

COVID-19 Preparedness Plan for the Faribault Area Chamber of Commerce & Tourism

The Faribault Area Chamber of Commerce & Tourism is committed to providing a safe and healthy workplace for all our Staff and visitors. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and Staff 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 staff, management, and membership. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and Staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **The Faribault Area Chamber of Commerce & Tourism** management and board of directors have our full support in enforcing the provisions of this policy.

Our staff is our most important assets. We are serious about safety and health and keeping our staff working at **The Faribault Area Chamber of Commerce & Tourism**. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by **discussing how visitors and members will be greeted at our office and how we will hold meetings and events moving forward**. 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 Staff; and
- management and supervision necessary to ensure effective implementation of the plan.

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

Staff 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 the staff's health status prior to entering the workplace and for them to report when they are sick or experiencing symptoms. **If any member of the staff is feeling ill, they should call or text the President and explain their symptoms. Staff should remain home until symptoms are gone. Staff will have the ability to work from home should they choose.**

The Faribault Area Chamber of Commerce & Tourism has implemented leave policies that promote Staff 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. **We will accommodate working**

from home if any member of the staff has any of the above issues whenever possible at the discretion of the President. Accommodations for Staff with underlying medical conditions or who have household members with underlying health conditions have been implemented. **Any staff with underlying medical conditions must report them to the President. Such accommodations will be made to make sure that the staff member is able to work in a safe environment. This includes adding plexiglass shields to the front reception area and floor stickers to show adequate spacing.**

The Faribault Area Chamber of Commerce & Tourism has also implemented a policy for informing Staff 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. **Any staff who have been exposed to the COVID-19 virus must take temperature twice daily for 10 days. Staff member may work from home for a 10-day period and must not come to the office or any Chamber related events during the 10 day period.**

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Staff 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 upon arrival.

Handwashing is available at the sink in the bathroom sinks. All staff will have access to wash hands as often as they feel necessary, but at a minimum when they enter or exit the office.

Respiratory etiquette: Cover your cough or sneeze

Staff 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 Staff and visitors. **Masks will be available to any staff member who wishes to wear it while visitors are in the building. Masks will be encouraged at events but not required.**

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: **Staff members will perform some work from home if they are able to. No meetings over 10 people (including staff) will be allowed in the office until the state authorizes it. Social distancing guidelines must be followed at all time – 6 ft rule.** Staff, visitors and members are prohibited from gathering in groups. Staff and visitors are prohibited from gathering in confined areas and from using other Staff member's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment unless proper disinfecting is done.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

- **After visitors depart, all high-touch areas will be sanitized.**
- **Each afternoon, prior to leaving the office we will use a sanitizer on all high-touch surfaces including desktops, office chairs, computer keyboard, mouse, copy machine, phones, door handles, and light switches.**
- **Sanitizer will be available in the bathrooms to use to spray the toilets, sinks, soap dispensers, light switches and door handles after each use.**

Business Hours and Foot Traffic Hours

Faribault Area Chamber of Commerce & Tourism will remain *open for business*. During normal business hours “in person” business will be limited to employee’s discretion and appropriate COVID protocol will be used. Doors will remain locked for casual foot traffic while appointments can be made “at the door” as needed.

Communications and training

This Preparedness Plan was communicated **in writing and verbally** to all Staff and board members **by May 26, 2020** and necessary training was provided. Additional communication and training will be ongoing and provided to all Staff who did not receive the initial training. Instructions will be communicated to visitors about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the visitor, the staff member and others, 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. Management and Staff are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **Faribault Area Chamber of Commerce & Tourism** management and was posted throughout the workplace. It will be updated as necessary.

Certified by:

Nort Johnson
President/CEO
Faribault Area Chamber of Commerce & Tourism

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