



Covid-19 Business Preparedness Plan

Implemented June, 2020

Bridging COVID-19 Business Preparedness Plan

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Introduction

Bridging takes the health and safety of our employees and volunteers very seriously. With the spread of the coronavirus or “COVID-19,” we must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company. The Organization has also identified Mark Wilkening and Myra Van Delist as the employees who will implement this plan as well as monitor local, state and the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the State of Minnesota, the CDC and OSHA at the time of its development and is subject to change based on further information provided by these agencies and public officials. The Organization may also amend this Plan based on operational needs.

Responsibilities of Manager and Supervisors

All managers and supervisors must be familiar with this plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees and volunteers.

Responsibilities of Employees

The Organization is asking each of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at work, everyone must play their part. As set forth below, the Organization has instituted various housekeeping, social distancing, and other best practices, which all employees must follow. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor or please contact Myra Van Delist.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk.

Employee/Volunteer Health and Hygiene

Basic infection prevention measures are being implemented at our workplaces at all times.

- Handwashing: Bridging promotes frequent and thorough hand washing, by providing staff, volunteers, and visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol. Wash hands with soap and water immediately upon entering the building.
- Cover your nose and mouth: All workers, customers and visitors are required to wear a face mask.

Social distancing

Employees and Volunteers should follow social distancing best practices while at a Bridging facility, including but not limited to workstations, lunchrooms, common areas and office spaces. Specifically, employees are asked to:

- Not use other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain 6' social distancing at all times. Mark off 6' area around your work area. Minimize trips to common area such as lunchroom, copier, congregating in hallways, etc. Maintaining a 6' social distance is the best way to avoid contracting the virus.

All of the remaining safeguards are necessary if/when you are not able to maintain the 6 foot guidelines-

- Avoid touching your face. The virus enters through the nose and mouth.
- Wearing a mask (mandatory)- This can be helpful if it helps you to not touch your face. It will help keep the virus from inadvertently entering through your nose and mouth.
- Wearing gloves- It is important to know that you still need to avoid touching your face, even if you are wearing gloves. It is also imperative that you wash your hands as soon as you take off your gloves.
- Cleaning surfaces and equipment at least twice per day to help keep from picking up the virus from surfaces.

Adding each of these items decreases the odds of contracting the disease exponentially. In other words, the more you do, the less the chance that you will contract the virus.

Other helpful tips:

- When you have been in an area that you may have potentially contracted the virus you should do the following before you reenter your safe place:
 - When entering your home, remove clothing and wash asap.
 - Clean any other items that you bring back home with you.

Take a shower, or at the very least, wash your hands thoroughly. Please monitor your email and adhere to any additional guidance as it is provided.

Cleaning, Disinfection, and Ventilation

Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, the employer will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

Employee and Volunteer Screening Protocols

Until further notice, Bridging has instituted and will prescreen all staff, volunteers and visitors via a touchless temperature screening and questionnaire: Office staff will either take and record (not actually temp, just that it has been completed) their own temperature and/or report to a manager, supervisor or coordinator to take and record. Warehouse Supervisors will take the lead with their team(s) as well as any visitors. Volunteers will be screened by whoever is considered their supervisor while in the building. Please note that we have 12 temperature guns (in total) and all team leaders, supervisors and coordinators are able to take a temperature check for themselves and others.

- Temperature check upon entrance. A temperature of 100.4 or higher will require individual to leave the premise until they are no longer symptomatic.
- Is there a presence of any respiratory symptoms (i.e., cough, shortness of breath, or sore throat), and subsequent exclusion from work if symptoms are present.
- The following questions will be asked for each temperature check
 - In the past 24 hours, have you felt sick?
 - In the past 24 hours, have you had shortness of breath or difficulty breathing?
 - In the past 24 hours, have you had a dry cough, sore throat or body aches?

If results show no temperature, however, they are experiencing one or more of the above symptoms, further discussion will determine if you need to leave the premise.

COVID-19 Exposure and Confirmed Illness Protocol

If an Employee Exhibits COVID-19 Symptoms

If an employee exhibits symptoms of COVID-19, the employee must remain at home until he or she is symptom free of a fever, for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., Tylenol, ibuprofen, or cough suppressants). The Organization will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free of a fever, for 72 hours (3 full days).

