# COVID-19 Preparedness Plan for [Insert Company Name]

**[Insert Full Company Name] (alternatively referenced as “[insert abbreviation of company name to use throughout rest of document]” herein)** is committed to providing a safe and healthy workplace and jobsite for all our employees, subcontractors, vendors, suppliers, consultants, workers, trade partners, and clients (alternatively referenced at times as “workers” herein). To ensure we have a safe and healthy workplace, **[Insert Company Name]** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

All workers are responsible for following and implementing the COVID-19 Preparedness Plan. Our goal is to mitigate the potential transmission of COVID-19 in our workplaces and communities. To do this, we require full cooperation among our workers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by **[Insert plan administrator and employment title]**, who maintains the overall authority and responsibility for the plan. However, all workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Our workers are our most important assets. We are serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

**[Insert Company Name]**’sCOVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota. Furthermore, the COVID-19 Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota’s relevant and current executive orders.

Below are a few links to the pertinent standards the COVID-19 Preparedness Plan abides by:

* <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
* <https://www.health.state.mn.us/diseases/coronavirus/index.html>
* <http://www.dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_construction.pdf>

The COVID-19 Preparedness Plan addresses:

* ensuring sick workers stay home and prompt identification and isolation of sick persons;
* social distancing – workers must be at least six-feet apart;
* workers hygiene and source controls;
* workplace building and ventilation protocol;
* workplace cleaning and disinfection protocol;
* drop-off, pick-up and delivery practices and protocol; and
* communications and training practices and protocol.

In developing the COVID-19 Preparedness Plan **[Insert Company Name]** has reviewed and incorporated the specific industry guidance applicable to our business provided by the State of Minnesota. This includes following the industry guidance titled State of Minnesota’s Preparedness Plan Guidance – Construction. Specifically:

1. This plan will be posted and it will be readily available at the worksite.
2. All subcontractors and other workers performing work activities at the worksites must have their own written COVID-19 Preparedness Plan.
3. We will ensure other COVID-19 Preparedness Plans prepped by other entities working with **[Insert Company Name]** will be followed and are in general alignment with **[Insert Company Name]**’s own COVID-19 Preparedness Plan.
4. We will follow requirements regarding sick workers and will notify workers of any possible exposure to another worker with COVID-19 symptoms or positive tests.
5. We will conduct an investigation of any suspected or confirmed cases of COVID-19.
6. Nothing herein shall minimize, mitigate or substitute for the obligations of every business at the worksite to develop and implement their own written COVID-19 Preparedness Plan and must take appropriate steps to address exposures to workers who have tested positive for COVID-19.

## Ensure sick workers stay home and prompt identification and isolation of sick persons

We will maintain an attendance log to account for workers and visitors present at the worksite each day. All individuals coming to a jobsite will need to answer screening questions prior to entering. Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. All workers must take steps to protect themselves. All workers should notify their supervisor and stay home if they are sick. 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:

1. Prior to arriving at work, all workers must conduct a self-screening for COVID-19 symptoms. It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue. Workers must stay home and not come to work until symptom free for at least 72 hours or as recommended by the CDC. Individuals should seek medical attention if they develop these symptoms.
2. Upon a worker or visitor’s arrival to a jobsite, they will be subjected to the following screening process: **[Describe the businesses incoming screening process]**.
3. While on the jobsite, any worker who is experiencing COVID-19 symptoms shall self isolate and leave the jobsite immediately. The worker should then notify **[Insert name of designated person]** via phone or electronic communication.
4. At all times, any worker who has tested positive for COVID-19 or has been in close contact with a person with COVID-19 symptoms or who has tested positive for COVID-19 shall follow the return to work protocols.
5. At all times, all workers must notify [**Insert individual or Safety Dept. Rep or HR Dept. Rep]** if an employee is/gets sick onsite a jobsite so that MDH can be notified.

