

COVID-19 Preparedness Plan template and instructions

Executive Order 20-48 issued by Gov. Tim Walz on April 30, 2020, requires each business in operation during the peacetime emergency establish a COVID-19 Preparedness Plan.

A business's COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, federal Occupational Safety and Health Administration (OSHA) standards and Executive Order 20-48, related to worker and customer – if the business has customer-facing operations – exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry (DLI), in consultation with 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:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. customer controls and protections for drop-off, pick-up and delivery;
5. housekeeping, including cleaning, disinfecting and decontamination;
6. communications and training for managers and workers necessary to implement the plan; and
7. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

This document includes a template for a COVID-19 Preparedness Plan that includes the criteria listed above **and is developed to fit the potential needs of different types of businesses. This template should be used with the Checklist guidelines for creating a COVID-19 Preparedness Plan available at www.dli.mn.gov/updates.** No business is required to use this template. If you choose to use this template, you must adapt it to fit the specific needs of your business.

COVID-19 Preparedness Plan for POTLUCK MN Food Hall

POTLUCK MN Food Hall is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, 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, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **POTLUCK MN Food Hall** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **POTLUCK MN Food Hall**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by addressing worker concerns through direct feedback and meetings about concerns and ideas. As workers submit suggestions and feedback, we work to find a solution that works for that employee and the staff and integrate that solution into our plan.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

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.

POTLUCK MN Food Hall is encouraging employees to independently health screen, including temperature and symptoms. A no touch thermometer will also be accessible in the management office for employees to monitor their temperature as needed.

If an employee exhibits a fever or COVID-19 related symptoms, they must report the illness to their supervisor and their supervisor will notify management staff. The Rosedale GM will take the lead in enacting the JLL corporate protocol for notification of COVID-19 for the property. On a daily basis, JLL's Health, Safety and Environment Team is collecting information related to suspected or confirmed cases of COVID-19 occurring at JLL-managed properties and JLL Corporate Offices to report up to the Global JLL CERT team.

JLL employees should self-quarantine and seek medical advice if they believe they have contracted COVID-19, been exposed to someone with COVID-19 and/or if they are symptomatic to COVID-19. The quarantine period can vary, but infected persons typically will develop symptoms 2 -14 days after exposure per CDC guidelines. The quarantine period can end after 14 days, given there are no observed COVID-19 symptoms.

If an employee has a confirmed COVID-19 exposure, they should follow CDC guidelines and/or state and local health departments' guidance for returning to work (Discontinuation of Home Isolation for Persons with COVID-19 / Interim Guidance). In addition, employees should:

- Consult with their medical provider, as applicable or available;
- Work with their Manager and Human Resources Business Partner on establishing a return-to-work date and scheduled work activity, as applicable, and;
- Refer to JLL's COVID-19 Global Procedures for additional guidance.

Tenant employees, contractors, visitors and other building occupants should not return to a property without meeting the guidelines specified in CDC's interim guideline for Discontinuation of Home Isolation for Persons with COVID-19 and/or state and local health departments' guidance for returning to work after a suspected or confirmed COVID-19 exposure. Property Team members are encouraged to share the CDC guidelines with those tenant employers with reported exposures (confirmed or suspected).

How to Discontinue Home Isolation

(Note: the following guidance was extracted from the CDC and was current as of 27 March 2020.) As information is updated frequently, refer to the CDC website to confirm current CDC guidance as the information may have changed since the issuance of this document.

People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

- If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - at least 7 days have passed since your symptoms first appeared

Return to Work after Self-Quarantine and / or COVID-19 Confirmed Exposure

If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever (without the use of medicine that reduces fevers) AND
- other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- you received two negative tests in a row, 24 hours apart.

Your doctor will follow CDC guidelines. In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

Rosedale Center 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. Each situation will be addressed individually with the JLL Human Resources office. This includes accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Rosedale Center 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.

There are various exposure scenarios that could be presented. From what we are currently seeing (but, this could change) many exposure reports are coming from tenants, and the suspected exposed person is already off-site, quarantined and/or seeking medical assistance. Listed below are scenarios that a property may encounter, to include guidelines for response.

1. Property Team receives notice that a person was onsite and tested positive for COVID-19.

- a. Escalations to Regional Manager, Client, and to JLL HSE digitally [HERE](#).
- b. Investigation of exposure (areas and persons that may have been exposed). Confirm and determine level of exposure.
- c. Secure the exposed area, space and/or floor as deemed necessary. Decision to secure space and/or relocate employees will be made in collaboration with the tenant and client.
- d. Cleaning / disinfection / remediation plan.
- e. Communication plan, as established.
- f. Depending on the circumstances, there may be involvement from a Public Health Agency, but this contact would most likely be initiated by the agency and not the property.

