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 COVID-19 Universal Guidance for All Businesses and Entities (PDF) (staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) 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:

- Health screening, isolation, and quarantine
- Hand hygiene practices
- Cleaning and disinfecting
- Indoor facilities, utilities, and ventilation

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 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 consistent with MDH guidance for identifying and communicating with workers who may have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. See Close Contacts and Tracing: COVID-19 (www.health.state.mn.us/diseases/coronavirus/close.html) and Quarantine Guidance for COVID-19 (PDF) (www.health.state.mn.us/diseases/coronavirus/quarguide.pdf). [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 Ill

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 Test

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 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:[1]

- Fever
- 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:[2]

- 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 onset[3] **and**
- Other symptoms have improved.

If you have tested positive for COVID-19, even after being vaccinated, but do not have symptoms, you must still stay home and away from others for 10 days.[4]

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:[5]

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

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.

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[1] CDC: Coronavirus Disease: Symptoms, Feb. 22, 2021, https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

[2] MDH: If You Are Sick: COVID-19, https://www.health.state.mn.us/diseases/coronavirus/sick.html.

[3] The CDC notes that patients with severe to critical illness or who are severely immunocompromised should wait until at least 10 days and up to 20 days have passed since symptoms first appeared. See CDC: Coronavirus Disease: Discharging COVID-19 Patients, June 2, 2021, https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html.

[4] MDH: If You Are Sick: COVID-19, https://www.health.state.mn.us/diseases/coronavirus/sick.html.

[5] CDC: Coronavirus Disease: Symptoms, Feb. 22, 2021, https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

Close Contact to COVID-19

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

Close Contact
Close contact is defined as being less than 6 feet from someone infected with COVID-19 for 15 minutes or more throughout a 24-hour period.[6]

Isolation Following a Close Contact[7]

- **14-Day Period.** Following a close contact, say home and away from others for 14-days, unless a shorter period described below applies. If symptoms develop during the 14-day period refer to the section above for guidelines when experiencing COVID-19 symptoms and do not discontinue isolation until the guidelines permit.

- **10-Day Period.** You may end isolation after 10 days if the following are true, although you must continue to monitor for symptoms and wear a mask for 14 days:
    - You have not had symptoms.
    - You have not had a positive COVID-19 test.
    - No one in your home has COVID-19.
    - You do not live or work in a building where it is hard to maintain social distance and easy to spread the virus.
    - Your close contact had a beginning and an end, such as an isolated contact at work or a social gathering.

- **7-Day Period.** You may end isolation after 7 if the following are true, although you must continue to monitor for symptoms and wear a mask for 14 days:
    - You get tested for COVID-19 at least five full days after the close contact, and the test is negative.
        - The nest must be a PCR test, not an antibody test. Types of COVID-19 Tests.
    - You have not had symptoms.
    - No one in your home has COVID-19.
    - You do not live or work in a building where it is hard to maintain social distance and easy to spread the virus.
    - Your close contact had a beginning and an end, such as an isolated contact at work or a social gathering.

Who Does Not Need to Isolate Following a Close Contact?[8]

An individual who has recovered from COVID-19 in the past 90 days does not need to quarantine if ALL of the following are true:

[6] MDH: Close Contacts and Tracing: COVID-19, https://www.health.state.mn.us/diseases/coronavirus/close.html.
[7] *Id.*
[8] *Id.*

- The COVID-19 illness from which the individual recovered was confirmed with a positive lab test in the past 90 days.
- The individual has fully recovered.
- The individual does not currently have any symptoms of COVID-19.

If an individual has completed COVID-19 vaccination (two doses in a two-dose series or one dose in a one-dose series) and is exposed, they do not need to quarantine if ALL of the following are true:

- The individual's close contact was at least 14 days after their vaccination series was fully completed.
- The individual does not currently have any symptoms of COVID-19.

Travel[9]

Do not travel if you are sick or have tested positive for COVID-19, even if you are vaccinated. Do not travel if you have had a close contact in the past 14-days.

People who are not fully vaccinated, including children, should delay travel if possible, as travel increases the chances of getting and spreading COVID-19.

Recommendations for domestic travel can be found here: CDC: Domestic Travel During COVID-19.

Recommendations for international travel can be found here: CDC: International Travel During COVID-19.

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.

We 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-19

Basic Hygiene[10]

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

[9] MDH: Protect Yourself & Others: COVID-19, May 27, 2021, https://www.health.state.mn.us/diseases/coronavirus/prevention.html.
[10] MDH: Hand Hygiene, https://www.health.state.mn.us/people/handhygiene/index.html.

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[11]

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.

[If applicable insert employer specific social distancing and/or face covering policy. Note: face coverings are no longer required by state executive order.[12]**]**

Workplace Building and Ventilation Protocol

We have evaluated the operational capacity of indoor ventilation systems and developed a plan to increase and maintain ventilation provided throughout indoor spaces. Steps will be taken to increase the intake percentage of outside air to increase dilution of contaminants, and minimize recirculation, whenever possible, while maintaining indoor air conditions. In the absence of effective mechanical ventilation, steps will be taken to increase natural ventilation as much as possible, including opening windows when possible and safe. This plan is consistent with applicable Stay Safe Industry guidance, and we have consulted the resources in applicable industry guidance and others, as necessary, in developing this plan.

[11] CDC: Cleaning Your Facility, Apr. 5, 2021, https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html; Environmental Protection Agency: About List N: Disinfectants for Coronavirus (COVID-19), https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0.

[12] MDH: Face Covering Requirements and Recommendations, May 28, 2021, https://www.health.state.mn.us/diseases/coronavirus/facecover.html.

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

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. 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.

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]