

## COVID-19 Preparedness Plan for Vintage Inspirations

**Vintage Inspirations** 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. **Vintage Inspirations** 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 **Vintage Inspirations**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers (who consist of the business owners) in this process by collaborating on this plan's development. 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.

As Vintage Inspirations is a "Mom & Pop" operated business our workers consist of two owners (husband & wife) and one vendor who provides occasional coverage. The owners will self-monitor and monitor each other and if either shows symptoms we will immediately close the store and neither will report to work, and the store will remain closed until other arrangements can be made or until neither is showing symptoms per current CDC/MDH guidelines. If a vendor is providing coverage and falls ill, the vendor will immediately close the store and go home to self-isolate and will be held to the same CDC/MDH return to work guidelines. Prior to reopening the store will be decontaminated.

**Vintage Inspirations** 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. Workers including owners and vendors affected will not be permitted in the store and will be required to self-isolate until showing no symptoms per current CDC/MDH guidelines.

**Vintage Inspirations** 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. If a worker has tested positive for COVID-19 all workers who have had potential contact at the store will be notified via email or phone call.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Any information shared between the owners and workers regarding the workers' health status will be treated as confidential and only released upon request to authorities as per current CDC/MDH guidelines.

## **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.

Hand washing facilities (bathroom) and hand sanitizers will be available for workers. Hand sanitizers will be available at the entrances and at the counter as well as in the bathroom. Workers will be encouraged to wash hands and/or use hand sanitizer after each interaction with a customer. Hand sanitizers are provided for each vehicle performing deliveries.

## **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. Instructions and reminders will be posted throughout the store and verbally communicated.

## **Face Covering:**

Workers and visitors are required to wear a face covering as required by Executive Order. As of July 25, 2020, per the Governor's Executive Order 20-81, people in Minnesota are required to wear a face covering in all public indoor spaces and indoor businesses.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Workers will maintain at least a 6-foot barrier between themselves and other workers or customers and will wear nonmedical cloth face covering or mask and gloves when interacting with customers. If the worker does not have these supplies, they will be provided by Vintage Inspirations. For curbside services we will encourage the customer to remain in their vehicle and we will deliver to their trunk or door farthest from vehicle occupants. 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, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Daily cleaning and disinfecting will occur prior to opening for business each day and will be performed by the owners, workers, or a hired service. If a worker is diagnosed with COVID-19, a thorough cleaning and disinfecting will be performed prior to re-opening for business. All products used for cleaning will contain disinfectants as recommended by the CDC/MDH such as Clorox Cleanup or other products containing bleach or other approved disinfectants.

## Communications and training

This Preparedness Plan was communicated in writing, verbally and by posting of this plan to all workers on 5/5/2020 and necessary training was provided. Additional communication and training will be ongoing in writing and verbally 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 monitoring workers compliance. 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 **Vintage Inspirations** management and was posted throughout the workplace on 5/5/2020. It will be updated as necessary.

Certified by:

*Teesa & Ken Orner*

Owners