



COVID-19 Mitigation Plan

A business's COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Department of Public Health and Social Services guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers.

COVID-19 Preparedness Plan

SecureSafe Solutions 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 workplaces, 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 workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. 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 SecureSafe Solutions. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by discussing their concerns and inquiring feedback on how we may integrate this to our safety policies.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and D.P.H.S.S. 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.

1. Employees are to check temperature and sign in prior to entering the office. Any staff with a temperature higher than 100 degree F will be asked to leave immediately and get tested for Covid-19.
2. Field employees experiencing symptoms will be asked to isolate themselves from other workers, in a different location or proceed to leave the job site. Immediately testing for Covid-19 will be required.
3. Employees experiencing symptoms at home will be asked to get tested. If negative test results are provided, they may return back to work.
4. If an employee comes in direct contact with a positive case, they will be required to self-quarantine for 14 days prior to being cleared to return to work.

SecureSafe 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. During this time, employees are authorized to utilize their sick leave if available. Accommodations for workers with underlying medical conditions may have the option to work from home. Employees may request this option and shall be approved by management

SecureSafe has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to self-quarantine for 14 days as required by DPHSS. Failure to adhere to this policy may result in disciplinary action.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Any workers reporting possible exposure and positive cases may be kept confidential unless deemed appropriate by management. Such as close contact within a job site or multiple job sites.



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 are not permitted to enter the facility until PCOR 3 has been announced. With this visitors will be required to wash their hands prior to or immediately upon entering the facility. Hand sanitizers dispensers will also be available for use.

A temporary hand washing station is located in front of the employee entrance with sanitizing soap and wipes and is available for use. Workers are required to wash prior to entering the building.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are required to wear a mask at all times prior and during entrance of the office. Failure to adhere to this policy will result in individual/s being asked to immediately leave the premise.

Workers and visitors will also be 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 will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Reminders will be posted through the facility via signage.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Work stations are spaced at least 6ft apart.
- Field workers must distant themselves at least 6 feet at all times.
- While sharing vehicles, staff are required to wear masks as well as sanitize vehicles before exiting.
- Lunch breaks – No congregating with 5 or more staff at any time and must maintain a 6 feet distance Admin staff may eat at each work stations properly distanced at 6 feet.
- Shared work stations must be sanitized before and after each use.
- Face shields, hand sanitizers and sanitizing wipe will be provide and available at all times.



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.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools 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 phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Communications and training

This Preparedness Plan was communicated digitally and verbally to all workers and necessary training was provided. Additional communication and training will be ongoing monthly and be provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by observing daily practices. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by SecureSafe Solutions management and was posted throughout the workplace November 220. It will be updated as necessary.

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Sales Manager



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

General

www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
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
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
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
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
www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf
www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
www.osha.gov/Publications/OSHA3990.pdf