

COVID-19 Preparedness Plan for Guaranteed Electric Service, Inc.

Guaranteed Electric Service, Inc. is committed to providing a safe and healthy workplace for all our workers. To ensure we have a safe and healthy workplace, Guaranteed Electric Service, Inc. has 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. 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 Tammi Hinker, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Guaranteed Electric Service, Inc.'s managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Guaranteed Electric Service, Inc. is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: Involving and communicating via monthly Google Meet meetings, email and phone conversations with workers about new updates and safety rules regarding COVID-19 and their safety implemented by Guaranteed Electric Service, Inc. Worker's concerns are addressed on an individual basis unless the entire company can benefit from one concern's outcome. Suggestions from workers are communicated to the office and executed from there.

Guaranteed Electric Service, Inc.'s COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon 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. It addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker 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.

Guaranteed Electric Service, Inc. has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance – Construction. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;

- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

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

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.

1. Review health screening protocols for workers at the start of each workday and take temperature prior to arriving at the job site.
2. Workers with COVID-19 symptoms should not report to work or should be sent home immediately. If they cannot be sent home immediately, isolate in a closed room or remote area of the worksite until they can be sent home. Workers who have been in close contact with a household member with COVID-19 should not be at work until their quarantine period is finished.
3. When workers have been exposed to COVID-19 at the worksite, communication to the office is required. If a worker is confirmed to have COVID-19, inform workers, as well as the general contractor(s) at the work-site, of their possible exposure to COVID-19 at the work site while maintaining confidentiality as required (www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html).
4. Designate an individual to maintain communication with and gather information from workers who may be ill, as to ensure the privacy of workers is maintained.
5. Worker sickness reporting protocols are established by notifying the office.
6. Workers to return to work after isolation or quarantine and follow MDH Guidance. (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf).
7. The process to identify contact between infected workers and other workers who may have been exposed can be found here. (CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html).
8. Evaluate and adjust sick leave policies to reflect the need for isolation or quarantine and to create incentives for workers who are sick to stay home.
9. Accommodations for "high risk" and vulnerable populations. See CDC's People Who are at Higher Risk for Severe Illness (www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html). Vulnerable workers should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce these workers' risk of exposure.
10. Clearly communicate sick leave policies to all workers.

Guaranteed Electric Service, Inc. 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. Guaranteed Electric Service, Inc. adheres to the policies set forth in the Families First Coronavirus Response Act. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Such employees may choose to take a

leave of absence or be placed in an isolated working condition with minimal risks.

Guaranteed Electric Service, Inc. 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. Our policy is that exposed workers must quarantine for 14 days while monitoring their symptoms closely and getting tested should any symptoms arise.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers and customers and other trades in the workplace through the following engineering and administrative controls:

1. Maximize remote-working - Workers who are able to work from home must work from home. Walk-in traffic is not allowed into the office. All deliveries are directed to the shop with a no-contact drop site.
2. Stagger shifts and breaks; extend work hours and create additional shifts to reduce the number of workers per shift. We have no more than 2-4 employees on a single job site at once and all are instructed to social distance between themselves and other trades; working in different rooms allows this.
3. Evaluate and manage traffic flow, patterns and “bottle-necks” to reduce crowding and allow for social distancing at entrances and exits, in stairways, ladderways, hallways, elevators, waiting areas, break areas, locker-areas, access points, etc.
4. Limit collective gatherings of workers to 10 people or less, as necessary to maintain social distancing. Implement static assignment of work-crews for each worksite or work-area. For example, Bob, Julie, and Indigo always work together, and are assigned to the same work site every day, rather than reporting to different work sites throughout the week or being reassigned with different crew members. Meetings are held virtually.
5. Use individual portable toilets and handwashing/sanitizing stations and stagger the location and positioning of individual portable toilets and stations to minimize congregation and traffic.
6. Ensure physical distancing in work areas, including corridors, staging-areas, storage areas, hoist-areas, break areas, tool-box meeting areas, worker trailers, parking areas, etc.
7. Limit worker interaction across floors, zones, buildings, work sites, etc. unless at least 6-foot distance is maintained.
8. Workers will work 4 ten-hour days (Monday – Thursday). Workers are required to sanitize equipment before and after use.
9. Ride-sharing has been left up to the discretion of the workers.
10. Masks, gloves, disinfectant wipes, disinfectant spray and hand sanitizer is all available in the shop. Use all of these as frequent as needed.
11. Our desks in the office are our own. Desks, phones, pens and computer equipment are not shared. Field staff are instructed to disinfect hand tools, if shared.