Along with the above policies and procedures **[Insert Company Name]** will actively execute the below procedures:

1. We will conduct investigations to evaluate and assess instances of exposure, whether actual or potential, involving workers who are confirmed COVID-19 positive.
2. We will identify and communicate with workers who may have been exposed to a person with COVID-19 symptoms or who has tested positive for COVID-19.
3. We will separate sick workers. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
4. We will not release personal information regarding sick workers to other workers onsite.
5. Upon notification, request, and determination, **[Insert Company Name]** will provide for accommodations for “high risk” workers who are vulnerable to serious complications if they were to contract COVID-19.

We have implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or whenever a worker is required by a health care provider to isolate or quarantine themselves or a member of the worker’s household. **[Describe the business’s sick leave, the Family Medical Leave Act (FMLA) 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 the business’s policy.]**

We have also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace. The policy requires the exposed worker to quarantine for the required amount of time. **[While including the sector-specific guidance, describe the business’s policy.]**

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information. **[Describe the business’s policy.]**

## Social distancing –workers must be at least six-feet apart

Social distancing will be implemented and maintained between employees, subcontractors, vendors and suppliers, consultants, workers, trade partners, and clients in the workplace through the following engineering and administrative controls:

1. Workers must practice social distancing by maintaining a minimum of 6 feet from other individuals. Furthermore, there shall be no gatherings (currently no more than 10 people) on the job site. This includes pre‐work and post‐work events of all kinds.
2. Workers are prohibited from car-pooling or vehicle-sharing if the number and arrangement of occupants within a single vehicle does not allow for proper social-distancing.
3. If a specific scope of work requires employees to work closer than 6 feet to each other. Workers must wear face covers at all times.
4. Jobsite communications, planning, and schedules will be modified to shrink or eliminate group gatherings. This includes changes to or the elimination of pre‐job conferences, communal break locations, and any other activity that would bring a group of people together on the jobsite.
5. Traffic flow, patterns and “bottlenecks” will be evaluated and managed for workers at the worksite to provide for one-way movement, to reduce crowding and to allow for social distancing at entrances and exits, in stairways, ladderways, hallways, elevators, waiting areas and access points on the worksite.
6. Jobsites will have marked access points, staging areas, loading areas and other areas of congestion to provide for social distancing of at least six feet, including floor markers for distance, lane lines and marking of adjacent areas where workers may be congregating or waiting.
7. Access to worksites will be controlled by requiring contractors and their workers, delivery workers and government officials, and to visitors who have appointments.
8. Worksite perimeters will be established by a means that will allow for the ingress into the worksite to be effectively monitored and controlled.
9. All worksites will maintain established and well-defined boundaries to promote well-controlled access, ingress and occupancy.
10. For worksites that are within the confines of an existing occupancy (e.g. expansion project, remodeling project), ensure access into the worksite is controlled to prevent unauthorized persons from entering the worksite. Examples include permanent or temporary walls, security doors, partitions, fencing or gates.
11. Work in occupied areas should be limited to only those tasks that are strictly necessary.
12. Workers shall not share tools or any multi-user devices and accessories such as iPads, laptops, hand-held radios, computer stations, etc.

## Workers hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Below are the policies **[Insert Company Name]** requires:

1. 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 restroom.
2. All individuals entering the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility.
3. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. [Address the requirements provided in the industry guidance that is applicable to the business and describe: how necessary handwashing and/or sanitizer facilities will be provided, supplied and maintained; how workers will be allowed to perform hand hygiene to meet this requirement; and how means for hand hygiene will be provided for use by other persons entering the workplace.]
4. Source controls are being implemented at our workplaces at all times. [Describe how you are addressing the requirements of source control, including the use of source control face coverings and other protective equipment as required in the industry guidance for your business.]
5. Workers and all 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, particularly their mouth, nose and eyes, with their hands.
6. Workers and all visitors are expected to dispose of tissues in provided trash receptacles 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 other persons entering the workplace. [Describe how the business will communicate these instructions and reminders.]
7. Wear PPE issued such as gloves or respirators. Do not share PPE. Workers shall launder their clothing, uniforms, apparel and personal protective equipment (PPE) daily according to clothing or detergent instructions. Workers are encouraged to maintain additional apparel at worksites (e.g. shirts, sweatshirts) to minimize cross-exposure between work areas or worksites.
8. Food must not be provided nor shared communally.