If an Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 must provide proof of positive test and will be directed to self-quarantine away from work. Employees who test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when:

- (1) At least 72 hours (3 full days) have passed since recovery (recovery is defined as: (a) resolution of fever without the use of fever-reducing medications and (b) improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- (2) At least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers.

If an Employee Has Close Contact with Someone Who Has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for a specified number of days from the last date of close contact with that individual.

Close contact is defined as:

- You were within 6' of someone who has COVID-19 for a total of 15 minutes or more (within a 24 hour period)
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

How long is quarantine?

14 day quarantine – if someone in your home has COVID-19, or if you live in a building with other people, where it's hard to stay away from others and easy to spread the virus to multiple people, such as a long-term care facility.

10 day quarantine – if you do not have symptoms, you have not had a positive test for COVID-19, no one in your home has COVID-19, and you do not live in a building with other people, where it's hard to stay away from others and easy to spread the virus to multiple people, like a long-term care facility.

Even after 10 days you must still: watch for symptoms through day 14. If you have any symptoms, stay home, separate yourself from others, and get tested right away. Continue to wear a mask and stay at least 6 feet away from other people.

7 day quarantine – may be considered if: you get tested for COVID-19 at least five full days after you had close contact with someone with COVID-19, and the test is negative. You do not have any symptoms, you have not had a positive test, no one in your home has COVID-19, and you do not live in a building with other people where it's hard to stay away from others and easy to spread the virus to multiple people, like a long-term care facility.

Even after 7 days you must still: watch for symptoms through day 14. If you have any symptoms, stay home, separate yourself from others, and get tested right away. Continue to wear a mask and stay at least 6 feet away from other people.

Communication that will be shared with an individual that has been in close contact with a positive case

- You have been identified as an individual that was mostly likely in close contact with someone who has tested positive for COVID-19. The last known contact with said individual was on xyz date. Per Bridging's COVID-19 Preparedness Plan you are required to self-quarantine for (specified number) days from the last known contact of said individual. If you are experiencing symptoms, we recommend you get tested, however,

if you are not experiencing any symptoms, there is no urgency for testing and you may return to work after your quarantine time has expired.

- I need to reiterate that while I have not shared with you who said individual is, we work in an environment that process of elimination may divulge who may have possibly tested positive. Due to confidentiality and privacy I am asking you not to discuss or share this matter with any other individuals.

Communication that will be shared with Team Leaders

- Please be advised that we have learned of a positive COVID-19 case that has been in our facility. The last known date they were in contact with an individual, within our organization was on xyz date. Individuals that were in close contact have been notified and have been given instructions as to next steps.
- Please note that this is an “inform” only as a Team Leader so that if you hear any conversations regarding a positive case we can address immediately. Due to confidentiality and privacy we want to ensure that conversations around the case to determine “who this might be” are squelched immediately and that your conversation with any individuals would be that if they have further questions to direct them to Myra and reiterate that we want to protect the individual that has tested positive.

Domestic and International Travel

If you plan on any air travel, internationally, you MUST following the CDC update. On January 12, 2021 the CDC announced that effective yesterday, January 26, 2021 anyone traveling into the United States from outside of the United States **must provide proof of negative test prior to boarding a flight**. Here is the full report with guidelines and Q&A: [International Travel - Proof of negative Test](#)

Once you return to the US you must:

- [Get tested](#) 3-5 days after travel **AND** stay home to [self-quarantine](#) for 7 days after travel. Please note that you will need to provide proof of negative test to return to work.
 - Even if you test negative, stay home to [self-quarantine](#) for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
- If you don't get tested, it's safest to stay home to [self-quarantine](#) for 10 days after travel.
- Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.

[Domestic Travel](#) – while there currently is not a requirement for proof of negative test for domestic travel, the link provides information as to how to protect yourself and others as well as some guidelines to follow while traveling.

Employee Leave Policy and Accommodation

Paid sick leave and expanded family and medical leave is first provided by the Families First Coronavirus Response Act (FFCRA). Information about the FFCRA is posted in the lunchroom in Bloomington and by the time clock in Roseville. If additional time off is needed please see PTO policy in the employee handbook.

Telecommuting and flexible work hours will be put in place, if and when/where applicable, to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. If you have questions regarding your schedule and if you are able to telecommute or work flexible hours, please speak with your supervisor.

Reporting Protocol

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify Myra Van Delist as soon as possible. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released.

