



Health & Safety Preparedness Plan

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 COVID-19 and on-going illness reporting and screening for food establishments. Managers and workers are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19, foodborne and transmissible illnesses in our workplace. This 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 Preparedness Plan is administered by the director of human resources, who maintains the overall authority and responsibility for the plan. However, all Kelber Catering employees 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 the safety and health of our employees and the spaces we operate in. Our Preparedness Plan follows the Department of Labor (DOL), Occupational Safety & Health Administration (OSHA) Minnesota Department of Health (MDH), the Minneapolis Health Department (MHD), and Centers for Disease Control and Prevention (CDC), recommendations and guidelines.

<https://www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf>

<https://www.osha.gov/coronavirus/safework>

[https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fvaccines%2Ffully-vaccinated-guidance.html)

[CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fvaccines%2Ffully-vaccinated-guidance.html](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fvaccines%2Ffully-vaccinated-guidance.html)

<https://www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf>

<https://www2.minneapolismn.gov/business-services/business-assistance/run/food-safety/employee-illness/>

Mitigation strategies address:

- **Vaccinations, Daily employee health screening**
- **Masking, Social distancing**
- **Hand hygiene practices**
- **Cleaning and disinfecting**
- **Reporting**

Vaccinations, Daily Employee Health Screening

The CDC, MDH and public health experts recommend vaccinations for COVID-19 in order to best protect from hospitalization and catastrophic outcomes. Additionally, there remain vaccinations, recommended for the public to protect them from other serious disease and illness. Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 and other illnesses. The following policies and procedures have been 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 via their Proliant employee portal; questions related to symptoms associated with COVID-19 and symptoms that could potentially lead to a foodborne illness as outlined by the CDC, and the MDH. Should the employees' responses deem them ineligible to report for work, they are required to follow company attendance protocol and may also 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 sent home. For the purpose of contact tracing, the employee may be asked who they may have had prolonged exposure to while working over the prior 24-48 hours. In the instance an employee outside of the workplace begins experiencing symptoms, or has been exposed to someone who tested positive for COVID-19 or has been told to self-quarantine, 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 CDC, MDH guidance. Return to work timeframes and masking requirements for illness and exposure, will be at the direction of human resources.

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

<https://www.health.state.mn.us/diseases/coronavirus/businesses.html>

<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 MDH.

Masking, Social Distancing

Kelber may require all employees to wear a facemask while performing work on its premises. The decision to require masking will be guided by recommendations from OSHA, the CDC, and other public health and licensing authorities. See COVID-19 Facemask Policy Effective 2/1/2023; available at the employee Proliant portal. <https://bit.ly/3RtK9ZV>

When masking is in place, masks must consist of 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.

Social distancing and masking in spaces where air handling is limited and or social distancing isn't possible, may be implemented.

Masking following illness or exposure is to be done with a high-quality mask (N95/KN95 type mask).

Hand Hygiene Practices

Basic infection prevention measures are practiced 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, including routine cleaning and disinfecting of work surfaces, equipment, utensils machinery, and areas in the work environment including, ovens, refrigerators, freezers, coffee brewers, break room, lunch room and tasting room. Frequent cleaning and disinfecting is conducted in high-touch areas, such as production tables and sinks. Every morning all kitchen production surfaces are 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. Material safety data sheets and manufacturer specifications, 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 \(www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19\)](http://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19)

Reporting

Food-borne illnesses or symptoms associated with a food-borne illness are required to be tracked and reported. Managers will communicate employee illness to the director of human resources.

<https://www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf>

Communication and training

This Preparedness Plan was communicated via Proliant to all workers. Additional communication and training is ongoing as procedures and recommendations change, this will be communicated via Proliant, and or in the workplace to all employees. Preparedness Plan updated March 29, 2023.