Employee questions and concerns can be addressed via email or by phone.

Worker hygiene and source controls

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 restroom. All others to the workplace are required to sanitize their hands prior to or immediately upon

entering the facility. 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.

1. Workers will regularly wash and/or sanitize their hands. Handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked. More hand-sanitizer is available in the shop.
2. Recommended protective supplies, such as non-medical cloth face coverings, gloves, disinfectant, etc. are provided in the shop.
3. When not required, see below “Additional protocols to limit face-to-face interaction” strongly encourage the use of source control face coverings (e.g. cloth face coverings) at all times.
 - CDC also has additional information on the use of face coverings [hwww.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) , including washing instructions and information on how to make homemade face covers.
4. Ensure supplies in individual portable toilets and handwashing/sanitizing stations are regularly monitored and continuously stocked at the shop, this will be up to the General Contractors on job sites.
6. Community drinking stations and water-fountains should not be available/used. Individual water-bottles may be provided/distributed in lieu of potable water-stations. Touchless water-filling stations may still be provided.
7. Food should not be provided nor shared communally.
8. Tissues for proper cough/sneeze etiquette and no-touch disposal bins are provided in the shop.
9. Ensure clothing, uniforms, apparel, and personal protective equipment are laundered daily. Launder according to clothing or detergent instructions. Encourage workers to maintain additional apparel at work sites (e.g. shirts, sweatshirts) to minimize cross-exposure in-between work areas or work sites.
10. Ensure proper respiratory protection is still provided, utilized, and maintained to protect workers from other recognized health-hazards as required (e.g. respirable silica, lead, asbestos).

Workers 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. Workers 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. Reminders of these instructions will be on posters and sent via email.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. 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. Guaranteed Electric Service, Inc. will rely on the General Contractor to put in place workplace building and ventilation protocol at each individual job site.

Workplace cleaning and disinfection protocol

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. Frequent cleaning

and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, copy machines, delivery equipment, etc.

1. Establish a documented sanitization schedule and checklist, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitization occurs.
2. Frequently clean and disinfect all areas, such as job-site offices, office-trailers, restrooms and portable toilets, locker and changing areas, common areas, shared electronic equipment, machinery, tools, controls, etc.
3. Clean and disinfect work-vehicles in-between the use of each worker or work-crew, before and after each use.
4. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, barriers, railings, handles, and other surfaces.
5. Electronic devices (e.g. light-switches, circuit-breakers) should not be sanitized with a liquid agent. Consider covering switches/devices with a poly-covering that allows the user to manipulate the device without touching the switch and change out the poly-covering frequently. Electronic devices must be sanitized only when disconnected from the power-source and cleaned and disinfected in accordance with the listing or labeling requirements.
6. Workers, including those in the field, avoid sharing tools, devices, and equipment. Workers must sanitize shared tools, devices, and equipment in-between users.
7. Workers should avoid sharing personal equipment, tools, devices, and phones. Workers should sanitize shared personal equipment, tools, devices, and phones after each use.
8. Implement immediate cleaning and disinfecting of the workplace if a worker or visitor becomes ill with COVID-19. See CDC's Cleaning and Disinfecting Your Facility (www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).
9. Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency's (EPA) List N has identified a list of products that meet EPA's criteria for use against SARS-CoV-2. See EPA's List N: Disinfectants for Use Against SARS-CoV-2 (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
10. Review product labels and safety data sheets, follow manufacturer specifications, and use required personal protective equipment for the product.

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.

Hand sanitizer in the shop to be kept with you and used to clean hands as needed.
Clorox Disinfecting wipes in the shop to be used to wipe and disinfect tools and surfaces on a daily basis.

Nutra-Max disinfectant to be used to wipe and disinfect tools and surfaces on a daily basis.

Drop-off, pick-up and delivery practices and protocol

1. Receive deliveries via a contactless method whenever possible.
2. Work sites must provide for contactless deliveries that promote for delivery at the gate or doorstep, where persons maintain a distance at least six-feet away while verifying receipt of the delivery between the worker and the delivery person. Whenever possible, attempt to do everything electronically (e.g. app, phone) to eliminate the need for close contact between workers and delivery personnel.

