## PATH FORWARD

Reopen • Reimagine • Recover

A webinar series by the Rochester Area Chamber

# 5 Steps to Reopening Your Business Safely

Tuesday, April 28

### Five Steps To Reopening Your Business SAFELY

**After the Stay At Home Order** 

**Presented By:** 



Dan Mesenburg
Regional Training Manager/Business Consultant
ServiceMaster Restore
dan@smdo.com





To develop a strategy for safely reopening your business during the COVID-19 pandemic!



"What was reasonable a month ago, is no longer adequate." - Richard Fain, CEO Royal Caribbean Cruises Ltd

### From Governor Walz...

**EXECUTIVE ORDER 20-40** 

Prior to loosening restrictions for a given setting, businesses must:

- Create, share, and implement a COVID-19 Preparedness Plan that sets out the actions they are taking to ensure social distancing, worker hygiene, and facility cleaning and disinfection necessary to keep workers safe
- Engage in health screening of employees and ensure that sick employees stay home
- Continue to work from home whenever possible

Source: <a href="https://mn.gov/deed/newscenter/covid/safework/">https://mn.gov/deed/newscenter/covid/safework/</a>



- ✓ What is the difference between today and how you were operating pre-COVID-19?
- ✓ How will you need to operate going forward?
- ✓ How will you get there?
- ✓ What assumptions was I making prior to COVID-19? Now?

## Before and After Analysis Sample...

Before COVID-19	After COVID-19
Lobby waiting area held 20-22 people during peak times	Lobby waiting area will now have a 12- person maximum due to social distancing
Employees enter the building through three entrances	All employees enter the building through one entrance and are health checked
Cleaning only occurred at night after business close	Cleaning now occurs every 4 hours of operation

#### **Five Steps To Reopening Your Business**

- 1. Identify A Workplace Coordinator
- 2. Create a Plan
- 3. Educate Your Staff
- 4. Update Housekeeping
- 5. Communicate to Customers

#### 1: Identify A Workplace Coordinator

- This person owns everything COVID-19 for your business
- Has the latest information from government agencies
  - State of Minnesota
  - OSHA
  - Health Department
  - · CDC
  - Department of Labor and Industry
- Assembles documentation and communication

#### 2: Have A Written Plan

- Must be in writing
- Covers key points related to COVID-19 for your business
- Example provided from the Minnesota DLI, "COVID-19 Business Plan"

#### **COVID-19 Preparedness Plan template and instructions**

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 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 to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker 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, 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:

- infection prevention measures;
- prompt identification and isolation of sick persons;
- engineering and administrative controls for social distancing;
- housekeeping, including cleaning, disinfecting and decontamination;
- 5. communications and training for managers and workers necessary to implement the plan; and
- provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

This document includes a sample COVID-19 Preparedness Plan that meets the criteria listed above. No business is required to use this model. If you choose to use this model, you must adapt it to fit the specific needs of your business.

#### \*\*DRAFT TEMPLATE\*\*

#### COVID-19 Business Plan for [Company Name]

[Company name] is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following 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 the COVID-19 virus in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Plan.
[Company name] 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 worker's working at [company name]. 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 concerns have been addressed, how worker suggestions and feedback have been requested and integrated into developing the Plan.] Our Plan follows CDC and Minnesota Department of Health Guidelines and federal OSHA standards related to COVID-19 and addresses:

- · Hygiene and respiratory etiquette
- · Engineering and administrative controls for social distancing
- Housekeeping cleaning, disinfecting and decontamination
- · Prompt identification and isolation of sick persons
- · Communications and training that will be provided to managers and workers
- · Management and supervision necessary to ensure effective implementation of the Plan

#### SCREENING AND POLICIES FOR EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

Worker 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. [Describe how you will address topics such as 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.]

https://www.dli.mn.gov/sites/default/files/pdf/COVID\_19\_business\_plan\_template.pdf

#### 3: Educate Your Employees – At Work

- New Procedures
- Work Hygiene WASH HANDS
- Symptoms that require employees to go or stay home
- What screening to expect arriving at work
- How will social distancing be used in all building areas
- How will travel affect the employee's ability to return to work
- What is the emergency communication plan

#### 3: Educate Your Employees – At Home

- Home Personal Hygiene WASH HANDS
- Home High Touch Cleaning Frequency
- What to do if employees have a sick family member
- Explain how activities in their personal life can affect people at work

## How Long COVID-19 Is Present on Surfaces?

- Aerosolized form 3 to 6 hours
- Copper 4 hours
- Aluminum 2 to 8 hours
- Cardboard 20 to 24 hours
- Plastic and Stainless 2 to 3 days
- Wood and Metal 4 to 5 days
- Glass and Ceramics 4 to 5 days

Correct answer, it depends... even doctors, researchers, universities and other experts cannot agree on specific time for types of materials – best to proceed with caution.

