



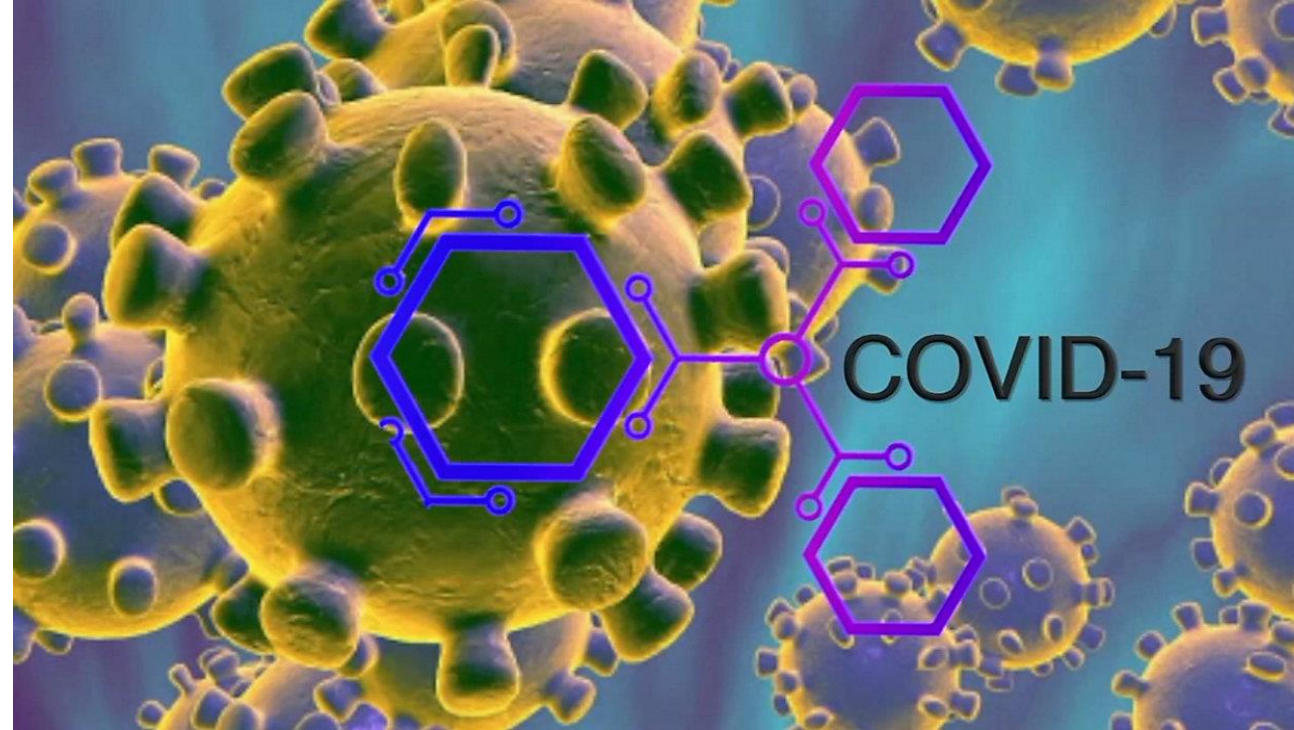
Greater Mankato Growth Webinar: COVID-19 Workplace Protection Plan Best Practices



**Welcome: Jessica Beyer
Greater Mankato Growth, Inc.**



Moderator: Patrick Baker
Greater Mankato Growth, Inc.



