

COVID-19 Preparedness Plan template and instructions

Under Gov. Tim Walz's Executive Orders, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. This includes both critical and non-critical businesses.

A business's COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions the business will implement to meet the industry guidance for the business that are based on Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to safety and health in their workplaces. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. Plans must be communicated to workers and posted at the workplace in a manner that is accessible for workers to review. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health, has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement the following, in compliance with the general industry guidance or the specific industry guidance applicable to your business:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative protocols for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery protections and protocols; and
7. communications and training practices and protocols.

In addition to the above, the plan must also include protections and protocols included in specific industry guidance applicable to your business for circumstances that are typical, unique or specific to the type of business, including the situations where exposure exists for workers and/or customers. These additional protections and protocols may include, as provided in the specific industry guidance, the following:

1. additional protections and protocols for customers, clients, guests and visitors;
2. additional protections and protocols for personal protective equipment (PPE);
3. additional protections and protocol for access and assignment;
4. additional protections and protocol for sanitation and hygiene;
5. additional protections and protocols for work clothes and handwashing;
6. additional protections and protocol for distancing and barriers;
7. additional protections and protocols for managing occupancy;
8. additional protocols to limit face-to-face interaction;
9. additional protections for receiving or exchanging payment; and
10. additional protections and protocols for certain types of businesses within an industry.

This document includes a template that may be used by businesses to develop a COVID-19 Preparedness Plan that includes the components listed above. A business's plan should be **developed to fit the business and the risks of transmission that are present in the business's workplace(s). This template should be used with and must address the industry guidance developed by MDH and DLI. The industry guidance is available at staysafe.mn.gov/industry-guidance.**

Businesses are not required to use this template. However, all plans developed by businesses must address the components included in the state of Minnesota industry guidance developed for the type of business.

COVID-19 Preparedness Plan for [Company name]

[Company name] is committed to providing a safe and healthy workplace for all our workers **[and customers, clients, patrons, guests and visitors]**. To ensure we have a safe and healthy workplace, [Company name] has 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 management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our 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 workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. [Company name]'s managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. [Company name] is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: **[Describe how worker suggestions and feedback have been solicited or requested, how worker concerns have been addressed and how such suggestions have been integrated into developing the plan]**.

[Company name]'s COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, 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:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

[Company name] has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance **[Identify industry guidance, if applicable, such as "Restaurants and bars," "Manufacturing" or "Construction"]**. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;

- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick workers stay home and prompt identification and isolation of sick persons

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. **[Address the requirements provided in the industry guidance that is applicable to the business and describe how the business will address health screening, how workers will communicate with the business if they are sick or experiencing symptoms while at home, how workers report they are sick or experiencing symptoms while at work and how workers will be isolated in the workplace until they can be sent home.]**

[Company name] 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. **[Describe the business's 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 the business's policy.]**

[Company name] 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. **[While including the sector-specific guidance, describe the business's policy.]**

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

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers **[and customers, clients, patrons, guests and visitors]** in the workplace through the following engineering and administrative controls: **[Address the requirements provided in the industry guidance that is applicable to the business and describe how the business will implement social distancing. Identify protections and protocols that include teleworking, flexible work hours, staggered shifts and additional shifts to reduce the number of workers in the workplace at one time. Describe how occupancy requirements, numbers of people, flow and interactions will be implemented to ensure social distancing. Describe how signage, markings and instructions are being used to address social distancing. Describe physical workplace changes, such as increased distance between workstations, worker spacing on production lines, check-in and checkout stations. Describe how aisles, display**

cases, tables, clothing racks, counters, check-in and checkout stations, etc. will be arranged and how the flow will be directed to allow for social distancing between workers [and customers, clients, patrons, guests and visitors]. If spacing cannot be increased or social distancing consistently maintained, describe how barriers, screens, shields, curtains and partitions will be used. Describe how persons in the workplace will be prevented from gathering in groups in common areas and “bottlenecks,” including corridors, meeting rooms, stairways, break rooms, entrances, exits and elevators. Describe how personal protective equipment, phones, pens, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment will not be shared and, if used by more than one person, will be cleaned and disinfected between users. Describe how car-pooling, ride-sharing or sharing of vehicles will be addressed to limit duration of exposure to other persons and practice social distancing. Describe communications plans to address questions and concerns. Describe how you will provide recommended or required protective supplies, such as masks, nonmedical cloth face coverings, gloves, disinfectant and face shields for workers, and instruction about when and how they should be worn or used.]

Worker hygiene and source controls

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 restroom. All **[customers, clients, patrons, guests and visitors]** to the workplace are 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. **[Address the requirements provided in the industry guidance that is applicable to the business and describe: how necessary handwashing and/or sanitizer facilities will be provided, supplied and maintained; how workers will be allowed to perform hand hygiene to meet this requirement; and how means for hand hygiene will be provided for use by other persons entering the workplace.]** Source controls are being implemented at our workplaces at all times. **[Describe how you are addressing the requirements of source control, including the use of source control face coverings and other protective equipment as required in the industry guidance for your business.]**

Workers **[and customers, clients, patrons, guests 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, particularly their mouth, nose and eyes, with their hands. Workers **[and customers, clients, patrons, guests and visitors]** are expected to 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 and other persons entering the workplace. **[Describe how the business will communicate these instructions and reminders.]**

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and airconditioning (HVAC) systems. **[Describe how you are addressing the building and ventilation protocols**

included in the industry guidance for your business.] 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. **[Address the requirements provided in the industry guidance that is applicable to the business and describe steps being taken introduce fresh air, to improve air circulation, and to properly use and maintain ventilations systems.]**

Workplace cleaning and disinfection protocol

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. **[Address the requirements provided in the industry guidance that is applicable to the business and describe the business's schedule for cleaning and disinfecting, the persons conducting the cleaning and disinfecting, the products that are used to clean the workplace and how the business will disinfect the workplace if a person in the workplace is symptomatic or is diagnosed with COVID-19.]**

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. **[Address the requirements provided in the industry guidance that is applicable to the business and describe the cleaning and disinfecting supplies that are being used, the purposes for which they are or will be used, how they are to be used, training that will be provided to ensure their proper use and any required personal protective equipment.]**

Drop-off, pick-up and delivery practices and protocol

[Describe how you are addressing the drop-off, pick-up and delivery protocols included in the industry guidance for your business.]

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated **[describe how the plan was communicated]** to all workers 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) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory

etiquette; 4) recommendations or requirements regarding the use of masks, 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 **[Company 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]**.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include: **[Describe how the business addresses the additional protections and protocols included in the industry guidance specific to the conditions and circumstances of the business, such as:**

- **additional protections and protocols for customers, clients, guests, visitors;**
- **additional protections and protocols for personal protective equipment;**
- **additional protections and protocol for access and assignment;**
- **additional protections and protocol for sanitation and hygiene;**
- **additional protections and protocols for work clothes and handwashing;**
- **additional protections and protocol for distancing and barriers;**
- **additional protections and protocols for managing occupancy;**
- **additional protocols to limit face-to-face interaction;**
- **additional protections for receiving or exchanging payment; and**
- **additional protections and protocols for certain types of businesses with an industry.]**

Certified by:

[Signature]

[Date]

[Title of senior executive or management official]

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