



COVID-19 Preparedness Plan Pink Peony Weddings & Events July 7, 2020

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency to establish a "COVID-19 Preparedness Plan."

A business's COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices, and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The plan should have a strong commitment to management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement at a minimum the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. housekeeping, including cleaning, disinfecting and decontamination;
5. communications and training for managers and workers necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

COVID-19 Preparedness Plan for Pink Peony Weddings & Events

Pink Peony Weddings & Events (PPWE) is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Team members are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. PPWE contractors 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 PPWE. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. A plan was put in place and the plan continues to evolve as health professionals provide more guidance. Continued employee updates will address these changes and allow for employee feedback and recommendations. As employees return to work they will be trained in the policies and procedures. Our Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to contractors;
- management and supervision are 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. All PPWE employees should communicate with management if they are sick or experiencing symptoms before coming to work and stay home. If they are feeling healthy and have a scheduled shift they are required to answer our four screener questions daily. PPWE ownership will enter employees (and visitors) answers at <https://mnsymptomscreener.minnesotasafetycouncil.org> and we will follow the procedures outlined on our daily screener procedure (SOP - Daily Employee/Visitor Screener Questionnaire).

PPWE 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. Employees with underlying medical conditions or who have household members with underlying health conditions seeking accommodations should approach management with their situation and every effort will be made to help them out.

PPWE 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. When exposure has been identified, exposed employees will be instructed to self-monitor, be alert for symptoms (fever, cough, shortness of breath) and self-quarantine; check temperature and watch for symptoms, stay at home for fourteen (14) days and self-monitor. Stay away from high-risk people who are at risk of getting very sick from COVID-19.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. When informing employees about their exposure, we will not use employee names to protect privacy.

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. PPWE management will ensure that the bathrooms are equipped with the necessary supplies (soap, towels, etc) for employees and visitors to be able to follow this best practice.

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. We will make sure signs are posted throughout the venues reminding people of proper cough/sneeze etiquette.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Wearing masks are required for all PPWE employees while working and are recommended for all visitors of ceremony and reception locations.
- Signs are posted encouraging social distancing throughout the building allowing six feet of space per person at all times.
- PPWE management will provide all necessary protective equipment (masks, gloves, disinfectants, wipes, towels, soap, etc).
- Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, or other personal work tools and equipment.
- Employees should let management know if anything makes them uncomfortable and/or feel not safe.

Communications and Training

This Preparedness Plan was communicated to all team members on July 7th, 2020. Additional communication and training will be ongoing as guidelines continue to evolve. Managers and supervisors are to monitor how effective the program has been implemented by providing feedback at our regularly scheduled all sta meetings. Management and workers are to work through this new program together and update the training as necessary.

This Preparedness Plan has been certified by PPWE management and was sent to all contractors on July 7th, 2020. It will be updated as necessary.

Certified by:
Kimberly Seymour & Lindsay Kunz - Owners

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

General

www.cdc.gov/coronavirus/2019-nCoV www.health.state.mn.us/diseases/coronavirus
www.osha.gov www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html 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
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

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
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
www.health.state.mn.us/diseases/coronavirus/basics.html