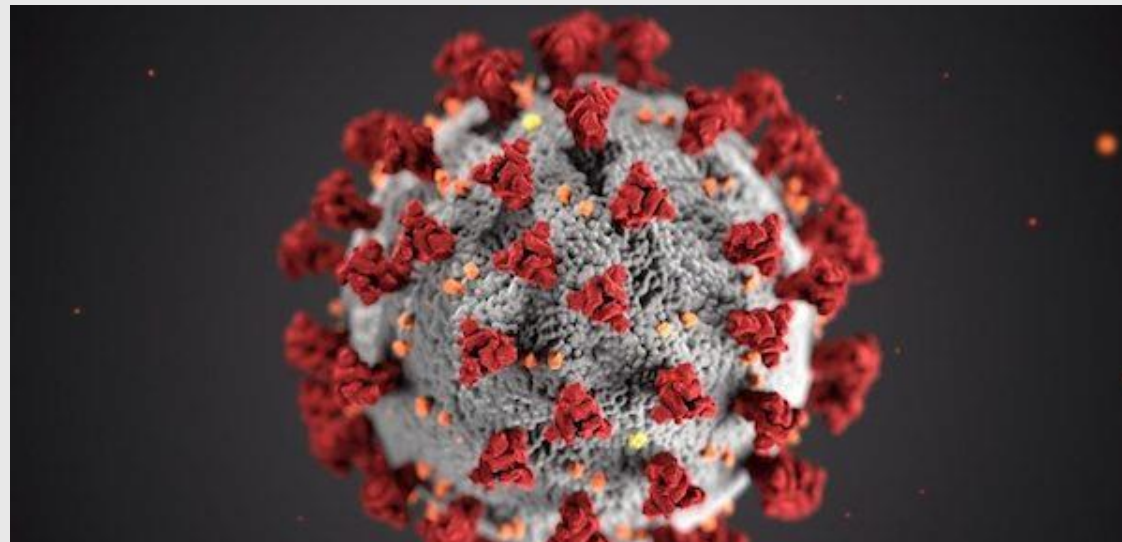
COVID-19 Preparedness Plan

Michelle Smith Safety Consultant Principal

Workplace Safety Consultation

Agenda

1.	COVID-19 Protection Plan Template
2.	How the Protection Plan relates to Executive Order 20-40
3.	Workplace Best Practices as it relates to COVID-19



Executive Order 20-40

- Issued on April 23, 2020 by Governor Walz
- Allows for an estimated 80,000 – 100,000 people to return to work
 - Manufacturing; goods in the process of be made, also wholesale trading and warehousing
 - Office; work being done at an office space, mostly at their desk and primarily not customer facing
- COVID-19 Preparedness Plan Required by each business operating during the peacetime emergency
- If an employee is able to work from home they should continue to do so

Executive Order 20-40



Examples of what you **can** do:

- Interact with co-workers while maintaining appropriate social distancing.
- Conduct virtual meetings with co-workers, customers and suppliers.
- Work at workstations as long as there is adequate space between workers.
- Follow the business's plan for social distancing.

Executive Order 20-40

Examples of what you **can't** do:

- Conduct customer visits in customer workplaces or homes.
- Invite customers into the workplace.
- Conduct meetings in conference rooms that don't allow social distancing.
- Work right next to co-workers.



COVID-19 Preparedness Plan

Template Available from the
State of Minnesota

<https://www.dli.mn.gov/updates>

COVID-19 Preparedness Plan

- Six Sections
 - Infection Prevention Measures
 - Prompt Identification and Isolation of Sick Persons
 - Engineering and Administrative Controls for Social Distancing
 - Housekeeping
 - Communication and Training for Managers and Workers
 - Management and Supervision to Ensure Ongoing Implementation of the Plan

Infection Prevention Measure

- Summary / Goal of the Plan
- How Workers have been Involved
- Identify areas that will be addressed (summary, no details):
 - Social distancing, housekeeping, ID and isolating sick employees, communication and training, implementation

Prompt Identification and Isolation of Sick Workers

- Health Screenings
- Alert Company of Sick Day from Home
- Alert Company of Sick at Work
- Sick Worker Isolation
- Policies: Sick Leave, FMLA, Quarantine, Privacy Policy

Prompt Identification and Isolation of Sick Workers

Prior to Shift:

- Health Screening
- Take Temperature
- Worker's could complete screening at home




Prompt Identification and Isolation of Sick Workers

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers "Yes" to any of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.




Visitor and Employee Health Screening Checklist

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- ☐ Fever (100.4 F or higher), 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?

