

COVID-19 **[[First, Second, etc.] Updated]** Preparedness Plan for **[employer name]**

[Employer name] is committed to providing a safe and healthy workplace for all our employees [and customers, clients, patrons, guests, and visitors]. 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 workplaces. This requires full cooperation among employees and management. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

The COVID-19 Preparedness Plan is administered by [designated plan administrator], who maintains the overall authority and responsibility for the plan. However, management and employees are equally responsible for implementing and complying with all aspects of this Preparedness Plan. [Employer name] managers and supervisors have our full support in enforcing the provisions of this plan.

Our COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- general employment measures;
- ensuring sick and/or exposed workers stay home and prompt identification and isolation of sick or exposed persons;
- worker hygiene and source controls, including face coverings;
- social distancing – workers must be at least six-feet apart;
- workplace cleaning and disinfection protocol;
- workplace building and ventilation protocol; and
- communications and training practices and protocol.

We have reviewed and incorporated the industry guidance applicable to our industry provided by the State of Minnesota for the development of this plan.

Other department specific guidance will be communicated by department supervisors.

General Employment Measures

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The policies and procedures discussed in the following sections 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. Sources for certain controls are included in this plan, which are current as of

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the date of this plan. Employees should, however, consult any updates to such sources to determine actions they should take.

[[Employer] has implemented leave [policies and/or notices] that promote employees 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. [Describe the employer's sick leave, the Family Medical Leave Act (FMLA) and other policies addressing these situations.]

[Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. [Describe the employer's policy.]]

[We have also implemented a [policy OR notice] 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 employer's policy.]]

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

Stay Home if Feeling Ill¹

Many times, with the best of intentions, employees report to or stay at work even though they feel ill, but employees should not stay at or report to work if they feel ill due to the current circumstances. If you feel ill, please inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until you are no longer ill with pandemic symptoms. Employees who report to work ill may be isolated at work pursuant to industry guidance until they can safely be sent home in accordance with CDC health guidelines. We may request appropriate information related to illnesses from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

Stay Home if COVID-19 Symptoms or Positive Test²

The guidelines in the section do not apply to [summarize categories of emergency responders].

If employees have any of the symptoms described below and/or have tested positive for COVID-19, you must inform your supervisor or designee immediately, leave immediately if you are at work, and do not return to work unless and until the guidelines below are met. Employees who are at or report to work under these circumstances will be sent home in accordance with these health guidelines. We may

¹CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

² CDC: Coronavirus Disease 2019: Symptoms of Coronavirus, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. CDC: Coronavirus Disease 2019: General Business Frequently Asked Questions, <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>.

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request appropriate information related to these items from any employee before reporting to work and documentation from an ill employee before such employee may return to work.

It is critical that employees **check for, leave work, and do not report to work** while they are experiencing **any** symptoms such as the following:³

- Fever (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may return to work under the following conditions:⁴

- At least 1 day (24 hours) have passed since resolution of fever without the use of fever-reducing medications **and**
- At least 10 days have passed since symptom onset⁵ **and**
- Other symptoms have improved.

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.⁶

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:⁷

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

³ CDC: Coronavirus Disease 2019: Symptoms, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

⁴ CDC: Coronavirus Disease 2019: Ending Home Isolation, <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html#st3>.

⁵ The CDC notes that "A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. See [Discontinuation of Transmission-Based Precautions and Disposition of Patients with COVID-19 in Healthcare Settings \(Interim Guidance\)](#)." *Id.*

⁶ *Id.*

⁷ CDC: Coronavirus Disease 2019: Symptoms, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

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If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

Stay Home if Exposed to COVID-19⁸

The guidelines in this section do not apply to [summarize categories of emergency responders].

Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after last exposure⁹
- Maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

Travel¹⁰

If you traveled to a country with widespread sustained (ongoing) transmission of COVID-19 as established by the CDC, or traveled on a cruise ship or river boat:

- Inform your supervisor or designee immediately
- Leave work immediately if you are at work
- Stay home until 14 days after your last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day

⁸ CDC: Coronavirus Disease 2019: Community-Related Exposures, <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>.

⁹ The period of possible exposure runs from 48 hours prior to the time the sick person first developed COVID-19 symptoms until the sick person meets the criteria for discontinuing home isolation, which in some cases may be 72 hours after recovering from symptoms. <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>. The criteria for discontinuing isolation can be found on pages 2 and 3 of this Plan, and are also available [here](#).

¹⁰ CDC: Coronavirus Disease 2019: Returning from International Travel, <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>.

