

COVID-19 Preparedness Plan

Executive Order 20-48 issued by Gov. Tim Walz on April 30, 2020, requires each business in operation during the peacetime emergency establish a COVID-19 Preparedness Plan.

A business's COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, federal Occupational Safety and Health Administration (OSHA) standards and Executive Order 20-48, related to worker and customer – if the business has customer-facing operations – exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry (DLI), 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. customer controls and protections for drop-off, pick-up and delivery;
5. housekeeping, including cleaning, disinfecting and decontamination;
6. communications and training for managers and workers necessary to implement the plan; and
7. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

This document includes a template for a COVID-19 Preparedness Plan that includes the criteria listed above **and is developed to fit the potential needs of different types of businesses. This template should be used with the Checklist guidelines for creating a COVID-19 Preparedness Plan available at www.dli.mn.gov/updates.** No business is required to use this template. If you choose to use this template, you must adapt it to fit the specific needs of your business.

COVID-19 Preparedness Plan for Spirit of the Lake Yoga & Wellness Center

Spirit of the Lake Yoga & Wellness Center is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, 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, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Spirit of the Lake Yoga & Wellness Center** managers, teachers, and wellness practitioners 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 **Spirit of the Lake Yoga & Wellness Center**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by emailing with them to discuss their questions and concerns about reopening. We have trained them on our new policies and procedures so that they are aware of any and all precautions we are taking. Throughout the stay-at-home timeframe we were in contact with our staff and contractors to integrate their feedback and insight into our reintegration 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;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- 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.

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.

Yoga teachers and wellness practitioners are to self-screen so that they are aware of any COVID-19 symptoms. Upon recognition of any symptoms they are to reach out to the studio manager and owner to inform them. They

are not to enter the yoga studio if they have any symptoms or have been exposed to anyone who has tested positive for COVID-19. The management will be responsible for handling the cancellation of any classes or appointments. If a yoga teacher or wellness practitioner begins experiencing symptoms while at Spirit of the Lake Yoga, they are to cancel their services and leave immediately.

Spirit of the Lake Yoga & Wellness Center 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. All yoga teachers and wellness practitioners are encourage to take care of themselves and their families first, to safeguard the wellness of our students/clients, and to be diligent about safe practices.

Spirit of the Lake Yoga & Wellness Center 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. Studio leadership will notify any yoga teachers and/or wellness practitioners who have potentially been exposed to someone with COVID-19 and will be asked to self-quarantine for two weeks. We will also track all students and clients that enter the studio so that we can reach out to them within 24 hours of any notification that an exposure has occurred.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Confidentiality of employees and contractors will be kept by management and no health information will be released unless required by law. In addition, no student or client information will be released, again unless it is lawfully required.

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.

A touch-free hand sanitizer dispenser is available to all who enter the yoga studio. There will be signage asking everyone to use the hand sanitizer before they enter. Signage will also remind anyone using the restroom to thoroughly wash their hands for 20 seconds for more.

Respiratory etiquette: Cover your cough or sneeze

All who enter the studio, clients and workers, will be required to wear masks (at all times).

Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Reminders will be provided regarding respiratory etiquette with signage in and around the studio. In addition, if someone comes in with obvious respiratory issues (coughing/sneezing), they may be asked to leave and will be provided information with how to access our online classes.

Social distancing

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

- Class size will be limited to 10 – 9 students and 1 teacher - until social distancing is no longer required
- The studio will be marked with where to place their mat for class
- The lobby will be marked with 6 feet away from the lobby desk
- Individuals entering the business will be asked to wear a mask
- Commercial grade disinfectant will be used to clean all hard surfaces daily
- A steam cleaner/mop will be used in the yoga studio daily to sanitize the floors
- A contactless system will be utilized to register students for class and for any payments
- Zoom classes will continue to be available to students who are immune compromised, 65 or older, or simply prefer to take classes while staying at home (available until further notice)
- The doors will be locked except for when classes are in session. They will open 15 minutes prior to classes beginning and will be locked 15 minutes after class. This policy applies to our wellness services as well
- There will be signage requiring people to adhere to social distancing

Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

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, 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.

Daily cleaning will be conducted to ensure safety guidelines are being maintained. All hard surfaces (including the studio floor) will be disinfected with commercial grade cleaners by the owner or a specified individual. All door handles and railings will be cleaned as will the desk and countertops.

Communications and training

This Preparedness Plan was communicated in a staff meeting to all workers May 29, 2020 and necessary training was provided. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by continually asking for

feedback from yoga teachers and wellness practitioners' as well as students and clients. In addition, management will oversee what is being done and any potential risks in order to update our policies and procedures as needed. 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 **Spirit of the Lake Yoga & Wellness** management and was posted throughout the workplace [date]. It will be updated as necessary.

Certified by:

Nicole Lovald

Owner, Spirit of the Lake Yoga & Wellness Center

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

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

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

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.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

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

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