 DEPARTMENT OF HEALTH

Prompt Identification and Isolation of Sick Workers

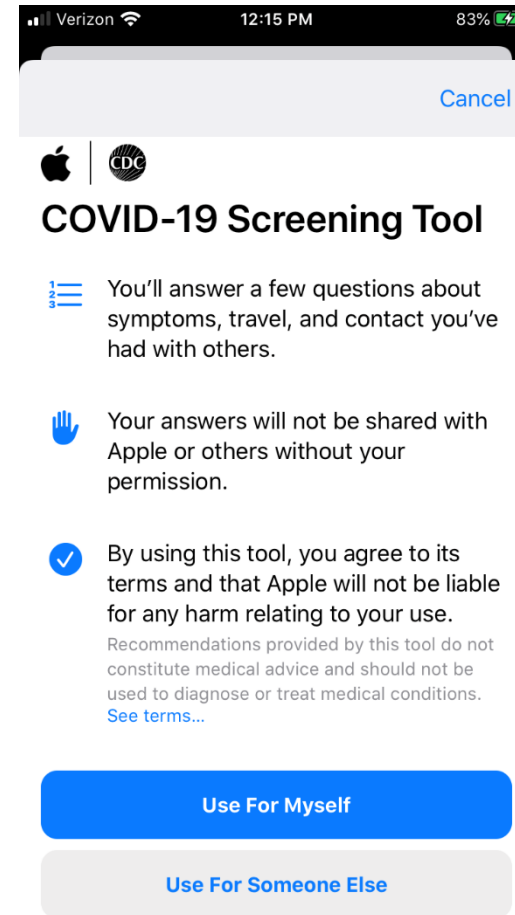


State Information

[Choose State](#)

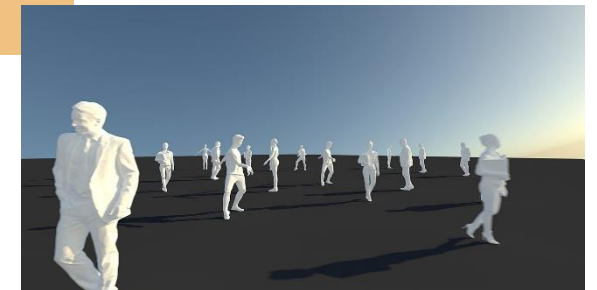
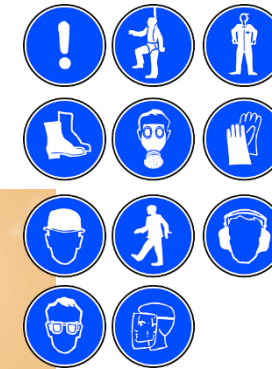


Choose a state to see guidance from the health department.



Engineering / Administrative Controls for Social Distancing

- Handwashing
- Respiratory Etiquette
- Social Distancing
- PPE / Barriers
- Addressing Worker's Concerns



Engineering / Administrative Controls for Social Distancing

- Analyze areas where workers may congregate: punch clocks, break rooms, locker rooms, meeting rooms, elevators
- Avoid shared food / drink stations
- Avoid ride sharing if possible



Housekeeping

- Schedule
- Areas to be cleaned / disinfected
- Who will do the cleaning / PPE
- What products will be used
- Disinfection procedures when worker identified as positive COVID-19

Housekeeping



- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html

Communication & Training

- Communicate plan to all employees – documentation
- Address ongoing communication
- Signs, posters, emails, mailings, check stub inserts

TRAINING



Management and Supervision of Plan

- Backed by Upper Management
- Point Person
- Supervisors / In-line Managers
- Post Plan throughout the facility / Make available to all employees in some format

Useful Websites:

<https://www.dli.mn.gov/business/workplace-safety-and-health/mnosha-compliance-novel-coronavirus-covid-19>

The screenshot shows a webpage titled "MNOSHA COMPLIANCE: NOVEL CORONAVIRUS (COVID-19)". The page has a dark blue sidebar on the left with a menu of topics including Apprenticeship and Dual Training, Codes and Laws, Electrical Contractors, Elevator Contractors, Employment Practices, High Pressure Piping Contractors, Independent Contractor Registration, License Forms, Permits, Plan Review and Local Governments, Manufactured Structures, Plumbing and Mechanical Contractors, Residential Contractors, Remodelers, Roofers, and Safety and Health at Work. The main content area has a red header bar with the text "COVID-19 resources here", "Unemployment questions? Visit [www.unireg.org](#)", and "For business > Safety and health at work > MNOSHA Compliance: Novel coronavirus (COVID-19)". Below the header, the page title "MNOSHA COMPLIANCE: NOVEL CORONAVIRUS (COVID-19)" is displayed. A sub-header states "Sources for information related to COVID-19 are linked below." The main content is organized into two sections: "Printable handouts" and "Resources". The "Printable handouts" section includes a list of links: "COVID-19 health and safety guidelines for the meatpacking industry (April 19, 2020)", "COVID-19 in construction:" (with sub-links for "Personal protective equipment and face-coverings", "Planning communication and training", "Sanitation and hygiene", "Social separation, distancing", and "Wellness and exposure-incident management"), "Fact sheet - COVID-19: Protecting grocery store workers (April 16, 2020)", "Fact sheet - COVID-19: Health and safety guidelines for dentistry (April 24, 2020)", "Fact sheet - COVID-19: Protecting bait shop workers and customers (April 24, 2020)", "Fact sheet - COVID-19: Protecting golf course workers and customers (April 24, 2020)", "Fact sheet - Equipment for COVID-19, non-essential businesses (April 21, 2020)", "Minnesota worker protections related to COVID-19, including sick leave, FMLA, discrimination, reporting health concerns at work, unemployment insurance, workers' compensation - [English](#) | [Hmong](#) | [Somali](#) | [Spanish](#)", and "Safety and health guidelines for the employers and employees of essential work operation". The "Resources" section includes links to "Department of Labor and Industry updates related to COVID-19", "Centers for Disease Control and Prevention: [Coronavirus disease 2019](#)", and "Minnesota Department of Health: [Coronavirus disease 2019 \(COVID-19\)](#)".

