

# **Hormel Historic Home**

**Preserving the past~serving the present~preparing for the future**

## **COVID-19 Preparedness Plan and Operation Guidelines**

**Draft June 8, 2020**

**Board Approved: June 16, 2020**

**Revised: November 13, 2020**

Executive Order 20-48 issued by Gov. Tim Walz on April 30, 2020, requires each business in operation during the peacetime emergency establish a COVID-19 Preparedness Plan.

This plan will establish and explain the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, federal Occupational Safety and Health Administration (OSHA) standards and Executive Order 20-48, related to worker and customer – if the business has customer-facing operations – exposure to COVID-19.

The plan will have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry (DLI), in consultation with MDH, has the authority to determine whether a plan is adequate.

The HHH COVID-19 Preparedness Plan includes guidance on the following:

Infection prevention measures and prompt identification and isolation of sick persons; Pg. 2

Wearing of face coverings; Pg. 3

Worker Hygiene and Source Control; Pg. 4

Customer controls and protections for drop-off, pick-up and delivery; Pg. 4

Adjustments and administrative controls for social distancing and hygiene; Pg. 4

Housekeeping, including cleaning, disinfecting and decontamination; Pg. 5

Communications and training for managers and workers necessary to implement the plan; Pg. 6

Provision of management and supervision necessary to ensure effective ongoing implementation of the plan; Pg. 5

Resources used in development of this plan; Pg. 6

# Hormel Historic Home

## Preserving the past~serving the present~preparing for the future

**The Hormel Historic Home** 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.

The COVID-19 Preparedness Plan is administered by Executive Director, Holly Johnson, 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. Hormel Historic Home managers and supervisors have our full support in enforcing the provisions of this plan.

Our staff and volunteers are our most important assets. We are serious about safety and health and being able to keep our team working at and for **the Hormel Historic Home**. Staff and volunteer involvement is essential in developing and implementing this successful COVID-19 Preparedness Plan. Staff and volunteers have been interviewed and offered the chance to offer feedback as to how the Hormel Historic Home can work to keep everyone safe and healthy.

All staff and volunteers will be trained on proper use of PPE, environmental cleaning and disinfection, hand hygiene, respiratory etiquette, and the HHH coronavirus-aware operating guidelines.

The Hormel Historic Home 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 for venues of public accommodation; i.e., Recreational Entertainment and Seated Entertainment and Meetings.

## Infection Prevention and Identification Measures

### Screening and policies for Staff, Volunteers and Contractors

Staff and volunteers 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.

- Staff will be asked to self-monitor their health and to follow the guidelines of staying home if they are ill or displaying any of the following conditions not related to another health issue:
  - Feeling feverish or having an elevated measured temperature greater than 100 degrees Fahrenheit
  - New or worsening cough or shortness of breath
  - Sore throat
  - Headache

- Muscle pain
  - Diarrhea
  - Repeated shaking with chills
  - Loss of taste and/or smell
  - Having had any close contact with a person who is lab-confirmed to have Covid-19
- If symptoms are present, he/she must not report to Hormel Historic Home for a shift and they should alert the HHH executive director verbally or in writing including dates of symptoms of their condition.
  - HHH Management will take and record temperature data on each staff or volunteer when they arrive for a work day or shift and be evaluated per the employee health screening checklist from MDH.
  - If a staff member or volunteer is found to have a temperature above 100 degrees Fahrenheit or any of the symptoms listed above, he/she will be directed to return home.
  - Workers who are experiencing COVID-19 symptoms, have tested positive for COVID-19 or have been in close contact with a person with COVID-19 symptoms or who has tested positive for COVID-19 must be instructed not to report to work until their isolation or quarantine period is completed.
  - A staff member or volunteer who is lab confirmed with covid-19 will be allowed to return to the HHH when they meet all the following criteria:
    - Fever-free for at least 24 hours without medication
    - Other symptoms have improved
    - It has been at least 10 days since onset of symptoms
    - The decision to return to work has been made in conjunction with their healthcare provider and the Hormel Historic Home.

**Hormel Historic Home** staff eligible for sick leave benefits have been made aware through the employee handbook of the policies that are relevant to them should they be required by a health care provider to isolate or quarantine themselves or a member of their household.