3. Ensure equipment, materials, products, and items are being delivered, dropped off or picked up are prescheduled and coordinated. Deliveries, drop-offs, or pick-ups must be performed one load, carrier, or vehicle at a time, and multiple deliveries, drop-offs, or pick-ups should not be performed simultaneously. Delivery personnel must wait in their vehicles if another delivery, drop-off, or pick-up is being performed.
4. Workers must maintain a distance 6-feet or greater from others during interactions while receiving or exchanging deliveries.
5. Workers must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.
6. Consider providing facilities outside of the work site to accommodate delivery personnel and minimize the need for delivery personnel to enter the work site (e.g. portable toilets, drop-off areas, staging areas).

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated via email to all workers on Friday, June 26, 2020, and necessary training was provided.

Additional communication and training will be ongoing via email. 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, subcontractors, vendors 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. All workers will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 via posted signs.

Managers and supervisors are expected to monitor how effective the program has been implemented. We will be checking in with workers and communicating with them about their health and how they are implementing sanitizing things. Vehicles will be gone through every Friday morning to make sure they have been sanitized. Any challenges that arise will be dealt with as needed with a proposed solution. Communication between workers and office will be as needed regarding any health issues or supplies needed. 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 Guaranteed Electric Service, Inc. management and the plan was posted throughout the workplace and made readily available to employees June 26, 2020. It will be updated as necessary by Tammi Hiniker.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include:

1. All workers and members of management must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. The training must be provided by and paid for by each employer for their respective workers at the work site. The training must be provided in a manner and language that each worker can understand and must be adjusted to reasonably accommodate all limiting factors present. See "OSHA's Resource for Development and Delivery of Training to Workers" (www.osha.gov/Publications/osh3824.pdf). See also Minnesota's "Small

Assemblies for Testing and Training" for guidance with facilitating training for employees while addressing COVID-19 implications (dli.mn.gov/sites/default/files/pdf/COVID-19_training_facilities.pdf)

2. All employers must ensure their respective COVID-19 Business Preparedness Plans are posted at all work sites where workers are present, in readily accessible locations, and are shared with and reviewed by all workers. Posting may be accomplished through electronic dissemination of the plan to all workers as long as workers have access means to review electronic posting.
3. Work sites must ensure the necessary or required rules and practices are communicated to all workers, and adequately enforce their provisions.
4. Work sites must ensure the necessary or required protocols and practices are communicated to all workers, and ensure protocols and practices are required by businesses providing temporary, part-time, seasonal and contract workers.
5. Ensure all workers are provided with and use personal protective equipment necessary to perform their work.
6. Workers must ensure they comply with and follow established rules and practices.
7. Communications to educate visitors about the steps being taken for their protection to mitigate the spread of COVID-19 is encouraged. Communicate protective measures to visitors prior to being permitted at the work site to both educate visitors as well as inform them of their role in protecting the workers and other visitors.
8. Maintain signage reminding workers and visitors of protections and protocols, including social-distancing, hand-washing, and respiratory-etiquette.

Additional protections and protocol for managing occupancy

1. Limit the number of persons, including workers and visitors, allowed at the work site.
2. Restrict access into the work site only to essential workers, officials, or to visitors who have advanced appointments.
3. Require advanced notice or appointments for all persons entering the work site, other than essential workers, whenever possible. Ensure protocols are established for impromptu visits by officials where advanced notice is not permitted or warranted. Do not allow walk-ins or impromptu admittance of persons other than essential workers or officials.
4. Hold virtual or on-line meetings as much as possible (e.g. design-meetings, project planning, foremen meetings).
5. Advertise business protocols so that all persons, including contractors, workers, officials, and visitors, are aware of changes.
6. Advise all persons, including workers and visitors, of the added COVID-19 precautions that will be taken prior to arrival at the site. Use web sites, social media, pre-planning meetings, phone calls and confirmations, and other outlets to educate all persons on the steps being taken for their protection and the protection of all persons at the work site.
7. Encourage all persons of "high risk" to consider not reporting to the work site. Persons who may be at higher risk for severe illness should consider delaying seeking or providing these services (See www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html).
8. Post signage at the work site outlining established protocols.
9. Post instructions for all persons, including workers and visitors, throughout the work site at entrances, and inform persons:
 - Not to enter if they are experiencing symptoms;
 - About the work sites restrictions;
 - They are required to adhere to hygiene and social distancing instructions, signage and markings; and
 - They should wear face-coverings, whenever possible, in addition to the standard personal protective equipment that is required.

