

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.

COVID-19 Preparedness Plan for Pullman Club

Pullman Club is committed to providing a safe and healthy workplace for all our workers **and customers**. To ensure we have a 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 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. **Everyone at the Pullman Club will** have 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 **The Pullman Club**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by talking with them all. 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.
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- protection and controls for pick-up, drop-off and delivery;
 - protections and controls for in-store shopping;
 - protections and controls for shopping malls;

and

- communications and instructions for customers.

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.

Pullman Club 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.

Pullman Club 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 4 weeks.

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.

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: Employees will work 12 hour shifts for two weeks. **ABSOLUTELY NO PEOPLE HANGING IN THE BAR.** In bar can be the bartender and waitress and owners.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, areas in the work environment, including restrooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, 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. The maximum amount of fresh air is being brought to the customer by sitting in the outdoor patio.

Communications and training

This COVID-19 Preparedness Plan was communicated **On Tuesday at the bar** to all workers 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 how we 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 coming to the patio. Of course it is up to customers but employees will wear masks all the time. advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are to monitor how effective the program has been implemented by 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 Teresa Hoffman. was posted

throughout the workplace on June 1st. It will be updated as necessary.

Certified by: Teresa
Hoffman

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.htm
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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>

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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