

COVID-19 Preparedness Plan template and instructions for bars, restaurants, and other services

Under Gov. 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 the business will implement to meet the State of Minnesota Industry Guidance for the business, Centers for Disease Control and Prevention (CDC) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to worker, visitor and customer safety and health while 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 provided to workers prior to beginning work 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 (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 industry guidance, CDC guidelines and OSHA standards above:

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 protections and protocols;
6. drop-off, pick-up and delivery protections and protocols; and
7. communications, training and supervision protocols.

For businesses that engage with customers and clients, the COVID-19 Preparedness Plan must include and describe how your business will implement, at a minimum, the following, in compliance with the industry guidance, CDC guidelines and OSHA standards above:

8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

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' plan should be **developed to fit the business and the risks of transmission that are present in the business' workplace(s). This template should be used with the State of Minnesota Industry Guidance developed by MDH and DLI for businesses required to create a COVID-19 Preparedness Plan. The State of Minnesota Industry Guidance is available at <http://mn.gov/deed/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 Northern Breezes Sailing Inc. & Northern Breezes Youth Sailing Foundation

Northern Breezes Sailing Inc. and Northern Breezes Youth Sailing Foundation is committed to providing a safe and healthy workplace for all our workers, students, and customers. To ensure we have as 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, students, and customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Northern Breezes Youth Sailing Foundation managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Northern Breezes. Cooperation among workers is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home
2. implementation of engineering and administrative controls 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 practices, and protocols
7. communications, training and supervision practices and protocols
8. what customers and clients can do to minimize transmission
9. additional protections and protocols for receiving and exchanging payment
10. additional protections and protocols for managing occupancy
11. additional protections and protocols to limit face-to-face interactions
12. additional protection and protocols for distancing and barriers

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

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. Upon arrival to camp, all workers and students will have their temperatures checked. Parents will remain in the drop-off zone until given a 'thumbs-up' that their child is good to go. All workers and students will be asked to stay home (or leave if they have already arrived) if they exhibit any of the following symptoms: fever of 100.4 or more, chills, new cough, shortness of breath, sore throat, muscle aches unrelated to exercise or injury, headache, loss of smell or taste, or exposure to a confirmed case of COVID-19 in the last two weeks. Each individual must bring a mask of their own (cloth recommended since it will not be damaged by water) and remain socially distant at all times. In the event that a case of COVID-19 is confirmed within the camp, parents and workers will be notified and the person affected should quarantine immediately. The camp will likely be closed for a day to allow for proper cleaning, and all affected parties will be asked not to come back to camp for the next two weeks.

2. Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols: To allow for social distancing, all sailboats will have fewer than normal passengers. Instructors and camp counselors may take a rowboat or chase boat to follow sailboats in order to still give instructions/pointers and monitor safety.

3. Worker hygiene and source controls

Worker hygiene and source controls are being implemented at our workplaces at all times. All workers and students are required to wear masks or coverings of some type while on shore. They may be removed once out on the lake due to safety concerns. Frequent hand washing will be expected during transitions and before lunch.

4. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. Since all sailing instruction will take place outside, ventilation is not an issue. However, boats will be cleaned to minimize the spread of droplets and sanitize surfaces from students and staff.

5. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. In addition to cleaning of the boats used on a daily basis, students will be asked to wash their hands during all transitions from one activity to another and before lunch. Students will be told not to share water bottles, food, or other belongings to avoid contamination.

6. Drop-off, pick-up and delivery practices, and protocols

Parents will be asked to remain in their cars during both pick-up and drop-off. They are to also keep their student home if the student shows any of the symptoms previously listed. Upon arrival, each worker and student will be checked for a high temperature (100.4 degrees Fahrenheit or above) or other obvious symptoms. To ensure the safety of others, workers and students who exhibit symptoms will be sent home.

7. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated verbally and transmitted electronically to all workers [date] and necessary training was provided. **[Describe how you are addressing the communications, training and supervision practices and protocols included in the State of Minnesota Industry Guidance for your business.]** Managers and supervisors are to monitor how effective the program has been implemented by **[explain how]**. 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 **Northern Breezes Sailing Inc.** management and was posted throughout the workplace [date]. It will be updated as necessary.

8. What customers and clients can do to minimize transmission of COVID-19

Parents check their child for COVID symptoms prior to arrival. Make sure students understand the rules and expectations for social distancing. Washing hands and using hand sanitizer regularly is also helpful.

9. Additional protections and protocols for receiving and exchanging payment

Not applicable.

10. Additional protections and protocols for managing occupancy

We have reduced the number of people, and everyone will meet outside.

11. Additional protections and protocols to limit face-to-face interactions

Not applicable.

12. Additional protection and protocols for distancing and barriers

Not applicable.

Certified by:

Captain Thom Burns

Northern Breezes Youth Sailing Foundation