



COVID-19 Preparedness Plan for Wayzata Area Chamber

The Greater Wayzata Area Chamber of Commerce (“Wayzata Area Chamber”) is committed to providing a safe and healthy workplace for all our employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, and that requires full cooperation among employees, Board of Directors (BOD), members and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our employees, workplace, members and visitors.

The BOD and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. The Wayzata Area Chamber employees have our full Board support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at the Wayzata Area Chamber. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We involved our employees in this process by providing a draft plan to each employee to review, provide feedback, ideas and concerns on the draft plan and ultimately approving the plan and agreeing to adhere to the guidelines set forth on the plan for the Chamber.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal Occupational Safety and Health Administration (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 employees
- Management and supervision necessary to ensure effective implementation of the Plan

Protocol and policies for employees exhibiting signs and symptoms of COVID-19

Employees 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 employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. Employees have been notified that if they have any symptoms that are common with COVID-19, they are to call their supervisor and not report to the workplace. Employees have also been notified of symptoms that are common with COVID-19 and instructed to promptly advise their supervisor in order to send home anyone that is displaying these symptoms in the workplace, until a negative test result has been determined or after a quarantine period of 14 days, following CDC protocols.

The Wayzata Area Chamber has leave policies that promote employees 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 following applicable paid time off options are available based on the employee's status: vacation, PTO, sick leave, as well as the Emergency FMLA and Sick leave options. As testing becomes more available, we may require employees to be tested for COVID-19 before returning to the workplace. Accommodation requests for employees with an underlying medical condition or who have household members with underlying health conditions will be submitted to the Executive Committee for review and an interactive discussion of possibilities will begin to determine the best solution for both the employee, employer and workplace.

The Wayzata Area Chamber has also implemented a policy for informing employees 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. We will notify employees that may have been exposed with the Notice of Workplace Exposure to a communicable Disease that includes information on the workplace and safety measures that are in place to prevent the spread of COVID-19, and possible related symptoms they should watch for and to call their supervisor if they experience any symptoms, and that any disclosed health information will remain confidential.

Handwashing

Basic infection prevention measures are being implemented at our workplace at all times. Employees 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.

The Wayzata Area Chamber office will be open, pending staff availability, or pre-posted hours when the Chamber office will be open to members and or visitors. If the office is closed, there will be a sign on the door indicating how Chamber staff can be reached. All visitors to the facility will be required to use hand sanitizer provided by the Chamber (of greater than 60% alcohol) upon entering the facility, used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Employees 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 employees and visitors. Employees will be required to wear a face mask when greeting a member or visitor. Members and visitors are also encouraged to wear a mask upon entering the Wayzata Area Chamber office. Masks in the office when employees only are present, will be assessed weekly to ensure best practices are followed and all employees are comfortable with the policy and physically distancing within the office environment.

Assisting Visitors and Members

Restrooms – No restroom use for visitors. Member use is at the discretion of employees if members are attending a meeting with staff.

Merchandise and registrations – No touch transactions when possible (visitors swipe their own card). Cash is exact change only and accepted cash will be put into an envelope for the required period of time. Similarly, any merchandise touched by a visitor should be separated in a location (to be determined by the employees) for the required period of time.

Member promotional items (brochures) – will be available at the Chamber office on a self-serve basis outside the office door for access without needing to come into the Chamber office for visitors.

Chamber will use the Historical Society for non-staff meetings while the Historical Society is closed. We will have a table set up for meetings and staff using the table will sanitize after each use. We will also hold meetings outside when possible.

Social distancing

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

1. We are encouraging people to work from home that have the capability to do so.
2. We are limiting the amount of time all employees are in the workspace together to maximize social distancing.
3. Instructions are posted for employees and visitors to remind them of proper social distancing etiquette and our employees are instructed on those same protocols
4. We are communicating with employees and others via email and video conferencing to prevent gathering as groups or usage of conference rooms as would be standard during employee/member/visitor meetings.

Employees, members and visitors are prohibited from gathering in groups in confined areas, and from using other employees' personal equipment and items in their work area.

Housekeeping

Regular housekeeping practices are being implemented, including daily cleaning and disinfecting of work surfaces, shared equipment, copy machine, door handles, etc., and other areas in the work environment, including restrooms, meeting rooms and high-touch areas. Employees will be responsible to keep their work area cleaned regularly. Employees are encouraged to keep basic supplies with regular use, at their respective desks, and clean any shared equipment after each use. We are using bleach, disinfectants, soap, and water to clean our surfaces and equipment. If an employee that has worked in the last seven days is experiencing symptoms similar to those of COVID-19, the office will be closed temporarily, cleaned thoroughly using the disinfecting products mentioned above. When the Chamber office is open, each employee working in the office will have their own cleaning product and paper towel and tissues at their desk for their use. A rotation schedule will be established by the employees working at the office to complete the daily cleaning. The staff designated to cover the office hours each day will be responsible to wipe down key touch points at the end of the workday.

Communications and training

This Preparedness Plan was communicated to all employees and Board of Directors via email and necessary training was provided. Additional communication and training will be ongoing and monitored by employees and discussed at a weekly employee meeting to ensure all employees are clear on the protocol for safety and health and any concerns are addressed. This Preparedness Plan has been certified by the Greater Wayzata Area Chamber of Commerce Board of Directors and will be posted in the office, and on our website in advance of our opening date and will be updated as necessary.

Certified by:

Becky Pierson, President

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/community/disinfecting-building-facility.html
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

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf
www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
www.osha.gov/Publications/OSHA3990.pdf