**The Hormel Historic Home** will inform staff members, guests or volunteers asap if they have been exposed to a person with COVID-19 at their workplace that may require them to quarantine for the required amount of time. HHH management follow guidelines of confidentiality when alerting team members of the risk associated with the exposure.

## **Infection Prevention: Wearing of Facemasks**

The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain.

- Staff, Volunteers, and Guests are required by Executive Order 20-81 dated July 25, 2020, to wear a face covering in all public indoor spaces and indoor businesses. Additionally, the Executive Order requires workers to wear face coverings when working in outdoor settings in situations where social distancing (i.e., keeping at least 6 feet of physical distance from other individuals not in the same household) cannot be maintained.

- The Hormel Historic Home will provide a face covering for staff members or volunteers who do not have their own mask available.
- Event guests are now required to wear a face covering unless seated at a table and actively having a meal or beverage.
- Tour guests will be requested to wear a mask when at all times at the Hormel Historic Home.

## **Infection Prevention: Worker hygiene and source control**

Hand hygiene is an important part of the U.S. response to the international emergence of COVID-19. Practicing hand hygiene, which includes the use of alcohol-based hand rub (ABHR) or handwashing, is a simple yet effective way to prevent the spread of pathogens and infections in healthcare settings. CDC recommendations reflect this important role.

- Staff members, volunteers, and guests are instructed to sanitize their hands upon entering either by washing their hands for at least 20 seconds with soap and water or the use of hand-sanitizer (that use sanitizers of greater than 60% alcohol) in place of soap and water, as long as hands are not visibly soiled.
- Staff members and volunteers are instructed to wash their hands frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet.
- If staff are asked to perform drop off or delivery practices (including the serving of food) they will be required to wash or sanitize their hands before and after performing the task.
- All handwashing stations will have ample supply of soap and hand sanitizer for use by staff and guests.

## **Infection Prevention: Respiratory etiquette - coughing or sneezing**

- Staff, volunteers and visitors are 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.
- Staff, volunteers and visitors should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Respiratory etiquette will be supported by making tissues and trash receptacles available to all workers and visitors.

## **Social distancing Adjustments and Enforcement**

Social distancing of at least 6 feet between workers, guests, and volunteers is being implemented in the workplace through the following engineering and administrative controls:

- Staff and guests will maintain a minimum distance of 6 feet apart.
- To allow for adequate social distancing, the administrative office of the Hormel Historic Home is limited to 2 members of the staff at any time.

- No visitors will be allowed in the HHH Administrative Office.
- Administrative staff is allowed to telework as determined by management team.
- Workers, visitors and customers are prohibited from gathering in groups larger than 10 people.
- Workers and visitors are prohibited from gathering in confined areas.
- Staff are asked not to use other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- Per the guidelines of the state of Minnesota the Hormel Historic Home will limit guest count to 25% of established occupancy.
- Guest traffic will be controlled via a one-way path from entry to exit.
- Markings will be placed on the floor during events to dictate social distancing guidelines.

## Housekeeping

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Training will be provided to all HHH staff members and volunteers as to cleaning products, procedures and intervals.

Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, light switches, railings, copy machines, credit card readers, delivery equipment, etc.

If it is determined that a person with a lab-confirmed case of Covid-19 has been in a space of the HHH the following procedures will be followed:

- Close off areas visited by the ill persons.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.

## 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. We have professional contractors maintain all equipment to ensure the greatest flow of air possible. We run air ventilation equipment at its maximum air flow. 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.

## **Communications and training**

This Preparedness Plan was communicated via e-mail and visual posting to all workers 6/12/20 and necessary training has been provided. Additional communication and training will be ongoing through verbal communication 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 through regular evaluations with members of management team.

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 the Hormel Historic Home management and was posted throughout the workplace 6/12/20. It will be updated as necessary.

Certified by: **Holly Johnson, Executive Director**

**Approved by Board of Trustees: June 16, 2020**

# Guidance for developing a COVID-19 Preparedness Plan

## General

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

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

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

## Businesses

CDC Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

MDH Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

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

## Handwashing

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

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

## Respiratory etiquette: Cover your cough or sneeze

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

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

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

## **Social distancing**

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

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

## **Housekeeping**

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

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## **Employees exhibiting signs and symptoms of COVID-19**

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

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

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

## **Training**

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

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

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