

## COVID-19 Preparedness Plan for Jam Hops

Jam Hops is committed to providing a safe and healthy workplace for all our staff, customers, and athletes. To ensure we have a safe and healthy workplace, Jam Hops has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and staff 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 and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the Covid committee who maintains the overall authority and responsibility for the plan. However, management and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Jam Hop's managers and supervisors have our full support in enforcing the provisions of this plan.

Our staff are our most important assets. Jam Hops is serious about safety and health and protecting our staff. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by maintaining communication with staff, inviting their input for the policies and procedures and including them in preparing the facility and protocols.

Jam H'ops COVID-19 Preparedness Plan follows the [COVID-19 Universal Guidance for All Businesses and Entities](#) (PDF) developed by the state of Minnesota, available at the [Stay Safe Minnesota website](#), 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. The following requirements must be addressed, but each business is encouraged to consider additional recommendations and adopt additional requirements that appropriately address COVID-19 mitigation strategies the business deems necessary.

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

### Health screening, isolation, and quarantine

Staff has 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 staff, customer, and other visitor health status prior to entering the business and for workers to report when they are sick or experiencing symptoms. Jam Hops has also developed a plan to advise customers and other visitors to leave the facility if their responses to health screening indicate they have tested positive for COVID-19, are experiencing COVID-19 symptoms, or have been identified as a close contact.

- Staff must contact their director by phone immediately if experiencing any COVID related symptoms or exposure to the virus.

- Staff who begin to experience symptoms while at work must notify their director, if available, otherwise any director in the facility immediately, gather all personal belongings and avoid contact with all individuals in the process. The employee is required, to the best of their recollection, to notify their director what areas they personally encountered so staff can disinfect appropriately.
- The Jam Hops COVID Team will work with the staff person and their Director to determine the best course of action based on symptoms, testing and exposure.
  - The COVID team will follow the protocol provided by the CDC and Minnesota Department of Health.
- Staff members are asked to follow guidelines in the Jam Hops Employee Handbook for absences (summarized below). A doctor's note may be required.
  - Use the employee roster (which is handed out each quarter) to call all qualified employees who are not scheduled that day/evening. You should also try the qualified employees listed under subs. You must try EVERYONE qualified in your department. It is not the responsibility of the Customer Care Representatives to call for you or give you staff phone numbers. It is suggested that you keep employee phone numbers in your cell phone. If you are not able to find a sub, contact your Director.

Jam Hops has implemented measures to ensure that sick or COVID-19 positive staff isolate until they are no longer infectious, according to applicable MDH guidance. Visit [If You Are Sick: COVID-19](#). Please see Staff Protocols at the end of this document.

Jam Hops has also implemented a policy consistent with MDH guidance for identifying and communicating with staff 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 [Close Contacts and Tracing: COVID-19](#) and [Quarantine Guidance for COVID-19](#) (PDF). Please see Staff Protocols at the end of this document.

### **Hand hygiene practices**

Jam Hops has implemented a policy to provide instruction, signage, facilities, and supplies to encourage regular handwashing and sanitizing. This policy is consistent with [MDH: Hand Hygiene](#). Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon entry, prior to and following each class, before any mealtimes and after using the restroom.

### **Cleaning and disinfecting**

Jam Hops has implemented a regular schedule and checklist for cleaning and disinfecting commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), shared items, shared equipment, and high traffic areas. Jam Hops will continue to perform other routine environmental cleaning according to established schedules and procedures. Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. This policy is consistent with [CDC: Cleaning Your Facility](#)

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](#).

### Indoor facilities, utilities, and ventilation

Jam Hops has evaluated the operational capacity of indoor ventilation systems and developed a plan to increase and maintain ventilation provided throughout indoor spaces. Steps will be taken to increase the intake percentage of outside air to increase dilution of contaminants, and minimize recirculation, whenever possible, while maintaining indoor air conditions. In the absence of effective mechanical ventilation, steps will be taken to increase natural ventilation as much as possible, including opening windows when possible and safe. This plan is consistent with applicable Stay Safe Industry guidance, and Jam Hops has consulted the resources in applicable industry guidance and others, as necessary, in developing this plan. The maximum amount of fresh air is being brought into the facility. Air recirculation is being limited and ventilation systems are being appropriately used and maintained.

Certified by:

Brenda Nolby, CEO

May 28, 2021

