

COVID-19 Preparedness Plan

Universal Business Template and Instructions

Updated 5/28/2021

A written COVID-19 Preparedness Plan is required by Executive Orders Executive Orders 21-11 as amended by EO 21-21 and EO 21-23 until two business days after the Commissioner of the Minnesota Department of Health determines that 70% of people 16 years of age and older have received at least one dose of COVID-19 vaccine and notified the Governor and the public, or July 1, 2021, whichever is earlier.

Under OSHA laws, employers will continue to be responsible for providing a safe and healthy workplace free from recognized hazards likely to cause death or serious physical harm. Additional resources on these obligations for employers as they relate to COVID-19:

- [MNOSHA – Minnesota Department of Labor and Industry](#)
- [Occupational Safety and Health Administration – U.S. Department of Labor and Industry](#)

Under Gov. Tim Walz’s Executive Order 21-11 as amended by EO 21-21 and EO 21-23, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. Businesses are required to have and implement a written COVID-19 Preparedness Plan that addresses EO requirements and applicable Stay Safe Industry Guidance. “Businesses” are broadly defined to include any entity that employs or engages workers, including owners, employees, contractors, vendors, volunteers, or interns.

- ✓ The representative responsible for implementing the Plan must sign and certify the Plan, affirming their commitment to implement the Plan. Businesses must assign a designated Plan administrator to ensure the Plan is evaluated, monitored, executed, and updated as needed.
- ✓ Each business must provide its Plan, in writing, to all workers, and the Plan must be posted at all of the business’s workplaces in locations that will allow for the Plan to be readily reviewed by all workers. If physical posting is impracticable, the Plan must be posted electronically. Plans must also be available to regulatory authorities and public safety officers, upon request.
- ✓ Each business must ensure that training is provided to workers on the contents of its Plan and required procedures, so that all workers understand and are able to perform the precautions necessary to protect themselves, their co-workers, their customers, and their visitors.
- ✓ When more than one business has authority, responsibility, or control over workers, locations, or activities, each business must coordinate their implementation of these requirements.

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 is intended for use after May 27, 2021 and must address the universal guidance developed by MDH and DLI. The Stay Safe Minnesota website also contains guidance recommendations for a number of industries, which businesses are also encouraged to consider. The universal guidance and other industry-specific recommendations are available at the [Stay Safe Minnesota website \(https://staysafe.mn.gov\)](https://staysafe.mn.gov).** Businesses are not required to use this template. However, all plans developed by businesses must address the components included in Minnesota’s universal industry guidance.

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 our 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 [COVID-19 Universal Guidance for All Businesses and Entities \(PDF\)](https://staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.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 \(https://staysafe.mn.gov\)](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. The following requirements must be addressed, but each business is encouraged to consider additional recommendations and adopt additional requirements that appropriately address COVID-19 mitigation strategies the business deems necessary.

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

Health screening, isolation, and quarantine

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 worker, customer, and other visitor health status prior to entering the business and for workers to report when they are sick or experiencing symptoms. [Company Name] has also developed a plan to advise customers and other visitors to leave the facility if their responses to health screening indicate they have tested positive for COVID-19, are experiencing COVID-19 symptoms, or have been identified as a close contact. [Describe the health screening policy and the training provided to workers on this policy.]

[Company name] has implemented measures to ensure that sick or COVID-19 positive workers isolate until they are no longer infectious, according to applicable MDH guidance. Visit [If You Are Sick: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/sick.html\)](http://www.health.state.mn.us/diseases/coronavirus/sick.html). [Describe the business's isolation policy and the training provided to workers.]

[Company name] has 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 \(www.health.state.mn.us/diseases/coronavirus/close.html\)](https://www.health.state.mn.us/diseases/coronavirus/close.html) and [Quarantine Guidance for COVID-19 \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/quarguide.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf). **[Describe the business’s quarantine policy and the training provided to workers.]**

Hand hygiene practices

[Company name] has implemented a policy to provide instruction, signage, facilities, and supplies to encourage regular handwashing and sanitizing. This policy is consistent with [MDH: Hand Hygiene \(www.health.state.mn.us/people/handhygiene/index.html\)](https://www.health.state.mn.us/people/handhygiene/index.html). **[Describe the hand hygiene policy and the training provided to workers.]**

Cleaning and disinfecting

[Company name] has implemented a regular schedule and checklist for cleaning and disinfecting commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), shared items, shared equipment, and high traffic areas. **[Company name]** will continue to perform other routine environmental cleaning according to established schedules and procedures. 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. This policy is consistent with [CDC: Cleaning Your Facility \(www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html\)](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html) and the U.S. Environmental Protection Agency’s (EPA) List N for products that meet EPA’s criteria for use against SARS-CoV-2. See [EPA’s List N: Disinfectants for Use Against SARS-CoV-2 \(www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19\)](https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19). **[Describe the ventilation plan and the training provided to workers.]**

Indoor facilities, utilities, and ventilation

[Company name] has 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 **[Company name]** has consulted the resources in applicable industry guidance and others, as necessary, in developing this plan. **[Describe how you are addressing the building and ventilation protocols included in the industry guidance for your business and the training provided to workers to carry out your plan.]**

Additional COVID-19 Mitigation Practices (optional—as needed)

Address additional COVID-19 mitigation practices as needed. Businesses are strongly encouraged to consider the recommendations in Stay Safe industry guidance, as well as other relevant guidance from the CDC, MDH, OSHA, and other relevant federal, state, and local authorities. **[Describe additional COVID-19 mitigation practices here and the training provided to workers.]**

Certified by:

[Signature]

[Date]

[Title of senior executive or management official]