

COVID-19 Saint Paul Chamber Orchestra

Workplace Preparedness Plan Phase 2

SPCO Saint Paul Chamber Orchestra (SPCO) 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. All workers are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and communities, and that requires full cooperation among all workers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplace.

The COVID-19 Preparedness Plan is administered by Jen Muenchow, who maintains the overall authority and responsibility for the plan. However, management and employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. SPCO's managers and supervisors have our full support in enforcing the provisions of this plan. Our employees are of the utmost importance to us. We are serious about safety and health, and keeping our staff working at the SPCO. A cross-departmental team has been established to understand the needs and concerns of our employees. This team is coordinating planning efforts for a measured and controlled reentry to the building for all workers. We are coordinating this plan with GTCYS, who will agree to the same protocols outlined in this plan.

Phase Two addresses workplace practices when the office is not open to the public and we have a small number of workers in the office on a periodic basis.

<i>SPCO's Responsibility</i>	<i>SPCO Employee Responsibility</i>
<ul style="list-style-type: none"> • Provide workplace safety policies to support best practices. • Provide protective equipment to follow best practices – facemasks, gloves, etc. • Offering of benefits and compensation set out by federal, state and local law; SPCO offerings. • Communication and training to managers and workers. • Proper signage in the office promoting policies and best practices. 	<p>Following policies and best practices set out by SPCO:</p> <ul style="list-style-type: none"> • Monitoring of symptoms that may indicate illness. • Taking action when known exposure to infected person in personal situation. • Proper and frequent hand washing • Social distancing • Disinfecting workspaces and shared spaces used while onsite. • Respiratory etiquette and reducing spreading of germs. • Wearing face covering as required by local, state or federal government.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons
- Hygiene and respiratory etiquette and source controls, including face coverings
- Controls for social distancing – must maintain at least six feet distance from other workers
- Workplace cleaning and disinfection protocols
- Communications and training practices and protocol
- Management and supervision necessary to ensure effective implementation of the plan.

If you have been working from home and can continue to accomplish your work from home, remain working from home until instructed otherwise. We recognize that there are workers who may need to return to the workplace (either regularly or intermittently), to effectively complete an aspect of their work or a special project.

An approval process has been established to request the ability to visit the workplace as well as work on site.

For quick visit to workplace (i.e. pick up item necessary for role): Make this request to your direct supervisor; supervisors/managers must contact Jen Muenchow prior to an employee going to the office.

To work on-site, regularly or intermittently: Requires two sets of approvals. Managers must first gain approval from the Sr. Leader who oversees their team. Approval and coordination is then required from Jen Muenchow.

Each separate visit must request approval. This approval process is to help limit the number of people in the office at a given time, and to ensure we can follow up with appropriate individuals in the event of a COVID-19 exposure.

All workers who are approved to visit and/or work on site must adhere to the requirements of this plan. No visitors are allowed beyond the front desk area in the SPCO office at this time other than vendors who need to come in based on necessity. All visitors must wear a mask or face covering in order to enter the office. The employee arranging for the visit must inform the vendor of this requirement in advance.

We will revise this plan and communicate updates as more information becomes available and as this COVID-19 pandemic evolves.

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.

Any employee who is feeling ill must stay home. If you are experiencing symptoms of COVID-19 please quarantine for 14 days and seek medical advice on next steps. Any staff with a confirmed, positive COVID-19 diagnosis must email Jen Muenchow, at jmuenchow@spcomail.org. We do not need a doctor's note. We will ensure this information is kept confidential and abide by all applicable HIPAA requirements.

Prior to reporting to the office **on each day you are coming in**, all workers (whether experiencing symptoms or not) must complete the [Mayo Clinic's self- assessment tool](#). Workers are required to sign an acknowledgement attesting that they have completed the self-assessment and are not experiencing any symptoms of COVID-19. A link to the assessment and an acknowledgement are available in Paylocity on the self-service portal, or under "company links" in the Paylocity mobile app.

The SPCO has leave policies that promote staff 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. See the SPCO's time off and leave policies, and the Families First Paid Leave Poster (available on the SPCO Hub or through Jen Muenchow) for more information about taking time off.

Accommodations are available for workers with underlying medical conditions or who have household members with underlying health conditions. SPCO will work to make reasonable accommodations that may help allow a staff member to continue working. If you need an accommodation, contact Jen Muenchow directly; she will work with the staff member and appropriate manager to evaluate possible accommodations.

Given the confidential and sensitive nature of the communication, with guidance from the Minnesota Department of Health, Jen Muenchow will contact workers directly to inform them if they may have been exposed at the workplace and require them to quarantine for the recommended period of time before being considered to return to the workplace.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplace. 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 staff are required to utilize hand-sanitizer or wash hands prior to or immediately upon entering the office. We have provided hand sanitizer at the front desk and near the kitchenette for employee use.

Workers are expected to wear a face covering (mask) upon entering the office and within community spaces (ie. kitchen, hallways, restrooms, and elevator) where social distancing measures are difficult to maintain. Individuals may bring their own mask, or one will be provided to them. Face coverings must meet the requirements outlined in MN executive order 20-81.

All workers are 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 throughout the office.

Social distancing

Work From Home

All staff who have the ability to work from home are required to do so. SPCO will continue to use video conferencing for meetings, both internal and external.

Number of Workers in a Workspace at One Time

Individuals (employees and anyone else in the office) must maintain at least a 6 foot distance between each other at all times.

Staff are prohibited from gathering in groups and confined areas, including elevators, and from using other staff's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Personal Protective Equipment (PPE)

SPCO will provide two reusable masks to each employee. Reusable masks must be washed daily and are not to be shared with others. Disposable gloves will be available for use of the copier and other electronic equipment that cannot be safely disinfected. Gloves are to be disposed of after use of this equipment.

Staggered Shifts

To ensure work is able to successfully complete within a safe environment, SPCO reserves the right to implement staggered shifts for staff. This would include varying start and end times and days of shifts, to reduce the number of staff within a workspace at a given time. If this step is needed we will communicate in advance so staff can plan accordingly.

Cleaning

Regular housekeeping practices are being implemented, including daily cleaning and disinfecting of work surfaces and shared areas in the work environment, including restrooms and meeting rooms. The kitchenette is NOT cleaned by building cleaners and use should be limited. The water filtering dispenser and coffee maker are not to be used; if you use the sink in this area you must wipe down the

handles and surrounding counter with disinfectant afterward. The large refrigerator is available for limited use. If you use the large refrigerator you must wipe down the handle and any surface you touch with disinfectant.

Staff in the office are to clean any door handles and surfaces they touch after each use, including the keypad and door handle used to enter the office. It is recommended that staff use their key to enter the office suite and avoid touching the keypad.

Staff are expected to routinely clean and disinfect all frequently touched surfaces in their workspaces, such as workstations, keyboards, telephones, and doorknobs.

Disinfecting materials will be provided by SPCO and are for use within the office only. Material Safety Data Sheets (MSDS) will be posted in the front work room to provide safety information for these chemicals.

This plan was communicated to affected staff on **May 22, 2020** and necessary training will be provided on an ongoing basis. Additional communication will be ongoing via email. Any additional training needed will be included in the ongoing communication. This plan has been certified by the **SPCO's** Senior Leadership Team and was posted on the SPCO Hub site on **June 15, 2020** and will be updated as necessary.

Certified by:

Jon Limbacher
Managing Director and President

Appendix A

*****Note: resources linked on the following pages are subject to change frequently. For most current information please check the websites for these sources directly.***

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

Workers 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/basics.html