

# COVID-19 Preparedness Plan for Park Tavern

**The Park Tavern** is committed to providing a safe and healthy workplace for all our workers, guests and vendors. To ensure we have a safe and healthy workplace, 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 and management and customers. 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 COVID-19 Preparedness Plan. **The Park Tavern** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at The Park Tavern. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.
- protections and controls for to go food and deliveries.
- protections and controls for outdoor dining on patio
- communications and instructions for customers

## 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. Employees are currently and will continue to go thorough temperature checks before entering The Park Tavern. Employees are also asked to answer a series of screening questions about any current symptoms and recent exposure to Covid-19 infected individuals. Employees that are not well or who reside with an infected individual will not be allowed to work. **The Park Tavern** 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. The Park Tavern will follow all guidelines set forth in the Families Coronavirus Response Act. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Any employees that wish to discuss these conditions should contact the General Manager for considerations.

**The Park Tavern** has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. If and when The Park Tavern is notified of a specific incident, the employee will immediately follow the CDC guidelines.

### Hand Washing

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 customers and visitors to the workplace will be required

to wash or 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.

The Park Tavern has multiple hand washing stations throughout the facility for staff and guests to properly wash hands. Signage hanging throughout the establishment is in place reminding and explaining proper hand washing techniques. Included with our hand washing stations, The Park Tavern has multiple hand sanitizing stations throughout the entire establishment.

## **Respiratory etiquette: Cover your cough or sneeze**

Workers, customers 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 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, customers and visitors. Any employee should immediately wash their hands if asked to do so, by any other employee, customer or manager.

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls: There have been visible floor guides and signage placed throughout the facility serving as reminders. Tables, chairs and other seating areas have been removed to create a safe social distancing pattern. From time to time, 6-foot distancing will be challenging - in those cases, reasonable mitigation protocols will be implemented, such as plexiglass barriers or masks for all out employees. Guests and vendors will be asked to practice physical distancing (standing at least 6 feet apart) from other guests while visiting and moving around the property. In addition, guests will be asked to not gather in groups in common areas.

### **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. All customer contact areas will be cleaned with a disinfectant between uses. Bowling balls (including finger holes) and rental shoes will be cleaned and disinfected after each use.

Appropriate and effective cleaning and disinfectant 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. Gloves should be used according to company guidelines when necessary. 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 COVID-19 Preparedness Plan was communicated through multiple employee meetings held before returning back to work 5/26/20 & 5/27/20 and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and in-store shopping will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or in-store shopping. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. With signage posted at the front entrance and throughout the facility. Managers and supervisors are to monitor how effective the program has been implemented by daily log. 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 Park Tavern** management and was posted throughout the workplace. It will be updated as necessary.

Certified by: **Phil Weber Owner Park Tavern**