Thank You!

Michelle Smith

Michelle.k.smith@state.mn.us

Request a free safety and health consultation at www.dli.mn.gov/about-department/our-areas-service/minnesota-osh-workplace-safety-consultation or by calling 651-284-5060 or 800-657-3776.



Inspiration for Corona Mitigation

Transitioning guidelines into practice

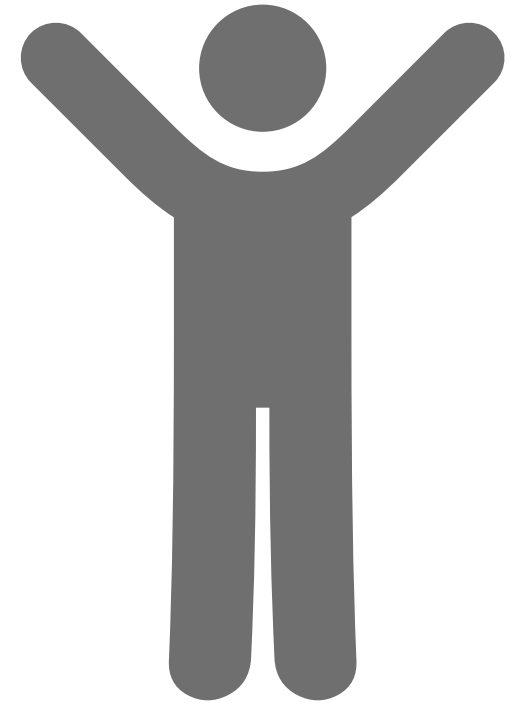
28th April 2020

Coloplast Group - Ostomy Care / Continence Care / Wound & Skin Care / Interventional Urology



Focus on awareness and behavior

- Make sure employees stay home from work if they feel unwell
- Keep your distance of 6 feet to others at all times
- Wash or sanitize your hands frequently
- Follow zone behavior and stay within your zone
- Limit physical contact – avoid handshakes
- Avoid touching mouth, nose and eyes
- Cough or sneeze into your sleeve – not your hands
- Meeting via teams when possible, If you meet face to face, always keep a distance of 6 feet
- Encourage employees to hold each other accountable for unsafe actions



Prevent the virus from entering the site

- Employees disinfect hands and put on surgical mask when entering the site
- All employees and contractors are screened by a nurse before they are approved for work
- Employee start times and breaks are staggered by teams/zones
- Clear separation between shifts with sanitizing of common areas
- No visitors to enter (critical maintenance visitors allowed)
- Educate employees, so they reduce their personal risk outside the company
- Implement a 72-hour policy if employees exhibit symptoms and/or fever above CDC guidelines