Depending on the circumstances, Bridging will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. Bridging may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

Minimally, Bridging will need to **ask the employee which coworkers and/or volunteers they have been in “close contact” with** within the prior two weeks. (The CDC defines “close contact” as “a person that has been within six feet of the infected employee for a prolonged (15 minutes or more) period of time.”) Bridging will inform those who have been in close contact with the employee as soon as possible, repeat the advice given on the CDC site for their situation and, of course, direct them to their own doctors. The law is clear about confidentiality here: You should tell everyone who was possibly exposed at work to the positive employee without revealing that employee’s identity.

Workplace Protocols to Follow When Returning to Work

Keeping employees and volunteers safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency. For additional information, please reach out to your manager or supervisor.

Infection Prevention Measures

The Organization has instituted the following protective measures in all offices and job sites.

Understanding Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other

non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and /or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Bridging has an *Infectious Plan for Covid-19* in place and is following all CDC <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and MDH <https://www.health.state.mn.us/diseases/coronavirus/> guidelines in regards to COVID-19.

As always any individual should **STAY HOME** if you are not feeling well.

Personal Protective Equipment

In addition to any regular personal protective equipment (“PPE”) for workers engaged in various tasks which require protective wear, the Organization will also provide

- Disinfectant wipes
- Liquid sanitizer
- Bleach
½ c. bleach to 1 gal water
Replace daily
- Soapy water
- Disposable masks
- Nitrile gloves
- Disposable shoe coverings
- PVC cotton gloves
- Microfiber Towels

PRODUCTS LOCATED:

BLOOMINGTON

- Table in hallway by Mark’s office (Main station)
- Cart in Myra’s office with supplies for refill

ROSEVILLE

- Cart is in the hallway between Wendy’s office and the lunchroom

Workplace Practices

Until further notice:

- Doors will be propped open during business hours when/where applicable
- Use one writing device – no communal pens/pencils/markers
- Do not use communal stapler, tape dispenser
- All staff will clean and sanitize table/chair in lunchroom if used
- Minimize staff “drop-bys”. Use email or phone to connect with staff members.
- Wash hands when entering the building and frequently throughout the day.
- Mark off six foot area around your workspace.
- Minimize trips to common areas and using common items unless needed (copier, postage machine...).
- Must wear mask during shopping.
- Must wear mask when interfacing with public:
 - Client Pick-Ups
 - Donor Drop-Offs
 - Residential/Corporate Pick-Ups
- Must wear mask when in common areas:
 - Hallways
 - Copy Room
 - Break Room
 - Except when eating

- Must wear mask when working alongside others in warehouse, sorting area, electric shop, wood shop.
- Mask not needed when in your office or completing solo tasks in the warehouse.
- All visitors will be asked to wear a mask while in the building. Bridging will provide a single use mask if visitor does not have their own.
- The following questions will be asked for each temperature check
 - In the past 24 hours, have you felt sick?
 - In the past 24 hours, have you had shortness of breath or difficulty breathing?
 - In the past 24 hours, have you had a dry cough, sore throat or body aches?
- All individuals should try to maintain a 6' distance from each other regardless if a mask in being worn or not. It is important to recognize that individuals may have different tolerances to having people in close proximity of them and no matter what our personal beliefs may be, we must respect a minimum of 6' distance when possible.

Cleaning Procedures

The Organization has instituted regular housekeeping practices, which include cleaning and disinfecting frequently equipment and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

BLOOMINGTON & ROSEVILLE

The following list will be sanitized at a minimum of twice per day. Everything can be sprayed and left to dry unless otherwise noted. Please sign off with initials when you are done. This is located at the main sanitation station in each building.

Entrance & Lobby

- Door handle (inside and out of both doors)
- Door entry key pads
- Handicap buttons (all 4)
- Light switch
- Bathroom(s)
 - Both sides of door handles
 - Toilet flusher
 - Sink handle
 - Grip/assist bars
 - Toilet seat
 - Towel dispenser
- Furniture surfaces

Hallway

- Bloomington – 3 light switches
- Bloomington – 3 door plates/handles going from/to the hallway

Reception Area

- Check in counter
- Light switch
- Buttons on copier and copier cover(wipe down)
- Surface of table next to copier(wipe down)

- Phones(wipe down)
- Keyboard/mouse(wipe down)
- Desk surface(wipe down)
- Front of mail boxes (Bloomington)
- Mail station (Bloomington) (wipe down)
- Laminator(wipe down)

Side door by Mark's office

- Both sides of door handles
- Key pad on outside

Individual Offices

- Only use your own desk, keyboard, phone – sanitize frequently

Bathrooms back by server room (Bloomington) and outside of Wendy's office (Roseville)

- Sink handle
- Grip/assist bar
- Towel dispenser
- Toilet seat
- Toilet flusher
- Door knobs (both sides)

Conference Room

- If you use – sanitize before and after

Bathrooms in warehouse (2 in BL)

- Door knobs (both sides)
- Grip/assist bar
- Toilet flusher
- Sink handle
- Toilet seat
- Towel dispenser

Lunchroom

- Refrigerator handles
- Coffee spigot (wipe down)
- Water cooler buttons(wipe down)
- Faucet handle
- All cupboard handles
- Dishwasher handle
- Both microwave door handles and buttons
- Vending machine buttons, coin return, vending flap and outside surface of vending area (Warehouse in Roseville)

Warehouse

- Door handles, inside and outside. These include office door, all entrance doors (bars).
- Storage pod handles
- Overhead door controls
- All light switches
- Warehouse carts- 2 wheelers, 4 wheelers, flatbeds, bed carts, pallet jacks
- Check-in counters

- Circuit breaker switches
- Blue ladder handles
- Wav controls
- Forklift controls
- Washer/Dryer Controls

Bathroom by woodshop (Roseville only)

- Faucets, including handles
- Toilets
- Grab bars
- Light switches

Laundry Room (Roseville only)

- Faucet
- Washer/Dryer doors and controls

Trucks will be cleaned when crew is done after each use

- Steering wheel
- Dashboard controls, including the radio
- Seat belt buckles
- Door handles
- Back door latch
- Grab bars
- Straps

Electronics will be wiped down after each use

- Phones
- Ipads
- GPS.

If an employee tests positive or has COVID-19 symptoms, there will be a complete cleaning of the area the individual may have contacted and it will do so before employees can access that workspace again.

If employees observe that PPE or hand sanitizer requires restocking or believe an area needs cleaning or disinfecting, they should notify their manager as soon as possible.

Delivery Procedures

To help deliveries go as efficiently and safely in this time of the pandemic, these procedures will be followed:

When appointment is made

Client Services

- Give delivery date to client and let them know they will be receiving additional information, regarding deliveries during the covid-19 pandemic, as we near the delivery date.

Three day appointment reminder call

Client Services

- Let the client know the following:
 - Date of delivery
 - They or another adult must be present during the entire delivery
 - Team members will be wearing masks and gloves
 - For the safety of all, clients or family members should wear masks and maintain 6 foot social distancing
 - Please keep children at a safe distance from the delivery team
 - Furniture will be brought into the first large room in the home or apartment

Day of appointment

Client Services

- *Check-in-* Inform the client that they will be receiving a reminder call this afternoon, from the Warehouse Supervisor, with more information about the time of their delivery, as well as other important safety information about Bridging delivery procedures.
- *When finishing appointment-* Inform the client that they will be receiving a reminder call, from the Warehouse Supervisor, with more information about the time of their delivery, as well as other important safety information about Bridging delivery procedures. ***Give the client the warehouse phone number for any future communication.***

Operations

- Make reminder call to the client giving them:
 - Delivery window
 - Reminder that they, or another person over age 18, must be present for the delivery
 - Delivery procedures- based on notes from the folder on the server, *including use of masks, social distancing- including children*

- Furniture will be brought into the first large room in the home or apartment. We ask that any items already in that room be moved to the side to make it easier to drop items in the room
- Warehouse phone number in case they have any questions
- Reminder that the delivery team will be calling them when they are on their way to their location
- *Ask if they have any questions!*

Morning of delivery

Operations

- Make sure the truck(s) cab has all safety goods on board- hand sanitizer, wipes, extra gloves and extra masks.
- Make sure delivery team has the information sheet for all deliveries.

Delivery

- All team members will wear masks and gloves.
- When arriving, remind the clients that we require them to wear masks and that they and their children need to stay at least 6 feet away from any team members.
- One team member should accompany the client into the apartment/home to determine the best location to drop items into. Client or another responsible person can be used to help keep doors open, if door stops cannot be used, especially in buildings with security.
- If team members feel that their safety is being compromised, they may terminate the delivery. If it is an issue with maintaining social distancing, back away and attempt to get the person to comply; remind them that if social distancing is not maintained the delivery may be stopped. If the behavior continues, terminate the delivery. If the delivery is terminated for any reason, get to a place of safety and call a supervisor or Steve.
- At the end of the delivery, from a safe distance, do a double check with the client, to ensure that they have received all of their items; note any missing items.
- A signature is not required.

After each delivery

- Use sanitizer to spray any equipment, if necessary
- Clean hands with sanitizer

Curbside Pick-up Procedures

New language will be added to the front page of the Vonigo system and be added to the confirmation emails. The following will become our standard language until we are able to resume more normal operations:

- Pick-ups will be from the garage and outside only.
- Pick-ups will be done from 9:00am-3:00pm time frame (This is a change)
- All items for Bridging must be in one area and clearly marked for Bridging.
- All items must conform to Bridging quality and size standards.
- For the safety of the donor and Bridging staff, we must abide by the 6 foot social distancing guidelines.

2 person teams- trucks assigned to each specific team.

- Cleaning/safety supplies needed for each vehicle:
 - Hand Sanitizer
 - Wipes/cleaning spray and towels for wiping down vehicles
 - Plastic bags for trash
 - Extra gloves and masks
 - Container for each employee to put used gloves and mask for washing.

If donor is present when you arrive, remind them of the 6 foot social distancing guidelines.

- Use “Yellow” sheets to leave for donor if we aren’t able to take items because they don’t meet our quality or size standards.

Final Clean

- Interior will be wiped down- include door handles and grab bars
- Exterior- grab bars, door hook and latch
- Ratchet strap clips
- Carts

Client Self Move Loading Procedures

When the client arrives to pick up their items, they will be reminded that ***masks must be worn at all times and that social distancing procedures must be followed.***

1. Clients are responsible for loading their vehicles.
2. Staff/Volunteers will bring the items out to the client vehicle.
3. *If needed*, Staff/Volunteers will help lift items into the client vehicle.
4. Staff will double check to make sure all items are received by the client.
5. When all items have been received, the client will be given the yellow copy of the Client Shopping form.

Bridging Load

- Client will be asked to stay in their vehicle or outside near the front of the vehicle. Remind the client of the 6 foot social distancing area.
- The Bridging team will work with the client to bring the items they wish to have first and load them into their vehicle. The staff will work with the client to bring out only what they have room for in their vehicle.
- Employees will check off items on both the white and yellow copies of the shopping sheet and double check with client before they leave.
- If more than one load is needed
 - The client will be given the yellow copy. Remind the client to bring the shopping sheet back with them. (If they forget their sheet when they return, make another copy before beginning to pull items.)

Donor Drop-offs (2 team members)

Drop off door: Bloomington- Regular drop off door

Roseville- Bay G Overhead Door

Unloading Procedures

- Only one vehicle will be able to unload at a time.
- Donors will be reminded that masks are required when unloading and asked to observe social distancing.
- The donor will be given the choice of unloading their vehicle or having Bridging representatives unload.
 - Bridging unloads:
 - The donor should remain in their vehicle or stay at least 6 feet away from the staff that is unloading.
 - Donor unloads- after unloading, the donor should remain at least 6 feet away so the staff can check the items before the donor leaves.

To expedite the unloading process, the staff member or volunteer will briefly check the contents of bags and boxes. If the contents appear to be more than 50% of items we can use, we will accept the box or bag.

Truck Cleaning

The trucks are being cleaned after each use, when they are returned to the warehouse. All interior hard surfaces are being sanitized- steering wheel, seat belts, dash board, arm rests, door handles (inside and out). We are also cleaning the box grab bars and latches.

OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, the Organization will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. If an employee has a confirmed case of COVID-19, the Organization will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses

that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

The Company's assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, the Organization will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

Confidentiality

Except for circumstances in which the Organization is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Organization reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Organization also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Communications and Training

The initial COVID-19 Preparedness Plan was communicated via email to all workers on April 28, 2020 and necessary training was provided. Additional communication and training will be ongoing via email and provided to all workers who did not receive the initial training. Instructions will be communicated to customers and visitors about: how drop-off, pick-up of deliveries will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, and accepting deliveries. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are to monitor how effective the program has been implemented by ensuring compliance and tracking all who enter the building are being temperature checked. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by management and was posted throughout the workplace on June 26, 2020. It will be updated as necessary. Given the fast-developing nature of the COVID-19 outbreak, the Organization may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Myra Van Delist, Business Services Manager.

Certified by:



Myra Van Delist
Business Services Manager