Source: <a href="https://hub.jhu.edu/2020/03/20/sars-cov-2-survive-on-surfaces/">https://hub.jhu.edu/2020/03/20/sars-cov-2-survive-on-surfaces/</a>

### 4: Housekeeping – A Cleaner Environment

- Hand Washing and Hand Sanitizers Strategically Located
- Increased ventilation and air filtration
- Steps to receiving inventory or packages
- Regular cleaning of high touch areas
- OSHA training for employees doing additional cleaning

#### **High Touch Cleaning**

- Have a list of items to clean
- Decide the frequency of cleaning
- Train your employees on the correct way to clean
- Find a product on EPA List N or create your own by CDC guidelines

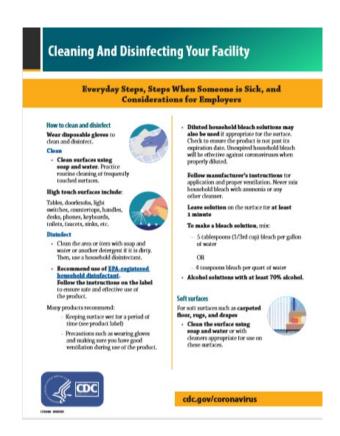
Source: CDC <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf</a>

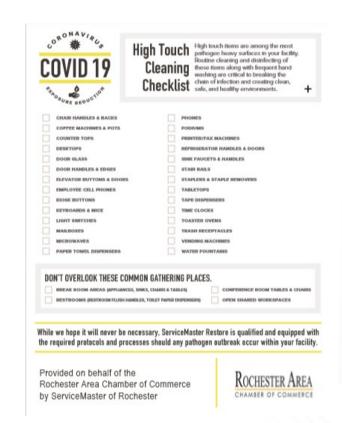
#### **High Touch Cleaning Products**

- Find a product on EPA List N
  - Go to: <a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2</a>
  - Locate the first seven of the EPA Reg. No. <u>12345-67</u>-8900
  - Place the number with the dash in the search
  - If a product comes up your product is listed (may be private labeled)
- CDC Diluted Bleach Solution
  - Follow Manufacturers label for mixing and safety instructions
  - Leave solution on surface for at least 1 minute
    - 5 Tablespoon (1/3 cup) bleach per gallon of water OR
    - 4 teaspoons bleach per quart of water <u>OR</u>
    - Alcohol solutions with at least 70% alcohol

Source: CDC <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf</a>

#### **High Touch Cleaning - Resources**





Sources: CDC <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf</a>

**ServiceMaster Restore: High Touch Cleaning Checklist** 

#### **High Touch Cleaning - Resources**





Sources: ServiceMaster Restore: Hand Washing, Home High Touch Cleaning Checklist

#### **5. Communicate to Customers**

- Show You Have Taken Extra Steps Posted High Touch Schedule Signed
- Social Distancing Guidelines
- Cover the Cough
- Employees Reaffirm Customer Understanding

#### 5. Communicate to Customers - Resources





Stay 6 feet from others.

6'

DEPARTMENT
OF HEALTH

Sources: MDH <a href="https://www.health.state.mn.us/diseases/coronavirus/materials/index.html">https://www.health.state.mn.us/diseases/coronavirus/materials/index.html</a>

**ServiceMaster Restore: Hand Washing** 

#### **Online Resources for Businesses**

- OSHA: <a href="https://www.osha.gov/SLTC/covid-19/controlprevention.html">https://www.osha.gov/SLTC/covid-19/controlprevention.html</a>
- Minnesota OSHA: <a href="https://www.dli.mn.gov/business/workplace-safety-and-health/mnosha-compliance-novel-coronavirus-covid-19">https://www.dli.mn.gov/business/workplace-safety-and-health/mnosha-compliance-novel-coronavirus-covid-19</a>
- Minnesota Department of Health: <a href="https://www.health.state.mn.us/diseases/coronavirus/index.html">https://www.health.state.mn.us/diseases/coronavirus/index.html</a>
- MN DEED: <a href="https://mn.gov/deed/newscenter/covid/safework/business/">https://mn.gov/deed/newscenter/covid/safework/business/</a>
- CDC: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html">https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html</a>
- EPA: <a href="https://www.epa.gov/coronavirus">https://www.epa.gov/coronavirus</a>

### Questions???



Dan Mesenburg
<a href="mailto:dan@smdo.com">dan@smdo.com</a>
Regional Training Manager/Business Consultant
ServiceMaster Distributor Operations

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5 Steps to Reopening your Business SAFELY

Tuesday, April 28

**Liability Concerns for Reopening Your Business** 

Thursday, April 30

Workforce: Return & Re-organize

Tuesday, May 5

Small Business Continuity: Your Operational Checklist

Thursday, May 7

Marketing Innovations: Optimize Your Digital Presence

Tuesday, May 12

Marketing Innovations: New Tools & Techniques

Thursday, May 14

PPP: Ensuring Compliance and Maximizing Forgiveness

Tuesday, May 19

Modify your Business Plan for the New Environment

Thursday, May 21

Leadership Challenge: Comfort and Confidence

Tuesday, May 26

Innovating at the Speed of Light

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