## Workplace building and ventilation protocols

In order to decrease the possibility of contamination, **[Insert Company Name]** has implemented workplace building and ventilation protocols. The overall operation of the building in which the workplace is located will be assessed by ensuring there are necessary sanitation stations. Further, there will be an assessment of the maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. **[Describe how you are addressing the building and ventilation protocols included in the industry guidance for your business.]**

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. **[Address the requirements provided in the industry guidance that is applicable to the business and describe steps being taken to introduce fresh air, to improve air circulation, and to properly use and maintain ventilations systems.]**

## Workplace cleaning and disinfecting protocols

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Appropriate and effective cleaning and disinfecting 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. **[Address the requirements provided in the industry guidance that is applicable to the business and describe the cleaning and disinfecting supplies that are being used, the purposes for which they are or will be used, how they are to be used, training that will be provided to ensure their proper use and any required personal protective equipment.]**

Furthermore, the below principles will be observed and practiced when applicable:

1. Careful attention to jobsite toilet and hand cleaning facilities. Ensure that these facilities are in clean, working order and stocked with soap and/or hand sanitizer.
2. Establish a documented sanitization schedule and checklist, identifying surfaces and equipment to be sanitized, the agent to be used and the frequency at which sanitization occurs.
3. Provide for separation between individual portable toilets and handwashing/sanitizing stations, including staggering the location and positioning of individual portable toilets and handwashing stations to minimize congregation and traffic (e.g. positioned back to back with doors facing away from each other, mark off six feet of separation between persons waiting in line).
4. Frequently clean breakrooms, tables and other surfaces on the site.
5. Tools or equipment that are shared by workers must be cleaned before and after use.
6. Communicate key CDC recommendations (and post signage where appropriate) to your staff and tradespeople:
7. Clean surfaces of service/fleet vehicles, steering wheel, gear shift, instrument panels, etc.; use aerosol sanitizers inside closed cabs.
8. Community drinking stations and water fountains must not be available or used. Individual water bottles may be provided or distributed in lieu of portable water stations. Touchless water-filling stations may still be provided.

## 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 industry guidance for your business. Institute a policy for material deliveries and other third‐party jobsite visits. Who do they come in contact with, and where are they allowed to go onsite]**

## Communications and training practices and protocols

This COVID-19 Preparedness Plan was communicated **[describe how the plan was communicated]** to all workers on **[identify the date or dates when the plan was communicated]**, and necessary training was provided. Additional communication and training will be ongoing by **[describe how the communication and training will be provided]**. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians **[and customers, clients, patrons, guests and visitors]** about protections and protocols, including:

* 1. social distancing protocols and practices;
  2. drop-off, pick-up, delivery and general in-store shopping;
  3. practices for hygiene and respiratory etiquette;
  4. recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers **[and customers, clients, patrons, guests and visitors]**.

All workers **[and customers, clients, patrons, guests and visitors]** will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. **[While including the sector-specific guidance, describe how the business will advise persons in the workplace.]**

Managers and supervisors are expected to monitor how effective the program has been implemented. **[Describe how the business will monitor the effectiveness of the program and identify successes, challenges and deficiencies.]** All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

This COVID-19 Preparedness Plan has been certified by **[Company name]** management and the plan was posted throughout the workplace and made readily available to employees **[date]**. It will be updated as necessary by **[designated plan administrator]**.

Certified by:

**[insert]**

**[date]**

**[employment title]**

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

### General

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

Minnesota Department of Health (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](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)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://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](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://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](http://www.dli.mn.gov/updates)

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

### Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

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

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

### Social distancing

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

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

### Housekeeping

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://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](http://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](http://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](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

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

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

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

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

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