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- Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

If you traveled from any other country:¹¹

- Inform your supervisor or designee for a determination of whether you should stay home, or leave work if you are at work
- Practice social distancing
 - Maintain a distance of at least 6 feet from others
 - Stay out of crowded places
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath
 - Take temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

If you are planning on traveling:¹²

- Carefully consider whether travel is necessary
- Inform your supervisor or designee
- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel.
 - Self-monitor for symptoms before starting travel
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor or designee.
 - If outside the United States, a U.S. consular office can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Inability to be at Work

We provide paid sick time and other benefits to compensate eligible employees who are unable to work under certain circumstances. You should refer to applicable personnel policies, labor contracts, and notices related to such benefits.

¹¹ CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

¹² *Id.*

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[employer name] may consider allowing certain employees in certain positions to work from home. For more information about such arrangements, please contact your supervisor and refer to applicable personnel policies and notices.

Reduce the Spread of COVID-19¹³

Basic Hygiene

Wash your hands frequently with warm, soapy water for at least 20 seconds, 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. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

- [We will provide alcohol-based hand sanitizers throughout the workplace and in common areas.]

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean and Disinfect

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Appropriate and effective cleaning and disinfecting 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.

Social Distancing

Social distancing of at least six feet will be implemented and maintained between employees and other employees, patrons, customers, etc.

Employees must avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

¹³ CDC: Coronavirus Disease 2019: How to Protect Yourself & Others, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>. CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

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Employees must use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak

Employees should avoid people who are sick with the above-symptoms or known to have traveled internationally or in a community in which COVID-19 is widespread.

Face Coverings

Pursuant to Executive Order 20-81 all employees are required to wear a face covering while at work, including when out of doors when it is not possible to maintain social distancing, unless specifically exempted by the Order.¹⁴ The exemptions contained in the Order are narrow and relevantly include the following:

- Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.¹⁵
- Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.¹⁶
- When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.¹⁷
- When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.¹⁸
- When asked to remove a face covering to verify an identity for lawful purposes.¹⁹
- While communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.²⁰

¹⁴ Executive Order 20-81, https://mn.gov/governor/assets/EO%2020-81%20Final%20Filed_tcm1055-441323.pdf, Paragraph 1.

¹⁵ *Id.* at Paragraph 8(a).

¹⁶ *Id.* at Paragraph 8(c).

¹⁷ *Id.* at Paragraph 10(c).

¹⁸ *Id.* at Paragraph 10(f).

¹⁹ *Id.* at Paragraph 10(g).

²⁰ *Id.* at Paragraph 10(h).

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- When an individual is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an enclosed work area. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.²¹
- When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities.²²

Employees should additionally:

- NOT use a facemask meant for a healthcare worker.
- Continue to keep at least 6 feet away from others.

Face coverings can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering.²³

Further guidance on facemasks is available from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

Personal Protective Equipment

Guidance related to any PPE that should be worn by employees to minimize exposure to hazards that cause serious workplace injuries and illnesses will be communicated to specific positions by supervisors.

Workplace Building and Ventilation Protocol

Operation of [employer] buildings in which workplaces are located, include necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. 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.

Employee Group-Specific Measures

More specific measures may be taken for specific employee groups based on their work, sites, and risk of exposure to illness. We will be continually monitoring how to handle related workplace issues and will

²¹ *Id.* at Paragraph 10(j).

²² *Id.* at Paragraph 10(k).

²³ *Id.* at Paragraph 3(a).

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update you accordingly. In addition, [employer name] administration and supervisors will communicate to you any impacted operational issues related to your position.

Additional Information

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

Communications and Training

This COVID-19 Preparedness Plan was communicated [describe how the plan was communicated] to all employees on [identify the date or dates when the plan was communicated], and necessary training was provided. Additional communication and training will be ongoing by [describe how the communication and training will be provided]. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians [and customers, clients, patrons, guests and visitors] about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) requirements regarding the use of face-coverings and/or face-shields by workers [and customers, clients, patrons, guests and visitors]. All workers [and customers, clients, patrons, guests and visitors] will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. [While including the sector-specific guidance, describe how the business will advise persons in the workplace.]

Managers and supervisors are expected to monitor how effective the program has been implemented. [Describe how the business will monitor the effectiveness of the program and identify successes, challenges and deficiencies.] All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by [employer name] management and the plan was posted throughout the workplace and made readily available to employees [date]. It will be updated as necessary by [designated plan administrator].

Nothing in this communication establishes any precedent or practice. The [employer name] may change or eliminate these items, or portions thereof, at any time and without notice.

This plan supplements existing employment policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure, or regulation in which case this plan supersedes existing policy, rule, procedure, or regulation. Therefore, employees are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan.

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Please contact [title] [name] at [email], [phone], or **in-person** with any questions or concerns.

Thank you for your cooperation.

Certified by:

[Signature]

[Title of management official]