

COVID-19 Preparedness Plan template and instructions

Under Gov. Tim Walz's Executive Orders, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. This includes both critical and non-critical businesses.

A business's COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions the business will implement to meet the industry guidance for the business that are based on Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to safety and health in their workplaces. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. Plans must be communicated to workers and posted at the workplace in a manner that is accessible for workers to review. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health, has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement the following, in compliance with the general industry guidance or the specific industry guidance applicable to your business:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative protocols for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery protections and protocols; and
7. communications and training practices and protocols.

In addition to the above, the plan must also include protections and protocols included in specific industry guidance applicable to your business for circumstances that are typical, unique or specific to the type of business, including the situations where exposure exists for workers and/or customers. These additional protections and protocols may include, as provided in the specific industry guidance, the following:

1. additional protections and protocols for customers, clients, guests and visitors;
2. additional protections and protocols for personal protective equipment (PPE);
3. additional protections and protocol for access and assignment;
4. additional protections and protocol for sanitation and hygiene;
5. additional protections and protocols for work clothes and handwashing;
6. additional protections and protocol for distancing and barriers;
7. additional protections and protocols for managing occupancy;
8. additional protocols to limit face-to-face interaction;
9. additional protections for receiving or exchanging payment; and
10. additional protections and protocols for certain types of businesses within an industry.

This document includes a template that may be used by businesses to develop a COVID-19 Preparedness Plan that includes the components listed above. A business's plan should be **developed to fit the business and the risks of transmission that are present in the business's workplace(s). This template should be used with and must address the industry guidance developed by MDH and DLI. The industry guidance is available at staysafe.mn.gov/industry-guidance.**

Businesses are not required to use this template. However, all plans developed by businesses must address the components included in the state of Minnesota industry guidance developed for the type of business.

COVID-19 Preparedness Plan for Bongards Market

Bongards Market is committed to providing a safe and healthy workplace for all our workers, vendors, and customers. To ensure we have a safe and healthy workplace, Bongards Market 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 the Market Manager who maintains the overall authority and responsibility for the plan. However, vendors and market staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Bongards Market staff and vendors have our full support in enforcing the provisions of this plan.

Our volunteer staff, vendors and customers are our most important assets. Bongards Market is serious about safety and health and protecting community therefore everyone's involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff and vendors in this process by getting input from our vendors prior to deciding to go ahead with the 2020 Bongards Market season and to developing our Covid-19 plan. Email was sent to all vendors from previous year to obtain feed-back to a series of questions including concerns about having a market this year. Questions and suggestions raised by vendors included ways to handle payments, delaying start of season, on-line contact page for vendors so customers can preorder, transaction table set up, etc. Link to the "Guidance for the Minnesota Farmers' Markets and Vendors" put out by the MDA and MFMA was included in the email.

Bongards Market'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.

Bongards Market 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 "Guidance for Minnesota Farmers' Markets and Vendors." 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

Bongards Market has an all-volunteer staff and all staff are told to stay at home if they are sick or when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Staff with underlying medical conditions or who have household members with underlying health conditions should not volunteer this season. We encourage staff to practice social distancing and avoid large gatherings between market days to reduce risk of potential exposure to the virus. Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.

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

Social distancing of at least six feet will be implemented and maintained between workers (including market staff, vendors, and customers in the workplace through the following engineering and administrative controls: Stalls are spaced at least 6 feet apart with an empty table in front of all vendor display tables to maintain separation as well as to place purchases and exchange money. A border has been created around the market to limit the entrance and exit to an area near a handwashing station with instructions to enter the market near the handwashing station. Signage has been added instructing customers to wash hands upon entering, maintain 6-foot distance between themselves and others, encouraging wearing of masks, one person per family shopping. Limiting the number of customers has not been necessary at this time but will be addressed if needed as we continue through the summer. We have used less than half of the available space for now. We encourage customers to have only one member of a family enter the market and to leave children at home when feasible.

Worker hygiene and source controls

Basic infection prevention measures are implemented at our market 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 market staff, vendors and customers to the workplace are 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. Public hand washing station and hand sanitizer will be available. Shoppers will be

encouraged to use these upon entry and exit from the market. A schedule is set up to periodically sanitize and supply these stations. Shoppers are asked to enter and exit the market at one main entrance near the handwashing station.

Source controls are being implemented at our workplaces at all times. Facemasks are recommended though not required as the market is outdoors. Vendors are instructed to create separation between themselves and customers via an empty table in front of display tables which also helps prevent customers from handling product and provides a place to package product and exchange money.