2. Property Team receives notice that a person has been exposed to someone with COVID-19 and is displaying symptoms.

- a. Request to have person leave site / self-quarantine.
- b. Escalations to Regional Manager, Client, and to JLL HSE digitally [HERE](#).

c. Investigation of exposure (areas and persons that may have been exposed). Confirm and determine level of exposure. Work with person (or person's employer) to determine if person has been tested for COVID-19.

d. Secure the exposed area, space and/or floor as deemed necessary. Decision to secure space and/or relocate employees will be made in collaboration with the tenant and client.

e. Cleaning / disinfection / remediation plan.

f. Communication plan, as established.

3. Property Team receives notice that a person has been exposed to someone with COVID-19 (or believes they have been exposed) and is not displaying symptoms (2nd generation type exposure).

a. Request to have person leave site / self-quarantine.

b. Escalations to Regional Manager, Client, and to JLL HSE digitally [HERE](#).

c. Investigation of exposure (areas and persons that may have been exposed). Confirm and determine level of exposure. Work with person (or person's employer) to determine if person has been tested for coronavirus.

d. Exposed area may be secured if deemed necessary and at the direction of the tenant and client.

e. Cleaning / disinfection / remediation plan.

f. Communication plan, as established.

4. Property Team receives notice that a person is displaying COVID-19 symptoms, but unknown if exposure.

a. Request to have person leave site / self-quarantine.

b. Escalations to Regional Manager, Client, and to JLL HSE digitally [HERE](#).

c. Investigation of exposure (areas and persons that may have been exposed). Confirm and determine level of exposure. Work with person (or person's employer) to determine if person has been tested for coronavirus.

d. Secure the exposed area, space and/or floor as deemed necessary. Decision to secure space and/or relocate employees will be made in collaboration with the tenant and client.

e. Cleaning / disinfection / remediation plan.

f. Communication plan, as established.

g. Revert to Scenario #1 if person tests positive to COVID-19.

In addition, JLL Human Resources protects the privacy of workers' health status and health information and works directly with the employee.

Handwashing

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 toilet. All visitors to the facility will be asked to use hand sanitizer immediately upon entering the facility. The hand sanitizer will be located near the entrances for easy access and use. Rosedale Center also has hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) for employees that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

All necessary handwashing and/or sanitizer facilities are provided, supplied and maintained, and workers are allowed to perform handwashing to meet this precaution.

Tenants who have elected to do curbside pickup and delivery have been asked to submit their plan for safety and handwashing in order to open for those services.

Respiratory etiquette: Cover your cough or sneeze

Workers 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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash 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 visitors.

Signage for respiratory etiquette will be displayed at each mall entrance, customer and employee bathrooms, and throughout the center. We will also be announcing respiratory etiquette and handwashing reminders through the Rosedale Center PA system throughout the day.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- staggered shifts and additional shifts to reduce the number of employees in the workplace at one time
- half of all tables in the common seating area have been removed
- bar stools have been reduced by half
- maintain six feet of distance between workers and workers and customers
- provide signage and instructions for employees, visitors and customers
- foot handles have been installed on restroom and kitchen doors
- support communications plans to address employee concerns

Curbside Pick Up

Designated parking spots for curbside pick up are in place. Customers will call or text when they arrive. Masked and gloved employees will bring good to cars and place in back seat. Walk up orders will have their items placed on a table outside at the exterior entrance to Potluck

Housekeeping

Daily Housekeeping Schedule:

- Common area seating and commercial kitchen is deep cleaned each night after hours
- Restrooms are deep cleaned prior to opening each morning
- During operating hours, tables and chairs are sanitized after each use. Restrooms are cleaned every 30 minutes. High touch point areas are disinfected every 30 minutes
- Housekeeping staff is outfitted with gloves and masks

Communications and training

This Preparedness Plan was communicated by email to all workers on May 5, 2020 and necessary training was provided. Additional communication and training will be ongoing through designated weekly meetings with department supervisors and weekly at staff meetings and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by reporting during the designated time at weekly staff meetings. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan along with the internal JLL COVID-19 response plans, have been communicated by Rosedale Center throughout the workplace May 8, 2020. It will be updated as necessary.

Certified by:

[Signature]

[Title of management official]

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

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

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf