



## **Covid-19 Preparedness Plan**

**June 2020**

**White Bear Area Emergency Food Shelf  
COVID-19 Business Preparedness Plan  
Table of Contents**

Introduction.....	3
Responsibility of the Executive Director .....	3
Responsibility of Employees .....	3
Employee Health and Hygiene.....	3
Social Distancing.....	5
Cleaning, Disinfection and Ventilation.....	6
Workplace Protocols to Follow When at Work.....	7
Employee Self Monitoring.....	7
Covid-19 Exposure and Confirmed Illness Protocol.....	7
Reporting Transparency Protocol.....	8
Business Protection Measures .....	8
Volunteers/Visitors .....	9
Workplace Controls.....	9
Cleaning Procedures.....	10
OSHA Recordkeeping.....	11
Confidentiality.....	11
Communication and Training .....	11

## Introduction

The White Bear Area Emergency Food Shelf (WBAEFS) takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” we must remain vigilant in mitigating the outbreak. To be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the WBAEFS. The WBAEFS Executive Director along with the staff will implement this plan as well as monitor local, state, and the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the State of Minnesota, the CDC and OSHA at the time of its development and is subject to change based on further information provided by these agencies and public officials. The WBAEFS may also amend this Plan based on operational needs.

## Responsibilities of the Executive Director

The Executive Director must be familiar with this Plan and be ready to answer questions from employees. The Executive Director must set a good example by following this Plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. The Executive Director expects this same behavior from all employees.

## Responsibilities of Employees

The WBAEFS is asking each of our employees to help with our prevention efforts while at work. To minimize the spread of COVID-19 at work, everyone must play their part. As set forth below, the WBAEFS has instituted various housekeeping, social distancing, and other best practices, which all employees must follow. Also, employees are expected to report to the Executive Director if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask Executive Director.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk.

## Employee Health and Hygiene

Basic infection prevention measures are being implemented at our workplaces at all times.

- **Hand hygiene:** Staff and volunteers are required to practice proper hand-hygiene. WBAEFS will provide training and adequate supplies on-site and off-site to ensure all volunteers and staff are equipped to practice proper hand-hygiene through hand-washing and hand-sanitizing. Designated hand washing sinks, off-site hand-washing stations, and hand sanitizing stations have been identified with signage, instructions, and proper supplies.
  - a. **Inside Facility** – for staff and volunteers
    - i. Wash hands upon entering the facility from offsite

- ii. Wash or sanitize hands before leaving for the day
  - iii. Hand washing instructions will be posted at all handwashing sinks.
  - iv. Hand sanitizing instructions will be posted at all hand-sanitizing stations
- b. **Outside Facility** – For visitors picking-up or dropping off items
- i. Controls will be maintained to ensure a minimal touch process
  - ii. **Donation drop-off:** All donations delivered to the food shelf will be left outside of the facility either in the donation drop-box or left on a cart provided by staff members. The handle to the donation drop-box will be sanitized daily. Communications with the community reflect these processes.
  - iii. **Deliveries:** Vendors dropping off deliveries are instructed to remain outside of the facility and will not have contact with any equipment belonging to or used by WBAEFS. Vendors have been informed of these policies and warehouse staff will facilitate this process. When a signature is required a clean pen will be provided, then sanitized. Hand sanitizer will be available to any vendor delivering items to the food shelf.
  - iv. **Food Distribution:** Neighbors will pick-up food during drive-through distribution hours only. Food will be packaged by staff or volunteers and placed on a table where the neighbor is instructed to collect their items and transfer to their vehicle or other modes of transport.
- c. **Off-Site** –
- i. **Mobile Markets:** Proper hand-washing stations and hand-sanitizer will be provided to volunteers and staff at all mobile markets or equivalent. Hand-washing stations will be equipped with clean warm running water, hand soap, paper towels, a waste receptacle, and signage on proper handwashing techniques. Hand-sanitizer will be provided. Staff and volunteers are required to follow proper hand hygiene according to WBAEFS protocols. Volunteers will receive brief hand-hygiene training before each shift.
  - ii. **Delivery Vehicles:** All vehicles used to pick-up or deliver items for the food shelf will be equipped with hand-sanitizer. All staff or volunteers performing food shelf tasks with a vehicle will be instructed on proper hand-hygiene.
  - iii. **Gloves- Hygiene:** All staff and volunteers will be provided with the option of wearing disposable nitrile gloves. Glove-wearing is not a substitute for good hand-hygiene. All staff and volunteers will be trained on proper glove-wearing and disposal practices. WBAEFS will ensure an adequate supply and placement of suitable gloves and waste receptacles on and off-site. WBAEFS recommends that staff and volunteers wear disposable nitrile gloves when outside of the facility engaging with the public. Reusable gloves and reuse of disposable gloves are prohibited because they cannot ensure adequate sanitization.

- **Respiratory Etiquette:** All staff and volunteers are required to practice good respiratory etiquette and will receive appropriate training. Management will ensure adequate availability and placement of tissues and sanitizer to facilitate respiratory etiquette.
  - a. Respiratory etiquette stations have been created with facial tissues, sanitizer, and signage including a reference poster on good practices in respiratory etiquette.
  - b. Respiratory etiquette stations can be found in the lobby and warehouse. WBAEFS delivery truck will have facial tissues and sanitizer.
  - c. **Face masks:** WBAEFS recommends wearing face masks.
    - i. All staff and volunteers are required to wear face masks when interacting with the public and will be trained in proper mask-wearing practices. Sufficient stock of masks will be maintained by management and made accessible to all staff and employees.
      1. Mask wearing is required in the following scenarios:
        - a. When making deliveries or working off-site (food-rescue, kid-pack, mobile market, free-farmers markets, other off-site locations where work is being conducted in public)
        - b. On-site outside of the facility during drive-through food distribution (drive-through marketplace)
        - c. On-site inside the facility when other staff, vendors, volunteer or visitors are present
    - ii. All vendors or other visitors entering the food shelf facility will be required to wear a mask.

## **Social distancing**

All staff and volunteers should maintain a 6-foot distance between one another inside the facility, at the drive-through marketplace, and off-site workspaces.

- To reduce the potential of exposure in the workplace, WBAEFS has responded to the COVID-19 pandemic by restricting the food shelf indoor facility to staff only. Volunteer and visitor presence will gradually be reintroduced as State-mandated social distancing orders change providing that WBAEFS can accommodate proper social distancing, access to hygiene accommodations, and based on the food shelf priorities, and will be discussed in detail with all staff members. Updates will be communicated via addendums to this document as they occur.

Additional personnel will only be allowed in the workplace (on or off-site) if all safety requirements can be upheld - maintain social distance, provide proper hygiene accommodations, etc. Essential vendors will be allowed into the building as deemed necessary by the Executive Director or Board of Directors.

- Deliveries, drop-offs, and pickups-All interactions are to be contactless and must be performed on load, carrier, or vehicle at a time, and multiple deliveries, drop-

offs, or pickups should not be performed simultaneously. Delivery personnel and drivers must wait in their vehicles if another delivery, dropoff, or pick-up is being performed.

- **Volunteer Food Rescue Drivers** - Use their own vehicle. Trained-in and agree to follow all WBAEFS COVID-19 safety practices. Provided with hand-sanitizer for their vehicle. Allowed into food shelf vestibule to collect food-rescue supplies. Limit to one person in the vestibule at a time. Hand sanitizing station posted in the vestibule. Respiratory etiquette station posted in the vestibule.
- **Volunteer Drive-Through Attendants** – Access to the facility through the main entrance (vestibule). Access to lobby and restroom only. Wash hands upon entering. Wear a mask and gloves. Maintain a 6-foot distance.
- Personnel foot traffic will minimize face-to-face interaction or close-contact in the workplace. All workspaces will be limited to the number of personnel that all personnel to maintain a 6-foot distance
  - The walk-in cooler is limited to one person at a time
  - The sash-room is limited to one person at a time
  - The lunchroom is limited to three persons at a time
  - The delivery truck is limited to one person at a time
- Meetings including check-ins, volunteer/staff huddles, and staff meetings are limited to 10 people or less and will be conducted outside or in the largest indoor space available.
  - Steps will be made like pre-arrange seating to ensure social distancing is maintained.
  - When filling a meeting area, have participants enter from the rear of the room and proceed to the seat furthest from the entry point and continue to fill the meeting space from there. This will help minimize participants passing by each other while filling a room.
  - At the end of a meeting, participants are to leave one at a time to avoid face-to-face cross traffic.

## **Cleaning, Disinfection, and Ventilation**

Employees should do their part to help keep the office/work areas as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, tools, and equipment. Additionally, whenever an employee uses a common piece of equipment it should be wiped down before and following use. Proper cleaning and disinfecting supplies will be provided by the company. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

Also, employees and volunteers must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever or feeling feverish?
- Chills?
- A new cough?

- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK. Please call the Executive Director and healthcare provider as soon as possible. Likewise, if you come into close contact with someone showing these symptoms, call the Executive Director and healthcare provider right away.

## **Workplace Protocols to Follow When at Work**

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for self-monitoring, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19, and reporting transparency. For additional information, please reach out to the Executive Director.

### **Employee Self-Monitoring**

WBAEFS employees have been informed of the signs and symptoms of COVID-19 and have been instructed to self-monitor for indications of infection.

## **COVID-19 Exposure and Confirmed Illness Protocol**

### ***If an Employee Exhibits COVID-19 Symptoms***

If an employee or any member of their household exhibits symptoms of COVID-19, the employee should inform the Executive Director and remain at home until he or she is symptom-free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., Tylenol, ibuprofen, or cough suppressants). WBAEFS recommends that employees report this information as soon as possible. The WBAEFS will similarly require an employee who reports at work with symptoms should immediately return home until he or she is symptom-free for 72 hours (3 full days). If they cannot leave immediately, the employee should isolate in their office until they can return home.

### ***If an Employee Tests Positive for COVID-19***

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees who test positive and are symptom-free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when:

- (1) At least 72 hours (3 full days) have passed since recovery (recovery is defined as (a) resolution of fever without the use of fever-reducing medications and (b) improvement in respiratory symptoms (e.g., cough, shortness of breath); and

- (2) At least 10 days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The WBAEFS will require an employee to provide documentation clearing his or her return to work.

***If an Employee Has Close Contact with Someone Who Has Tested Positive for COVID-19***

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

**Employee Leave Policy & Accommodations**

Paid sick leave and expanded family and medical leave is first provided by the Families First Coronavirus Response Act (FFCRA). Information about the FFCRA is posted above the copy machine. If additional time off is needed please see PTO policy in the employee handbook.

Employees with underlying medical conditions or who have household members with underlying medical conditions and have concerns can contact the Executive Director to discuss what, if any, reasonable accommodations can be made to further ensure safety.

**Reporting Transparency Protocol**

Any employee who experiences COVID-19 symptoms or has tested positive for COVID- 19 must notify the Executive Director as soon as practicable. The Executive Director will inform employees of possible exposure while maintaining confidentiality. Staff and volunteers potentially exposed should self-monitor for symptoms.

The Executive Director will determine the location, dates, times the infected person worked, then identify any staff, volunteers, visitors, vendors, or other persons who came into contact with the infected individual during the 14 days before the positive test for the first day of symptoms. The Executive Director and staff will notify any affected persons as soon as possible, instructing them to self-isolate for 14 days.

The WBAEFS may elect to close the office for a period of up to 72 hours following a confirmed case to allow for the natural deactivation of the virus.

**Business Protection Measures**

The WBAEFS has instituted the following protective measures for any activities at the facility and offsite events.

- A. *General Safety Policies and Rules*



- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the office/job site and return home.
- Meetings will be by telephone & video conferencing, if possible. If meetings are conducted in-person, the meetings will avoid gathering in groups of more than 10 people and participants must remain at least 6 feet apart. Everyone at an in-person meeting must wear a mask.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/volunteers/visitors) to increase personal space to at least 6 feet, where possible.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to fewer than 10 people
- The WBAEFS will provide cleaning supplies for your office, along with alcohol-based hand sanitizers and/or wipes.
- Employees should limit the use of co-workers' equipment. To the extent tools must be shared, the WBAEFS will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Employees are not to be ride-sharing.
- In place of using a common source of drinking water (such as a cooler), coffee making, refrigeration, and microwave, employees should use individual use items whenever possible.

## **Volunteers and Visitors**

The number of visitors to a worksite or office will be limited to only those necessary for the work. All volunteers and visitors will be screened for symptoms in advance of arriving on the job site. If the visitor answers "yes" to any of the following questions, he/she must not be permitted to access the job site:

- Have you been confirmed positive for COVID-19?
- Are you currently experiencing, or have you recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
- Have you been in close contact with anyone who has been confirmed positive for COVID-19?
- Have you been in close contact with anyone who has traveled and is also exhibiting acute respiratory illness symptoms?

Deliveries will be permitted but should be coordinated through our Food Systems Coordinator with minimal contact and cleaning protocols. Delivery personnel should remain outside if at all times.

## **Work Practice Controls**

The WBAEFS will work diligently to provide employees and volunteers with:

- Gloves
- Masks

- Hand Sanitizer

The WBAEFS has instituted a daily cleaning and disinfecting checklist of all high touch surfaces including but not limited to areas in the warehouse, offices, market, walk-in cooler, and drive-thru and its associated equipment. Employees should regularly disinfect their assigned work stations.

If an employee tests positive or has COVID-19 symptoms, there will be a complete cleaning of the area the individual may have contacted and it will do so before employees can access that workspace again.

If employees observe gloves, masks, or hand sanitizer requires restocking or believe an area needs cleaning or disinfecting, they should notify the Executive Director as soon as possible.

To increase ventilation of fresh air in the building, employees are encouraged to open doors and windows whenever possible. Employees are asked to be careful with fans blowing across other employees.

## **Cleaning Procedures**

Each day a staff member will ensure that the following surfaces are cleaned and sanitized according to CDC recommendations (available here: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>)

- Door handles
- Hand-rails
- Light-switches
- Garage switch
- Refrigerator, freezer door handles
- Cart handles
- Pallet-jack handle
- Drive-up distribution tables
- Front desk
- Shared keyboard, mouse (warehouse, market, front desk)
- Hand-vacuum
- Bathroom sink
- Toilet handle & seat
- Copy machine
- Handwashing sink
- Lunchroom table
- Lunchroom chair side arms
- Lunchroom counters, sink
- Lunchroom Appliances - Microwave, Coffee Maker, Refrigerator

## **OSHA Recordkeeping**

If a confirmed case of COVID-19 is reported, the WBAEFS will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. If an employee has a confirmed case of COVID-19, the WBAEFS will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from exposure outside of the work environment, it would not be work-related, and thus not recordable.

The WBAEFS's assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the WBAEFS will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

## **Confidentiality**

Except for circumstances in which the WBAEFS is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained by applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The WBAEFS reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their health. The WBAEFS also reserves the right to inform sub-contractors, vendors/suppliers, volunteers, or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their health.

## **Communications and Training**

This COVID-19 Preparedness Plan was communicated during a staff meeting to all workers on June 16 and the necessary training was provided. Additional communication and training will be ongoing through team huddles and staff meetings and provided to all workers who did not receive the initial training. Instructions will be communicated to volunteers and visitors about: how drop-off, pick-up of deliveries will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that volunteers and visitors use face masks when dropping off, picking up, and accepting deliveries. Volunteers and visitors will also be advised to not come to the WBAEFS if they are experiencing symptoms or have contracted COVID-19. The Executive Director and the staff are to monitor how effective the program has been implemented during weekly staff meetings. The Executive Director and the staff are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by the Executive Director and the Chair of the Board and was posted by the mailboxes on June 16. It will be updated as necessary. Given the

fast-developing nature of the COVID-19 outbreak, the WBAEFS may modify this Plan on a case by case basis. WBAEFS has and will continually address worker concerns through discussions during weekly staff meetings, daily briefs, and monthly one-on-one check-ins between the Executive Director and each staff member. If you have any questions concerning this Plan, please the Executive Director

Certified by:

Perry Petersen  
Executive Director

Educational posters will be posted in multiple locations around the office, including the following:

- What you should know about COVID-19 to protect yourself and others-CDC
- Visitor and Employee Health Screening Checklist-MN DH
- Is it COVID-19-MN DH
- Social distancing at work-MN DH
- How to Handwash?-WHO
- How to Handrub?-WHO
- The technique for donning and removing gloves-WHO
- Cover your Cough-MN DH
- How to Safely Wear and Take Off a Cloth Face Covering-CDC
- Employee Rights (FFCRA)-US DL

Established by Perry Petersen: June 16, 2020

Revised by Perry Petersen with OSHA recommendations: June 26, 2020

This signature verifies that I have read the COVID-19 Preparedness Plan revised June 26, 2020

---

Perry Petersen-Executive Director Date

---

Susanne DePalma-Market Coordinator Date

---

Deb Donovan-Volunteer Coordinator Date

---

Amanda Lindorfer-Operations Coordinator Date

---

Sonja Tosteson-Food Systems Coordinator Date

---

Trica Trowbridge-Community Resource Coordinator Date