Workers including market staff, vendors and customers 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 including market staff, vendors and customers 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. These instructions and reminders are communicated via periodic reminders on Bongards Market Facebook and Bongards Market Web Page as well as onsite signage. A handout "Guidance for Vendors" outlining the requirements and suggestions for safely selling at the market is handed to each new vendor.

Workplace building and ventilation protocol

Bongards Market is an open-air facility operating outdoors in a parking lot of St. John's UCC. Staff, vendors and occasionally a customer are allowed access to bathrooms in the church building. In the church building the maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are properly used and maintained.

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, and areas in the work environment, including church restrooms. Frequent cleaning and disinfecting is being conducted of high-touch areas, including door handles, railings, etc.

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. A supply of food grade sanitizer spray, sanitizing wipes and gloves is available. A schedule is set up for periodic sanitization of all surfaces at the market that people touch: tables, handwashing station, door handles, railings, sinks, faucets, etc. The schedule includes a log for writing the time and initials when done.

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

We maintain an online Vendor Page so customers can pre-order. Vendors are asked to encourage customers to pre-order and pre-pay.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated online through the Bongards Market 2020 Rules and Regulations Covid-19 Response Plan, and through Facebook via flyers “Keep Our Market Safe!” and to all market staff, and vendors as well as to customers before the market opened in June and when each vendor applied to sell their products. Additional communication and training will be ongoing by email, text messages, in person, and communicated on Bongards Market website and Facebook. 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, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians including volunteer staff, vendors and customers 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 including market staff, vendors and customers. All workers including staff, vendors and customers will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. The first rule under our Covid-19 Response Plan is to all customers, volunteer staff, and vendors to stay home if they feel sick or if a member of their family is not feeling well. This is also included in “Keep Our Market Safe!” flyer.

Market staff will observe how the safety measures are working, identify deficiencies and make changes to increase effectiveness. 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 Bongards Market management and the plan was posted throughout the workplace and made readily available to employees on 6/24/2020. It will be updated as necessary by Vicki Moteelall Bongards Market Administrator.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include: The health and safety of our vendors, customers, and volunteers is the market’s top concern. In these unique times, the market will operate as a food store, not a social gathering. Social distancing will be enforced, and customers will be encouraged to get in, get the goodies, and go home.

We are taking the following steps to keep our customers, vendors, and volunteers safe and healthy:

1. All customers, volunteers, and vendors should stay home if they feel sick or if a member of their family is not feeling well.

2. Shoppers will be asked to enter the market **at one main entrance**.
3. Public hand washing stations and hand sanitizer will be available. Shoppers will be encouraged to use these upon entry and exit from the market (and as often as you like in between.)
4. Vendor booths will be spaced farther apart to avoid crowding. Vendor displays will be modified to include an empty table in front of all vendor display tables and used to place purchases and exchange money as well as distance their products from the shopping public.
5. For now, the market will be a shopping destination, not a social gathering. Customers are invited to choose a designated shopper from their household and make a shopping list in advance. Please leave children at home, or waiting in your vehicle if possible, until restrictions ease.
6. Shoppers should shop with their eyes and allow vendors to handle all product.
7. Wearing a mask is recommended and social distancing of at least 6 feet is required.
8. Vendors may not offer samples.
9. All ready-to-eat food items will be packaged "to-go." No on-site consumption of food will be allowed.
10. We are working with vendors to create and enhance their online sales presence, allowing customers to pre-order and prepay with no-contact payment methods.
11. Live music and our POP (Power of Produce) program will not be offered this season.
12. We will add to and modify this list of strategies as the public health situation changes and as we learn of new best practices. Thanks for your patience and patronage of local farmers and food businesses.

Guidance for Vendors

- Please have check or correct change for Vendor Stall Payments and place in Vendor Fees Jar at market manager table
- Consider pre-packaging fruits, vegetables, and other items to limit handling of food and to keep customers moving quickly
- Encourage customers to pre-order and pre-pay online when possible. This will help customers move more quickly through the market
- Consider bringing a handwashing station for individual market stalls
- Place an empty table in front of display tables, using that table to place purchases and exchange money:
 - This maintains six feet of separation, and helps prevent customers from touching products
 - Allows vendor to pack all items for a customer into a bag or container that only the customer touches

- If customers bring their own bags, let them pack their bags
- Have at least two people in the stall: one person only handles payments; the other only handles products. If two people not possible, wash hands or sanitize in between these tasks.
- Food trucks and prepared food vendors can still operate if they sell take-out only. Pre-orders are encouraged. Please no onsite consumption of food.

Certified by:

Victoria Moteelall

6/27/2020

Bongards Market Administrator

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