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## COVID-19 Preparedness Plan for Kelber Catering, Inc.

Kelber Catering is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following 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 workplace, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workspaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Kelber Catering 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 Kelber Catering. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by using workgroups as we went through what mitigation efforts could be done onsite and as recommendations have evolved, we have continued to request input and tailor current efforts, both on and off-site, to respond to those changes. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal 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 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. Employees will respond to a health questionnaire before reporting for work. They will be asked a series of questions related to symptoms associated with COVID-19, as outlined by the CDC. Should the employees' responses deem them ineligible to report for work, they will be directed to call their health care provider, or local public health office. Should an employee become symptomatic while at work, they will communicate this to their manager, at which time they will be removed from their workspace and be placed in a non-office/non-production area and from there they will be requested to go home. For the purpose of contact tracing, a telephone call to the employee will be placed by human resources and the employee will be asked who they may have had prolonged exposure to while working over the prior 48 hours. In the instance an employee outside of the workplace begins experiencing symptoms, or has been exposed to someone exhibiting symptoms of COVID-19 or has been told to self-quarantine, or has received a positive COVID-19 test result, they must notify Kelber Catering.

## Leave policies

Kelber Catering 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. Sick leave will be provided as outlined in the management handbook, the Union handbook and any current Federal, State or Local law/ordinance, including leave granted under the Family Medical Leave Act (FMLA) and the Families First Coronavirus Response Act (FFCRA).

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees shall be allowed to telecommute where the position and job duties allow. In the instance this is not possible, the employee would be eligible to remain on leave and apply for unemployment compensation as outlined in the State of Minnesota Executive Order 20-05.

Kelber Catering has also implemented a procedure 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. Employees that may have had contact with someone with COVID-19 will receive notification from Kelber Catering. They will be provided with guidance to contact their health care provider, and or the Department of Health (MDH), and current recommended quarantine time frames.

In addition, a procedure has been implemented to protect the privacy of workers' health status and health information. At no time will an employee who has been identified as being quarantined, sent home, and or, advised not to report to work, be identified. Only under the same premise as outlined in HIPPA regulations, may their manager be notified of the absence for business purposes.

## 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. All visitors to the spaces we occupy, will be required to wash their hands prior to or immediately upon entering those areas. Office workspaces have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. As a catering company, we have plumbed hand sinks throughout production and service areas. In the instance we have portable retail outlets, or areas of production away from plumbed hand sinks, we provide portable hand sinks. We have touch free wall mounted hand sanitizer dispensers located throughout our work spaces. We adhere to the HACCP sanitation protocol as defined by our internal plant guidelines throughout our operation and production. We have proper handwashing signage posted at all sinks and employees receive on-going training.

## Respiratory etiquette: Cover your cough or sneeze

Workers 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 is demonstrated on signage posted in our break, service and production areas, and supported by having tissues and trash receptacles available to all workers and guests where applicable. All employees will be provided with a reusable, washable face mask that they will maintain.

## Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: In the positions where telework is possible, employees will continue to do so. Staggered start times for staff; flexible work hours; varied shifts for production. Social distancing of six feet is practiced wherever possible. Office spaces moved or reconfigured; plexiglass barriers placed where social distancing isn't possible in office spaces and customer facing areas. Production tables will be placed in such a way to provide the most space between employees. Floor markings will be used to guide employees in proper positioning for task completion. In production and service areas where six feet distancing isn't possible, employees will be provided a personal face shield that they will sanitize at the conclusion of every shift. The personal shield will be discarded in the instance of contamination during their shift, when necessary, or upon employee request. Single use nitrile gloves and aprons are available to employees. Workers and visitors are prohibited from gathering in groups and 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. Signage as to social distancing instructions will be posted and communicated to employees. Employees are encouraged to bring concerns forward to their managers, or the Human Resources Department.

## Housekeeping

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, utensils and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as production tables, ovens, refrigerator, freezers, coffee brewers, sinks, phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Every morning all kitchen production surfaces are washed with soap and water, and then wiped down with a solution of Quaternary sanitizer. Once production begins, surfaces are washed and sanitized after each assignment throughout the production shift. Production floors are washed at the end of each day with a disinfectant floor solution. Offices are sanitized every morning, mid-day and at the end of each day. Lead staff in each department are responsible to ensure these procedures are adhered to by completing themselves or assigning workers to execute. In the instance an employee is diagnosed with COVID-19, we will suspend activity in the areas where the employee had been and complete a soap and water followed by a Quaternary sanitization of those areas.

## Communications and training

This Preparedness Plan was communicated via Proliant to all workers in the week proceeding their return to work. Some necessary training had been provided before our shutdown. Additional communication and training will be ongoing as procedures and directives change, this will be communicated via Proliant, and or in the workplace to all workers who did not receive the initial or on-going training. Managers and supervisors are to monitor how effective the program has been implemented, by checking the HACCP log and sanitizing records. Management and workers will work through this program together and update the training as necessary. This Preparedness Plan has been certified by Kelber Catering, Inc. management and was posted throughout the workplace Friday, May 1, 2020. It will be updated as necessary.

Certified by:

**Patty Lemke**

Patty Lemke  
C.E.O.

# Appendix A –COVID-19 Preparedness Plan

## General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

## Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://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](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

## Training

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)