10. Advise all persons to conduct a self-check of their body temperature each day prior to arriving to the work site.

Additional protections and protocol for access and assignment

1. Ensure proper social distancing is maintained between all persons at the work site, including workers, at all times, including accessing the work site, navigating throughout the work site, and working within their assigned areas.
2. Avoid work-activities involving interaction between various workers and work-crews that conflict with social-distancing practices.
3. Control access to limit persons coming into the work site as much as possible.
 - Ensure all work sites maintain established and well-defined boundaries as to promote well-controlled access, ingress, and occupancy.
 - Ensure perimeters for work sites are established by means that will allow for the ingress into the work site to be effectively monitored and controlled.
 - For work sites that are within the confines of an existing occupancy (e.g. expansion-project, remodeling project), ensure access into the work site is controlled to prevent unauthorized persons from entering the work site. Examples include permanent or temporary walls, security-doors, partitions, fencing, or gates.
4. Maintain an attendance log to account for all persons, including workers, entering and present at the work site each day.
5. Have all persons respond to the screening-survey questions upon arrival and check-in and verify that they have read the screening-survey and can respond “no” to all questions. This may be conducted directly by the general contractor or conducted by the foreman/lead for each work-crew and subsequently relayed to the General contractor at the time they are entering the work site.
6. Decline to allow persons to enter the work site if there is any suspicion that they are sick or symptomatic and advise them to leave the work site.
7. Minimize travel – Coordinate work-schedules and work-activities to ensure workers are not traveling in-between multiple work sites each day.
8. Maintain static work-crews (i.e. same workers for each work-crew) as opposed to different work-crews being assigned each workday.
9. Stagger arrival times, break times, and end times (e.g. designate timeframes or windows for various crews to access/exit the work site) to minimize congestion at access-points.
10. Whenever possible, schedule work-crews and coordinate work-activities to minimize the number of work-crews and workers at the work site (e.g. schedule separate work-crews in the morning and afternoon, schedule separate work-crews for various days of the week, or over separate weeks).
11. Ensure adequate separation is maintained between various work-crews, including those from different employers or involved in different trades or work-activities.
12. Designate and demarcate one-way traffic-flows in hallways and corridors to mitigate congestion and crowding.
13. Provide staggered assignment of work-crews to ensure proper social distancing (e.g. work-zones, work areas). Ensure work-crews are not working near other work-crews wherever possible.
14. Delineate work areas for each work-crew by assigning buildings, floors, sections, zones, or areas. Mark, tape or separate work areas. Consider installing barriers or partitions in-between work-areas.
15. Designate separate facilities or pieces of equipment throughout the work site as much as possible to minimize the common use throughout the work site. Examples include:

- Providing additional access-points, stairways, and ladderways, and assigning specific work-crews to use designated access points, as opposed to every work-crew using all points of access;
 - Providing additional sanitation facilities, and assigning specific work-crews to use designated facilities (e.g. portable toilets, handwashing stations), as opposed to every work-crew using all facilities;
 - Providing multiple pieces of equipment (e.g. forklifts, mobile elevated work-platforms, skid-steers), and assigning specific work-crews to use designated pieces of equipment.
16. Ensure the work site is supervised and monitored to properly enforce social distancing, as well as support the orderly assignment to maintain social distancing and minimize congestion.
17. Discourage congregating and encourage social distancing outside of the worksite during meal-breaks and other work-breaks.

Additional protocols to limit face-to-face interaction

1. Evaluate work-activities to ensure proper social distancing is maintained between all persons at the work site, including workers.
2. Evaluate work-activities that involve a breach of social-distancing practices to determine if they can be done in an alternative way. Work-activities should not be performed if adequate protective measures cannot be implemented.
3. Workers must always use a face covering when social-distancing cannot be maintained. See CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19. (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html). If workers are unable to use a face-covering due to health or physical ability reasons, then the worker must use a face-shield if social-distancing cannot be maintained.
 - Launder reusable face coverings before each daily use.
 - CDC also has additional information on the use of face coverings www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html , including washing instructions and information on how to make homemade face covers.
4. Encourage all persons, including workers and visitors, to bring their own face coverings, or offer face coverings for use.
5. Establish a protocol for visitors who refuse to wear a face covering where wearing a face covering is possible and necessary. Work sites should consider not allowing these persons to enter the work site under these circumstances.
6. Prohibit car-pooling or vehicle sharing, particularly if the number and arrangement of occupants within a single vehicle does not allow for proper social-distancing.

