

# **COVID-19 Preparedness Plan**

## **Health and Wellness Fair 2021**

Dated: 3/29/2021

### **Health and Wellness Fair Overview**

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.”

Health and Wellness Fair is to be held at the Memorial Building Dining Room on May 15, 2021. The event will include vendors and information regarding health and wellness.

Location: Hibbing Memorial 400 East 23<sup>rd</sup> Street Hibbing MN 55746

### **COVID-19 Preparedness Plan Health and Wellness Fair**

The Hibbing Area Chamber 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 COVID-19 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 Preparedness Plan. The Hibbing Area Chamber 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 the Hibbing Area Chamber. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by discussions and feedback through several virtual meetings. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) 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; 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 and volunteers will self-assess if they may have COVID-19, using the Minnesota Department of Health survey:

English:

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

Spanish:

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreensp.pdf>

1. Do you feel sick or do you have any of the following symptoms of COVID-19?

- Fever of 99.8 degrees Fahrenheit or higher, or feeling feverish
- New cough ➤ Shortness of breath ➤ Chills ➤ Headache ➤ Muscle pain
- Sore throat ➤ Fatigue ➤ Congestion ➤ Loss of taste or smell

2. Have you cared for or have you had close contact within the last 14 days with someone who has COVID19 or who has symptoms of COVID-19?

- Staff and volunteers will not attend if they answer Yes to any of the questions on the checklist.
- Attendees and volunteers/workers will leave the event if they develop any of the symptoms of COVID19 from the checklist during the event.
- Anyone with onset of possible COVID-19 symptoms at the even

**Managing Occupancy** • Event capacity is limited to 75 attendees.

### **Overall Policies**

- The Chamber will provide protective equipment and supplies, such as source control face coverings, gloves, hand-sanitizer, disinfectants, and provide training when required and on proper use.
- All workers will be required to wear a mask.
- Hand sanitizer will be available by the event locations.
- The venue location will be monitored and counted to not exceed 250 at a time in each location.
- Volunteers will be monitoring the social distancing.

## **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. Hand washing stations will be available in the restrooms at the locations and hand-sanitizer will be available free to all.

## **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. We will have reminder signage up as well as volunteers to remind visitors to follow this protocol.

## **Social Distancing**

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

- Volunteers will be walking the event to remind folks to follow social distancing protocols.
- Signage will be placed to remind folks to follow social distancing.

## **Housekeeping**

Regular housekeeping practices are being implemented and will include routine cleaning and disinfecting of all work surfaces. Communications and training This Preparedness Plan will be communicated to all workers and necessary training will be provided.

Certified by:

Shelly Hanson

President, Hibbing Area Chamber of Commerce