



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.

The COVID-19 Preparedness Plan is administered by Therese VanBlarcom, who maintains the overall authority and responsibility for the plan. However, 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 the [COVID-19 Universal Guidance for All Businesses and Entities \(PDF\) \(staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf\)](https://staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) developed by the state of Minnesota, available at the <https://mn.gov/covid19/>, 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.

COVID-19 Mitigation strategies addresses:

- **Health screening, isolation, and quarantine**
- **Masking, Social distancing**
- **Hand hygiene practices**
- **Cleaning and disinfecting**
- **Indoor facilities, utilities, and ventilation**

Health screening, isolation, and quarantine

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. These measures ensure that sick or COVID-19 positive workers isolate until they are no longer infectious, according to applicable MDH guidance. Visit <https://www.health.state.mn.us/diseases/coronavirus/sick.html>

On-line training videos have been provided for employees along with materials directing them to the Minnesota Department of Health.

Kelber Catering has also implemented a policy consistent with MDH guidance for identifying and communicating with workers who may have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. See <https://www.health.state.mn.us/diseases/coronavirus/close.html>

Masking, Social Distancing

The City of Minneapolis has resumed mandated masks in all City owned buildings. As a result, we will continue to require all Kelber employees wear a mask. Additionally, social distancing is in place whenever possible.

Masks must consist of 2 or more layers of tightly woven washable, breathable fabric or a disposable (non-medical surgical type or non-medical N95, KN95) face covering, securely covering your nose, and setting under your chin and fit snugly against the sides of your face without gaps. Neck gaiters, bandanas and masks with an exhalation valve, are not approved. Masks must be worn at all times, of course while consuming your meal or drinking a beverage, you may remove the mask and return it to your face once consumption is paused or completed.

Hand hygiene practices

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. This policy is consistent with [MDH: Hand Hygiene \(www.health.state.mn.us/people/handhygiene/index.html\)](http://www.health.state.mn.us/people/handhygiene/index.html). We have proper handwashing signage posted at all sinks and employees receive on-going training.

Cleaning and disinfecting

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 regularly. 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. Material safety data sheets and manufacturer specifications, and are being used with required personal protective equipment and ventilation for the product. This policy is consistent with the CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> and the U.S. Environmental Protection Agency's (EPA) List N for products that meet EPA's criteria for use against SARS-CoV-2. See [EPA's List N: Disinfectants for Use Against SARS-CoV-2 \(www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19\)](https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19)

Indoor facilities, utilities, and ventilation

The City of Minneapolis is responsible for the Minneapolis Convention Center, where Kelber Catering is a sub-contractor. All facilities, utilities and ventilation are under their purview.

Communications and training

This Preparedness Plan was communicated via Proliant to all workers. 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. This Preparedness Plan has been certified by Kelber Catering, Inc. management and was posted throughout the workplace January 7, 2022. It will be updated as necessary.

Certified by:

Patty Lemke

Patty Lemke

C.E.O.