Prevent the spread inside the building

Work desk areas

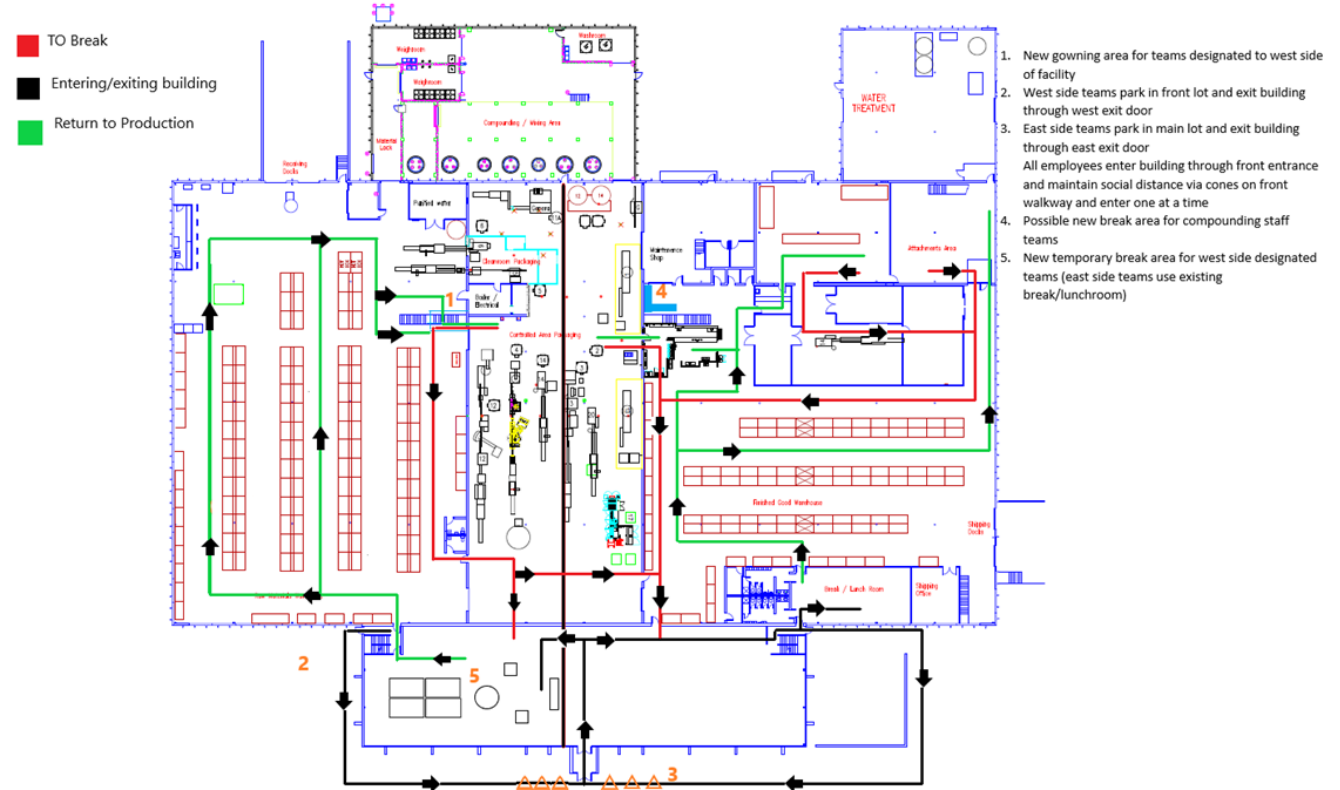
- Avoid flexible seating and in general do not share tables, keyboards and mouse
- Keep distance of minimum 6 feet between each desk
- Make disinfectant wipes available so people can help keeping high hygiene in the office area

Meeting rooms

- Invite for online meetings, limit number of face to face meetings and participants in meetings to max 10
- Only use meeting rooms with a size allowing 6 feet of distance between employees
- Take out chairs or block chairs so 6 feet of distance becomes natural
- Clean/disinfect frequent touchpoints like, tables, remote control, whiteboard pen after use.

Prevent the spread inside the building

- Consider how the areas can be split into zones where the employees are in no contact with each other across the zone borders
- The persons in the same zone use the same restrooms area and go to the same breakrooms (if possible)
- Setup designated paths for employees to take:
- Leave doors open if possible, to reduce number of persons touching the handles
- Increase cleaning/disinfectant frequency of door handles, tables surfaces, rail handles etc



Our mission

Making life easier for people
with intimate healthcare needs

Our values

Closeness... to better understand
Passion... to make a difference
Respect and responsibility... to guide us

Our vision

Setting the global standard
for listening and responding



Moderator: Patrick Baker
Greater Mankato Growth, Inc.



Dr. James Hebl
Mayo Clinic Health System



Dr. Russell Tontz
Mayo Clinic Health System



Dr. James Dungan
Mankato Clinic



John Tanke
Taylor Corporation







Bree Allen
Nicollet County Public Health



Kelley Haeder
Blue Earth County Public Health



QUESTIONS?