

COVID-19 Preparedness Plan template and instructions

Under Gov. Tim Walz's Executive Orders, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. This includes both critical and non-critical businesses.

A business's COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions the business will implement to meet the industry guidance for the business, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), that are based on Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to safety and health in their workplaces. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. Plans must be communicated to workers and posted at the workplace in a manner that is accessible for workers to review.

Your COVID-19 Preparedness Plan must include and describe how your business will implement the following, in compliance with the general industry guidance or the specific industry guidance applicable to your business available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>):

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative protocols for social distancing;
3. worker hygiene and source controls, including face coverings;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery protections and protocols; and
7. communications and training practices and protocols.

In addition to the above, the plan must also include protections and protocols included in specific industry guidance applicable to your business for circumstances that are typical, unique or specific to the type of business, including the situations where exposure exists for workers and/or customers. These additional protections and protocols may include, as provided in the specific industry guidance, the following:

1. additional protections and protocols for customers, clients, guests and visitors;
2. additional protections and protocols for face coverings and personal protective equipment (PPE);
3. additional protections and protocol for access and assignment;
4. additional protections and protocol for sanitation and hygiene;
5. additional protections and protocols for work clothes and handwashing;
6. additional protections and protocol for distancing and barriers;
7. additional protections and protocols for managing occupancy;
8. additional protocols to limit face-to-face interaction;
9. additional protections for receiving or exchanging payment; and
10. additional protections and protocols for certain types of businesses within an industry.

This document includes a template that may be used by businesses to develop a COVID-19 Preparedness Plan that includes the components listed above. A business's plan should be **developed to fit the business and the risks of transmission that are present in the business's workplace(s)**. **This template should be used with and must address the industry guidance developed by MDH and DLI. The industry guidance is available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).**

Businesses are not required to use this template. However, all plans developed by businesses must address the components included in the state of Minnesota industry guidance developed for the type of business.

COVID-19 Preparedness Plan for **BOY SCOUT TROOP 116**

BOY SCOUT TROOP 116 is committed to providing a safe and healthy workplace for all our Members, Members families and guests. To ensure we have a safe and healthy workplace, **BOY SCOUT TROOP 116** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Adult Leaders, Youth Members and their families 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 **Steve Gifford-Scoutmaster Troop 116**, who maintains the overall authority and responsibility for the plan. However, Adult Leaders, Youth members and their families are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **BOY SCOUT TROOP 116's** Adult members, youth members and families have our full support in enforcing the provisions of this plan.

Our members are our most important assets. **BOY SCOUT TROOP 116** is serious about safety and health and protecting our Members. Member involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our members in this process by: developing a plan as a group while keeping the health and welfare of our members at the top of our list.

BOY SCOUT TROOP 116's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), 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. It addresses:

- ensuring sick members stay home and prompt identification and isolation of sick persons;
- social distancing – members must be at least six-feet apart;
- member hygiene and source controls, including face coverings;
- meeting place building and ventilation protocol;
- meeting place cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

BOY SCOUT TROOP 116 has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for face coverings and personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;

- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- Additional protections and protocols for certain types of businesses within an industry.

Ensure sick members stay home and prompt identification and isolation of sick persons

Members 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 members' health status prior to entering the meeting place and for members to report when they are sick or experiencing symptoms. A roster will be printed for each meeting where Scouts and Scout Family members will sign in. Scouts and Family members will be asked to sanitize their hands before entering. The Troop will supply hand sanitizer. Temperatures will be taken and recorded on the roster. If temperatures are in excess of the guidelines the Scout/family will be sent home. The Troop will have designated areas for each Patrol and their families to encourage social distancing. The Troop will implement a one-way traffic flow in and out of the meeting space. The Troop will dismiss Patrols one at a time to keep the traffic pattern clear. We will ask Scouts and families to communicate with the Troop via email on their condition.

BOY SCOUT TROOP 116 has implemented leave policies that promote members 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. We ask that members and families stay at home if they are feeling sick or are running a temperature.

BOY SCOUT TROOP 116 has also implemented a policy for informing members 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.

We ask that if a member or a family member of the Scout has been exposed to COVID-19 that they self-quarantine for 14 days and do not attend Scouting events until after the 14 day quarantine.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **BOY SCOUT TROOP 116 will only notify the parties involved.**

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained. In the event social distancing cannot be adhered to, face coverings will be worn.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our meeting place at all times. Members are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the

meeting place so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

BOY SCOUT TROOP 116 is making the wearing of face coverings mandatory in accordance with the Mask Up Minnesota Guidelines.

Members and Families 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, particularly their mouth, nose and eyes, with their hands. Members and families are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all members and other persons entering the meeting place. **We will communicate these provisions at our Troop meetings as well as through email communication.**

Workplace building and ventilation protocol

BOY SCOUT TROOP 116 will utilize the ventilation available at the meeting place (school)

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. BOY SCOUT TROOP 116 will wipe down with an approved cleanser all touch surfaces including door handles, tables, benches, media equipment and any other touch surface before we leave the meeting. BOY SCOUT TROOP 116 will provide the proper cleansers and PPE needed to wipe the surfaces down.

Drop-off, pick-up and delivery practices and protocol

Parents will be asked to pick up and drop off their Scout at the meeting place.

Communications and training practices and protocol

This COVID-19 Preparedness Plan will be communicated to all members before **our first Troop meeting on Monday, September 14th 2020** and necessary training will be provided. Additional communication and training will be ongoing at our Troop meetings and via email and website communications.

Instructions will be communicated to all members and member families about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by members and

member families. All members will also be advised not to enter the meeting place if they are experiencing symptoms or have contracted COVID-19.

Assigned adult leaders are expected to monitor how effective the program has been implemented. We will discuss and update policy at our monthly committee meetings. All Adult Leaders and members are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by **BOY SCOUT TROOP 116** leadership and the plan was posted throughout the meeting place and made readily available to employees. It will be updated as necessary by **Steve Gifford-Scoutmaster Troop 116**.

Additional protections and protocols

Certified by:

Steve Gifford

August 17, 2020

Scoutmaster Troop 116-Farmington MN

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

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (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

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

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

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

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

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

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

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf