

COVID-19 Preparedness Plan for Crow River Nursery

Crow River Nursery is committed to providing a safe and healthy workplace for all our workers **and customers, guests and visitors**. To ensure we have a safe and healthy workplace, **Crow River Nursery** has developed the following COVID-19 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 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 **Paul Saunders**, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **Crow River Nursery** managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. **Crow River Nursery** is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: **Training our employees, requesting feedback of employees concerns and integrating suggestions into developing the plan.**

Crow River Nursery 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 cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol;
- communications and training practices and protocol.

Crow River Nursery 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 Agriculture**. 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;

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

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) Staff, volunteers and vendors should stay home if they have tested positive or are showing Covid-19 symptoms, or have recently had close contact with a person with symptoms of, or diagnosed with Covid-19.
- 2) Encourage customers using signage and social media to stay home if they have tested positive for or are showing Covid-19 symptoms or have recently had close contact with a person with symptoms of, or diagnosed with, Covid-19.
- 3) Temperature Checks daily for all staff.
- 4) Verbal questions "How are you feeling today"?

Crow River Nursery 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.

Crow River Nursery 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 quarantine for the required amount of time. **Agriculture Guidance requires a 14 day quarantine period.**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **Will only be shared with consent of employee.**

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

Social distancing of at least six feet will be implemented and maintained between workers **and customers, guests and visitors** in the workplace through the following engineering and administrative controls:

Guest Before Arriving

If anyone in your group has Covid-19 or related symptoms or have been exposed to anyone with those conditions in the last 14 days, please stay home.

Parking Lot

We have improved the parking lot driving surface. Please drive slow and maintain social distancing.

Face Mask

Although most of the farm activities are outside we still highly recommend that customers wear masks at all times. This is for your safety as well as others around you. Our staff will wear face masks or neck gators when within 6 feet of others.

Hand Sanitizer Stations

We will have hands-free sanitizer stations around the tree lot. The main ones will be near the barn.

Saws

Our saws will be disinfected each time they are used. Please place the saw in the used container when returning it.

Wagon Rides

We plan to have wagon rides to and from the tree fields, but we will limit the number of people on each wagon to the same family or group.

Wreaths

The Wreaths have been moved away from the front of the barn, to prevent congestion.

Cider and Cookies

We will not have hot cider and cookies this year. Based on our space we are not able to safely serve cider and cookies to your family.

Check Out

Please stay 6 feet (orange cones) apart from each other when checking out. Check out will be in front of the shed this year.

Worker hygiene and source controls

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 restroom. All **customers, guests and visitors** to the workplace are encouraged to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60%

alcohol) are at entrances and locations in the workplace so that they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled

Workers **and customers, guests and visitors** 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. Workers **and customers, guests and visitors** 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 workers and other persons entering the workplace.

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, and machinery, in the work environment, including restrooms, break rooms and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, touch screens, door handles, credit card readers, etc.

- 1) Bathroom will be cleaned hourly.**
- 2) Bleach solution (Clorox Bleach 6.15%) will be used on saws and work areas to disinfect.**
- 3) Clorax towels will be used for cleaning tractor steering wheel and pens.**

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.

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

We will offer “to go trees” for customers that want to limit their shopping time on the Farm. Our staff will hand pick a limited number of premium quality trees, and they will be found in the pre-cut area.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated **in training sessions** to all workers on **November 21**. Additional communication and training will be ongoing **daily and as needed**. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians [**and customers, clients, patrons, guests and visitors**] about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up areas 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by workers **and customers, guests and visitors**. All workers **and**

customers, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors will monitor how effective the program has been implemented. All management and workers 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 **Crow River Nursery** management and the plan was posted throughout the workplace and made readily available to employees **10/27/2020**. It will be updated as necessary by **Paul Saunders**.

Message from Crow River Nursery Workers and the Saunders Family:

The ongoing pandemic has altered many parts of our lives but we hope the tree farm experience and a beautiful Christmas tree in your home will provide a sense of normalcy, togetherness and unity for your family and friends. To ensure we have a safe and healthy workplace, we have developed this Covid-19 Preparedness Plan.

Certified by:

Paul and Tamara Saunders

10/27/20

Owner Crow River Nursery

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