Additional protections and protocol for distancing and barriers

1. Ensure proper social distancing is maintained between all persons at the work site, including workers.
2. Space, configuration and flow throughout the work site should be evaluated to allow for physical distancing of 6-feet by all persons, including all workers.
3. Incorporate barriers, partitions, screens, or curtains to maintain barrier-protection between persons, including workers, where social-distancing cannot be maintained (e.g. curtains at planning tables, partitions on elevated work-platforms, tarps over floor-trusses).
4. Restrict access into the job-office or office-trailer to a limited number of essential personnel (e.g. general contractor only). Do not allow persons to enter the job-office or office-trailer unannounced. Implement “walk-up” protocol to speak through windows of the office-trailer as opposed to allowing workers or delivery personnel to enter the trailer. Cordon off or demarcate an area near the doorway to limit persons entering into the job-office or office-trailer further than the doorway.
5. Conduct a higher number of meetings consisting of fewer number of persons as opposed to a fewer number of meetings involving larger gatherings (e.g. meeting with each work-crew separately).

6. Conducting meetings or conversations outside or in large areas or spaces as opposed to job-offices or office-trailers.

7. Access points, staging areas, loading areas, corridors, and other areas of congestion should be marked wherever possible to provide for social distancing of at least 6-feet, including floor markers for distance, lane lines and marking of adjacent areas where workers may be congregating or waiting.

Additional protections and protocol for sanitation and hygiene

1. Ensure workers regularly wash and/or sanitize their hands. Workers should wash their hands upon entering the work site, before/after operating equipment, before/after eating and meal-periods, before/after restroom breaks, upon exiting the work site, and prior to entering their vehicle.

2. Provide handwashing stations and/or hand sanitizer at access-points and prominent locations for workers. Encourage supplementing handwashing and hand-sanitizing facilities with the use of self-provided, individualized, water-bottles or containers filled with soap-and-water and potable water for immediate handwashing at work sites.

3. Minimize the sharing, lending, borrowing, or common-use of equipment, materials, tools, or devices including motorized equipment, carts, power-tools, hand-tools, electronic-devices, and personal protective equipment.

4. Assign a designated operator for each piece of equipment (e.g. forklift operator, skid-steer operator) as opposed to allowing several operators to access a single piece of equipment.

5. Avoid passing and using community materials, sign-in sheets, and writing utensils.

6. Ensure portable-toilets are emptied and sanitized regularly. Ensure touch-points within portable-toilets (e.g. handles, locking-mechanisms, sanitizing-units) are sanitized at least daily.

7. Frequently clean and disinfect all areas, such as job-site offices, office-trailers, vehicles, restrooms and portable toilets, locker and changing areas, common areas, shared electronic equipment, machinery, tools, controls, etc.

8. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, barriers, railings, handles, and other surfaces.

9. Ensure all trash, refuse, and debris is disposed of immediately, and not allowed to accumulate, as to minimize the number of workers involved in the handling and disposal of materials.

10. Provide covered trash-receptacles throughout the work site. Ensure all workers dispose of their trash (e.g. cartons, wrappers, bottles) immediately into designated covered trash-receptacles. Ensure trash-receptacles are emptied and disposed of regularly.

Encourage workers to sanitize high touch-points within their personal vehicle (e.g. handles, locks, steering-wheels, instrument-controls, switches, seatbelt) upon entering.

Additional protections and protocol for in-home services

1. Communication to educate landlords, homeowners, tenants, and occupants about the steps being taken for their protection while providing in-home services to mitigate the spread of COVID-19 is encouraged. Communicate protective measures to homeowners, tenants, and occupants prior to entering the residence to both educate the occupants as well as inform them of their role in protecting the workers.

2. Have all occupants present within the residence respond to the screening-survey questions upon arrival and verify that they have read the screening-survey and can respond “no” to all questions.

Decline to enter the residence and proceed with the services if there is any suspicion that occupants are sick or symptomatic and leave the work site.

3. Encourage that services be postponed for residences where “high risk” and vulnerable populations are residing. See CDC’s People Who are at Higher Risk for Severe Illness (www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html).

4. Encourage occupants to minimize the number of persons present while workers are entering and working inside the residence.

5. Ensure proper social distancing is maintained between all workers and occupants of the residence at the work site. Physical contact between workers and occupants must be avoided at all times (e.g. handshakes).

6. Workers must always use a face covering when social-distancing cannot be maintained. See CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).

7. Strongly encourage occupants of the residence, who are present while workers are inside of the home, to wear face coverings, unless not recommended for health or physical ability reasons.

8. Ensure workers regularly wash and/or sanitize their hands. Workers should wash their hands upon entering the work site, before/after eating and meal-periods, before/after restroom breaks, upon exiting the work site, and prior to entering their vehicle.

9. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, railings, handles, and other surfaces.

Certified by:



Marty Walgenbach

June 26, 2020

Owner

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

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