Employer Preparedness Plan requirements checklist

Employers must develop and implement a plan that addresses the following components and post it publicly.

Worker protections and protocols for all workplaces

Make sure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift, such as temperature taking or a health screening survey.
2. Identify and isolate workers with COVID-19 symptoms and those who have been exposed, and send them home.
3. Establish communication protocols when workers have been potentially exposed.
4. Establish worker sickness reporting protocols.
5. Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.
6. Provide accommodations for vulnerable populations.
7. Clearly communicate sick leave policies to all workers.

Social distancing – Workers should be at least six feet away from each other

1. Maximize the use of telecommuting; workers who are able to work from home must work from home.
2. Stagger shifts and breaks; create additional shifts.
3. Evaluate traffic patterns to reduce crowding at entrances, in hallways, etc.
4. Limit gatherings of workers.
5. Ensure physical distancing in workplaces, including at workstations, productions lines, etc.
6. Limit non-essential worker interaction across floors, buildings, campuses, worksites, etc.
7. Increase physical space between workers and customers, such as using a drive-thru or partitions.

Worker hygiene and source controls

1. Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and stocked.
2. Provide recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, guards, shields, etc.
3. Post handwashing and "cover your cough" signs.
4. Encourage use of source control masks, such as non-medical cloth masks.
5. Prohibit on-site food preparation and sharing.
6. Provide tissues for proper cough/sneeze etiquette and no-touch disposal recepticals.

Workplace cleaning, disinfection and ventilation protocols

1. Routinely clean and disinfect all areas, such as offices, restrooms, locker and changing rooms, common areas, shared electronic equipment, machinery, tools, controls, etc.
2. Frequently clean all high-touch items, such as door knobs, countertops, railings, handles, light switches and other surfaces.
3. Personal equipment, tools and phones should not be shared or, if shared, should be disinfected after each use.
4. Implement routine cleaning and disinfecting of the workplace if a worker, customer or visitor becomes ill with COVID-19.
5. Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency (EPA) has developed a list of products that meet EPA's criteria for use against SARS-CoV-2.
6. Review product labels and material safety data sheets, follow manufacturer specifications, and use required personal protective equipment for the product.
7. Maximize fresh air into the workplace, limit air recirculation, and properly use and maintain ventilation systems.
8. Take steps to minimize air flow from units blowing across people and consider the use of portable HEPA filter units.

Additional protections and protocols for drop-off, pick-up and delivery:

1. Drop-off, pick-up or delivery of goods should be made using means that allow for at least six feet of distance between the worker and customer.
2. Order verification must also be made using means that allow for at least six feet of distance or a complete barrier between the worker and customer.
3. Contactless payment should be used whenever possible. If contactless payment is not possible, payment must be made in a manner that allows for at least six feet of distance between the worker and customer.
4. Customers should pre-order goods or pre-arrange the maintenance or repair of goods or pet grooming services before traveling to the business.
5. Timing of outdoor drop-off, pick-up and delivery should be pre-arranged and arrival at the drop-off, pick-up or delivery location should be communicated through voice, text or email messaging.
6. Customers should be asked to wear cloth face masks.
7. Drop-off and pick-up locations should allow for six feet of social distance between customers and minimize contact with car surfaces.

Additional protections and protocols for in-store shopping

1. Workers and customers must maintain physical distancing of six feet and store occupancy shall not exceed 50%.
2. At checkouts, space between checkout stations and between the customer and worker must allow for physical distancing of six feet or a physical barrier or flexible plastic divider should be installed.
3. Provide for use of changing rooms that allows for disinfection between customers.

4. Provide hand sanitizer at the entrance, point of purchase and prominent locations for customers.
5. Contactless payment should be used whenever possible.
6. Checkout and areas of congestion should be marked to provide for social distancing of six feet, including floor markers for distance, lane lines and marking of adjacent areas where customers may be waiting for store access.
7. Space, configuration and flow of the store should be evaluated to allow for physical distancing of six feet.
8. Merchandise return policies should accommodate cleaning and/or delay of product return to shelves.
9. Customers should be encouraged to wear cloth face coverings.
10. Communications to educate customers about the steps being taken for their protection to mitigate the spread of COVID-19 is encouraged.
11. Posting of instructions for customers at entrances is encouraged and should inform customers: that they should not enter if they are experiencing symptoms; that they are encouraged to wear cloth face-coverings; about the store's occupancy limits; and that customers are asked to adhere to hygiene and social distancing instructions, signage and markings.

Additional protections and protocols for malls

1. Mall capacity must be limited to 50% or less of mall occupancy requirements.
2. Occupancy must be controlled based on vehicle counts, digital tracking and/or monitoring entrances and exits.
3. Traffic flow must be monitored and managed by mall staff inside and outside of the facility.
4. All communal seating, eating areas, play areas, stroller rentals and other areas where people may gather must be closed off.
5. Regular announcements should be made over the property's audio system reminding customers of the importance of the Centers for Disease Control and Prevention's (CDC's) stated best practices for hygiene and physical distancing.
6. Assistance should be provided to mall tenants in establishing physical distancing for any customer lines that may be needed outside of tenant store entrances.
7. No large events and activities that result in people congregating may be held.
8. Frequently clean and disinfect common areas and particularly busy locations, such as restrooms.
9. Have hand hygiene products at a minimum at entrances and available next to water stations with instructions for users to perform hand hygiene upon entry and before and after using the station.
10. Provide for physical distancing in restrooms or limit restroom capacity, closing stalls and including marking areas outside of bathroom for customer waiting.
11. In elevators, post instruction that limit occupancy to one occupant or one family group.

Training about protocols

Train all managers and employees about policies and procedures surrounding safety protocols and practices.

Appendix A – Guidance for developing an Employer Preparedness Plan

General

Centers for Disease Controal and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (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

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

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

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

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

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

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

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

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

Social distancing

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

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

Housekeeping

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

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

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

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

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

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

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

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp

Training

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

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

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