure everyone is doing their part to keep every workstation clean and sanitized. We want to remind you to keep washing your hands often and try not to touch your face.

The last thing we want to do is discipline any of our staff for not following our COVID-19 Plan and procedures however, for the safety of the company, we will follow our disciplinary policies for us to have an effective implementation of the plan.

Managers and supervisors are to monitor how effective the program has been implemented by frequently watching employees while they work and documenting how effectively they are following the plan. [explain how].

All employees are to work through these new policies and procedures together. The owner or manager will update the information and training as necessary. This Preparedness Plan has been certified by [COMPANY Owner] and was posted throughout the workplace [date].

**Certified by:**

[Signature of COMPANY Owner]

[Title of COMPNAY Owner]