

COVID-19 Preparedness Plan for MACKENZIE

MACKENZIE is committed to providing a safe and healthy workplace for all our employees and customers. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees 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 employees, management and our customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **MACKENZIE** managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our employees to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at **MACKENZIE**. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process because we are a small company and we keep in constant contact with them via text, email or a phone call. We have also had several ALL employee staff meetings to discuss our reopening plan and what it will look like. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick employees and ensure sick employees stay home;
2. implementation of engineering and administrative controls for social distancing/employee hygiene and source controls
3. workplace building and ventilation protocols;
4. workplace cleaning and disinfecting protocols;
5. communications, training and supervision practices and protocols.
6. additional protections and protocols for managing occupancy;
7. additional protection and protocols for distancing and barriers.

1. Policies and procedures that assist in the identification of sick employees and ensure sick employees stay home

MACKENZIE employees 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 employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. We will be taking temperature of staff as they arrive and document in a log. If staff is symptomatic, they will be sent home. If they are at home and feeling sick or symptomatic, they are to contact their manager and stay home and quarantine and/or get tested before returning to work. If symptoms occur at work, they will be isolated in a private space until they are able to go home.

MACKENZIE has also implemented leave policies that when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented.

MACKENZIE has also implemented a policy for informing employees 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. In addition, a policy has been implemented to protect the privacy of employees' health status and health information.

2. Social distancing – maintaining six feet of physical distancing

Social distancing of six feet apart will be implemented and maintained between our customers in the restaurant by making sure our tables and bar stools are placed six feet apart.

Employee hygiene and source controls

Employee hygiene and source controls are always being implemented at our workplace . Our staff has been provided personal sanitizer bottles to be used after greeting each new table, delivering food and drinks.

3. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems.

4. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Employees have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. Each table will be sanitized between customer seating including tabletop and chairs. Bathrooms will be cleaned on a regular basis.

5. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated to all employees by each employee signing off after reading and discussing it with their manager prior to their first shift.

6. Additional protections and protocols for managing occupancy

We have set up our deck to adhere to the 6 feet social distancing guidelines. We have tables set up for two, four and six customers, if living in the same household. Once we can open inside, Wednesday, June 10th we will apply the same guidelines for 50% occupancy.

7. Additional protection and protocols for distancing and barriers

Signage and reminders will be placed throughout the establishment. Direction marking has been placed on floors to prevent crowding and direct traffic flow. All computer terminals and handheld devices will be sanitized on a regular basis.

Certified by:

Brian & Debbie MacKenzie

Owners