

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 [Company name]

[Company name] is committed to providing a safe and healthy workplace for all our workers **[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 **[and]** management **[customers and clients]**. 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. **[Company name]** 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 **[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 how such suggestions have been integrated into developing the 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; and
7. communications, training and supervision practices and protocols.

[For businesses that engage with customers and clients, your COVID-19 Preparedness Plan must include and describe how your business will implement the following additional requirements:]

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.

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. **[Describe how you address the requirements included in the State of Minnesota Industry Guidance for your business, including how you will address 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.]**

[Company name] has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. **[Describe your sick leave, Family Medical Leave Act (FMLA) leave and other policies addressing these situations.]** Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. **[Describe policy.]**

[Company name] 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. **[Describe policy.]** In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **[Describe policy.]**

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: **[Describe how you address the requirements included in the State of Minnesota Industry Guidance applicable to your business, including how social distancing will be implemented, maintained and communicated to workers in your workplace].**

Social distancing of six feet will be implemented and maintained between workers and customers or clients in the workplace through the following engineering and administrative protocols: **[Describe protocols]. [If your business engages with customers or clients, your COVID-19 Preparedness Plan must also describe how your business will implement the additional requirements included in the State of Minnesota Industry Guidance applicable to your business, including how social distancing will be maintained and monitored and number of occupants will not exceed the limit on percentage of occupant capacity.]**

3. Worker hygiene and source controls

Worker hygiene and source controls are being implemented at our workplaces at all times. **[Describe how you are addressing the requirements for worker hygiene and source control, including the use of source control face coverings, other protective equipment and hand hygiene included in the State of Minnesota Industry Guidance for your business.]**

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. **[Describe how you are addressing the building and ventilation protocols included in the State of Minnesota Industry Guidance for your business.]**

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. **[Describe how you are addressing the workplace cleaning and disinfection protocols included in the State of Minnesota Industry Guidance for your business.]**

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. **[Describe how you are addressing the requirements included in the State of Minnesota Industry Guidance applicable to your business, including cleaning and disinfecting supplies that have been procured, for what purpose they should be used and how they should be used, including if personal protective equipment is required.]**

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

[Describe how you are addressing the drop-off, pick-up and delivery protocols included in the State of Minnesota Industry Guidance for your business.]

7. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated **[explain how]** 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 **[Company name]** management and was posted throughout the workplace **[date]**. It will be updated as necessary.

For businesses that engage with customers and clients, your COVID-19 Preparedness Plan must include and describe how your business will implement components seven through 11 (below) in compliance with the State of Minnesota Industry Guidance for your business.

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

[Describe how you are addressing the requirements included in the State of Minnesota Industry Guidance for your business about what customers and clients can do to minimize transmission of COVID-19.]

9. Additional protections and protocols for receiving and exchanging payment

[Describe how you are addressing the additional protections and protocols for receiving and exchanging payment included in the State of Minnesota Industry Guidance for your business.]

10. Additional protections and protocols for managing occupancy

[Describe how you are addressing the additional protections and protocol for managing occupancy included in the State of Minnesota Industry Guidance for your business.]

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

[Describe how you are addressing the additional protections and protocol to limit face-to-face interactions included in the State of Minnesota Industry Guidance for your business.]

12. Additional protection and protocols for distancing and barriers

[Describe how you are addressing the additional protections and protocol for distancing and barriers included in the State of Minnesota Industry Guidance for your business.]

Certified by:

[Signature]

[Title of management official]