# 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**](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 For the Love of Dogs & The Dog Tank

For the Love of Dogs & The Dog Tank are committed to providing a safe and healthy workplace for all our trainers, clients and guests. To ensure we have a safe and healthy workplace, For the Love of Dogs & The Dog Tank has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Management and trainers 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 Kristin Elmquist at For the Love of Dogs & Steve Powell at The Dog Tank who maintains the overall authority and responsibility for the plan. However, management and trainers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. For the Love of Dogs & The Dog Tank’s managers and trainers have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. For the Love of Dogs & The Dog Tank is serious about safety and health and protecting our workers.

For the Love of Dogs & The Dog Tank’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 workers stay home and prompt identification and isolation of sick persons;
* social distancing – workers must be at least six-feet apart;
* worker hygiene and source controls, including face coverings;
* workplace building and ventilation protocol;
* workplace cleaning and disinfection protocol;
* communications and training practices and protocol.

For the Love of Dogs & The Dog Tank has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for services. 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 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
* Ensure sick workers stay home and prompt identification and isolation of sick persons

Trainers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Trainers are asked to notify us if they have any of the following symptoms:

* Fever or feeling feverish?
* Chills?
* A new cough?
* Shortness of breath?
* A new sore throat?
* New muscle aches?
* New headache?
* New loss of smell or taste?

For the Love of Dogs & The Dog Tank has implemented leave policies that promote trainers 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. By notifying Steve or Kristin, schedules will be changed and classes will be covered by another trainer. All trainers are contract staff and classes/lessons can be shifted to accommodate schedules if they are unable to be onsite.

For the Love of Dogs & The Dog Tank will inform trainers 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. Trainers will be notified via email and text message and required to quarantine for 10 days or whatever is set by CDC, and or State of Minnesota guidelines whichever is greater, and present a negative COVID 19 test.

## Social distancing

Social distancing of at least six feet will be implemented and maintained between trainers, clients and guests in the workplace through the following controls:

* Class numbers have been reduced to 6 students per class
* 1 dog to 1 student ratio.
* barrier stations have been set up next to the barn hunt ring, pool and obedience ring to separate students by at least 8’
* all entry and exits are one-way only to limit clients from passing each other
* restrooms are all single use with a locking door
* occupancy for the building has been limited to no more than 55 people in the building at a time (building is approximately 11,000 sqf ft)
* Trainers, and clients are prohibited from gathering in groups and must maintain 6+ feet of distance between each other.
* Remind texting app will be used during trials to allow clients to wait in their cars until it’s their turn to enter the building.

## Worker hygiene

Basic infection prevention measures are being implemented at our workplaces at all times. Trainers required to wear face masks while indoors and are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, before and after each class or lesson, prior to any mealtimes and after using the restroom. All clients and guest in the building are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (of greater than 60% alcohol) are at entrances and on tables next to the pool and barn hunt ring so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand soap is available at the utility tub just outside the restrooms.

Trainers, clients and guests are required to wear face masks when inside the building. Masks are available at the front desk if needed.

## Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. For the Love of Dogs and The Dog Tank utilize the following systems to mitigate exposure to COVID-19

* HVAC system is maintained to industry standards by building owner through a HVAC contractor.
* Bathroom exhaust and HVAC fans are set to run 24/7.
* Fresh air is brought in by the fresh air intake system.
* Our building has 22’ high ceilings
* We have 2 commercial dehumidifiers to maintain humidity that have been sized for our space.
* IF fans are used they are placed in such as was as to draw air up and/ or away from people.

## Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including cleaning and disinfecting of work surfaces, equipment and tools in the work environment, including restrooms, training areas. Frequent cleaning and disinfecting with Rescue® is being done in the following areas:

* high-touch areas, including entryway counter tops and, door handles, railings, and credit card reader, etc. with alcohol-based whips or Rescue® spray
* Trainers must disinfect all touchable surfaces using Rescue® Spray Disinfectant, when opening the building for the day, before and after a class or lesson, and before closing at night.

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. Rescue® is a One-Step Disinfectant Cleaner, which improves the cleaning and disinfecting process for animal environments and approved for use against some of the world's most dangerous pathogens, including SARS-CoV-2, the virus that causes COVID-19

If someone at the building becomes sick with COVID-19 or has been exposed to someone with COVID-19, For the Love of Dogs and The Dog Tank will

* Open outside doors and windows to increase air circulation in the area.
* Clean and disinfect all areas used by the person who is sick
* Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, to vacuum the space.
* Cleaning, and disinfect space with Rescue® spray, following the disinfectant manufacturer’s safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
* Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
* Turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
* Once area has been appropriately disinfected, it can be opened for use.
* Workers without close contact with the person who is sick can return to work immediately after disinfection.
* If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
* Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

## Communications and training practices and protocol

This updated COVID-19 Preparedness Plan was communicated through email and printed material to all workers on 11/24/2020, and necessary training was provided. Additional communication and training will be ongoing as new mandates are made by the State of Minnesota.

Instructions will be communicated to all trainers, clients and guests about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by trainers, clients and guests. All trainers, clients and guests are advised not to enter the building if they are experiencing symptoms or have contracted COVID-19

This COVID-19 Preparedness Plan has been certified by For the Love of Dogs & The Dog Tank management and the plan was posted throughout the workplace and made readily available to trainers on 11/24/2020. It will be updated as necessary by Kristin Elmquist or Steve Powell

## Additional protections and protocols

In addition to other safety protocols listed, For the Love of Dogs & The Dog Tank uses an online registration system to limit face to face contact. Online payment is also required at the time of registration.

Certified by:

Kristin Elmquist

Kristin Elmquist
Owner

11/24/2020

Steve Powell

Steve Powell

Owner

11/24/2020

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

### General

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

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – [https://mn.gov/covid19](https://mn.gov/covid19/)

### Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://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](http://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](http://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](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://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](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

### Social distancing

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### Housekeeping

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://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](http://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](http://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](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)