



Version 4 30 2020 (EO 2048)

## COVID-19 Preparedness Plan for Bridges of Hope\*

**Bridges of Hope** is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, 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, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Bridges of Hope** 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 **Bridges of Hope**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by **holding daily huddles and monthly staff meetings. In these meetings, we discuss current procedures, changes to our policies, and how to safely protect our clients and customers.** 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 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

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. **We have implemented the "Notice Pursuant to the Minnesota Consumer Privacy Act (MPCA) re: Measuring Temps."** Employees will sign the notice. It states, in part:

**To reduce the risk of spreading the COVID-19 virus in and through the workplace and protect our employees and guests, the Company is implementing procedures for measuring the temperature of all individuals coming**

\*Bridges of Hope includes both Common Goods retail locations

into the Bridges and its Common Goods Stores and inquiring and observing whether any individual attempting to enter its premises has any symptoms of COVID-19 or related illness.

Any individual, whether an employee or visitor, whose temperature is measured to indicate a fever, who reports having or is observed to have any such symptoms, or who has recently been in contact with symptomatic individuals will not be permitted to enter any Company facility.

Employees will be required to take their temperature before entering the workplace. If they become ill at work, they must leave immediately or quarantine in their office until they can be picked up.

**Bridges of Hope** has implemented leave policies that promote workers 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. **We have implemented a COVID-19 General Operations Policy. It reads, in part:**

**If you are sick, use your sick bank, the approval of all sick and vacation times will strictly follow the procedures in the employee handbook with the required timeframe for notification. In the event it is an unscheduled absence, that is health related, staff will be required to provide Bridges of Hope with their doctor's note to both get sick times approved and to return to work. If you test positive for COVID-19, you must notify the Executive Director immediately. Any vacation time needs to be approved by the Executive Director, with the proper notices. Staff are encouraged to consider workflow and teamwork in requesting PTO to ensure that everyone gets the opportunity to use accrued times whilst maintaining productive workflow.**

**Bridges of Hope** 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.

#### **DAILY TEMPERATURE CHECKING OF STAFF**

**All staff will be required to take their own temperature with the Bridges of Hope provided thermometer, to ensure that all staff are healthy and fit to work, for the collective health and wellbeing of all staff as well as the communities we serve.**

#### **USE OF SICK/VACTION TIME**

**Vacation and sick time will not be automatically approved as has been the case in the past. Staff are encouraged to be considerate of the fact that the pandemic is affecting everyone, and that everyone will need a break ever so often. As such, requests will be required to have a two weeks' notice where applicable, and sick leaves will require a doctor's note for approval.**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **We have implemented the "Notice Pursuant to the Minnesota Consumer Privacy Act (MPCA) re: Measuring Temps."** Employees will sign the notice. It states, in part:

**Pursuant to the MCPA, we are notifying you that we are collecting the following category of Personal Information: Medical and health information, specifically your body temperature and whether you have or display certain symptoms such as fatigue, cough, sneezing, aches, and pains, runny or stuffy nose, sore throat, diarrhea, headaches, or shortness of breath, whether you have recently been in close contact with anyone who has exhibited any of these symptoms, whether you have recently been in contact with anyone who has tested positive for COVID-19, and whether you have recently traveled to a restricted area that is under a Level 2, 3, or 4 Travel Advisory according to the U.S. State Department (including China, Italy, Iran, and most of Europe).**

**Bridges of Hope will maintain this information under conditions of confidentiality. We are collecting this information for purposes of reducing the risk of spreading the COVID-19 virus in and through the workplace and protecting our employees and guests.**

## **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. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

**We have implemented a COVID-19 General Operations Policy. All employees must sign this policy. It reads, in part:**

### **HANDWASHING**

**Please wash your hands every time you leave your office to be in a general space or interact with another staff member. Basic infection prevention measures are always being implemented at Bridges of Hope. All 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 Bridges of Hope will be required to wash their hands prior to or immediately upon entering the premises or utilize the hand-sanitizer dispensers provided at the entrance of each building.**

## **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 have implemented a COVID-19 General Operations Policy. All employees must sign this policy. It reads, in part:**

#### **RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE**

All staff 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.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Bridges of Hope is using telework, flexible work hours, staggered shifts and staggered office days to reduce the number of employees in the workplace at one time; we are implementing social distancing, maintaining six feet of distance between workers and workers and customers; we are providing signage or instructions for employees, visitors and customers at the front door and upon entering the building; as part of our COVID-19 General Operations Policy, it reads, in part:

#### **MASK UP POLICY**

All staff are required to wear masks when interacting with colleagues and partners in the work environment. Staff can remove their mask when in their personal space. If you do not have a mask, Bridges of Hope will provide you with one.

#### **SOCIAL DISTANCING**

All are required to observe 'social distancing' of minimum 6 feet when interacting with others and while in general workspaces.

Our Common Goods retail stores have implemented the following curbside pick-up policies:

- All purchases will be made in advance online or via telephone and paid electronically.
- Employees will maintain a six-foot (social) distance from each other while inside the store facilitating outdoor pick-up.
- Customers should remain in the vehicle, and items should be deposited in the trunk, whenever possible to provide contactless curbside pick-up.
- Staff will ship items for delivery at the customer's home or business when requested (shipping and handling fees apply.)
- Staff will wear masks and gloves while handling product whenever possible (including shipping and curbside pick-up.)

Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles 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, railings, copy machines, credit card readers, delivery equipment, etc. **We have implemented a COVID-19 General Operations Policy. All employees must sign this policy. It reads, in part:**

### HOUSEKEEPING, DISINFECTING AND DECONTAMINATION

**All staff will maintain a daily cleaning schedule of their workspaces in addition to the regularly housekeeping processes. This includes but is not limited to routine cleaning and disinfecting of work surfaces, appliances, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc.**

## Communications and training

This Preparedness Plan was communicated by email to all workers on Monday, May 11, 2020, and necessary training was provided. Additional communication and training will be ongoing through daily huddles monthly staff meetings and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, 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 by communicating with their supervisor and/or the Executive Director. 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 Bridges of Hope management and was posted throughout the workplace [date]. It will be updated as necessary.

Certified by:

[Signature]

[Title of management official]

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

MDH Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://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](http://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](http://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](http://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](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://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](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

### **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)