

COVID-19 Preparedness Plan for Givens Violins

Givens Violins is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have 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, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Givens Violins** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **Givens Violins**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by hosting meetings where staff could ask questions and make suggestions. After the initial “Stay at Home” order we sent out a companywide email and asked for concerns and suggestions. We invited all staff to also email or communicate their concerns to the owner. We have implemented staff suggestions into our plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

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.

We have set up a Health screening station as you enter the business. We are using the recommended list of symptoms from the CDC and will ask all employees and customers to take a temperature and check off if they are experiencing any of the Covid-19 symptoms. Employees have been instructed not to come to work if they have any of the Covid- 19 symptoms. If an employee is suddenly sick at work an isolation room has been set up to wait in until transportation can be arranged to leave work.

Givens Violins 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Our company follows the Minneapolis Sick Leave Policy re: the amount of sick time you can accumulate. <http://sicktimeinfo.minneapolismn.gov/>, plus follows the Cares Act for employers with less than 50 employees. <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

Givens Violins 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. The policy that we have implemented for employees who have symptoms of the Covid-19 virus is that they will need remain in self quarantine for 14 days and will not be able to return to work until all symptoms are gone and not with the use of medication to reduce their symptoms. They will also need to be tested.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. We will maintain our current policy of not sharing employee health information.

Handwashing

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 work period, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Givens Violins also has hand-sanitizer dispensers that can be used for hand hygiene in place of soap and water, if hands are not visibly soiled.

We have communicated with our employees and posted signs throughout our business to promote the importance of hand washing before and after any customer interaction and have provided hand sanitizer to provide for a safer environment.

Respiratory etiquette: Wear a Mask

Workers and visitors are being instructed to wear a face mask to cover their mouth and nose and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the covered trash cans and wash/sanitize their hands immediately after coughing or sneezing. Mask etiquette will be demonstrated on posters and supported by making masks available to all workers and visitors.

Givens Violins has posted signs re: mask etiquette and provided tissues and no-touch trash cans.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Appointments are limited to two customers per appointment.

We have provided supplies that are necessary for employees such as face masks, gloves, soap, hand sanitizer tissues and paper towels. We have also developed protocol for sanitizing instruments and bows after customer use. We have developed a safe and controlled way to interact with customers for curbside and in-store service. We have also developed a set of instructions that we email to customers ahead of their arrival to ensure that social distancing is maintained. Both the customer and the employee will not be at risk. We make all the arrangements including payment with our customer via telephone and email and are able to deliver items to their cars at curbside without the customer getting out of the car. We offer in-store services by appointment only to limit the population inside the business. We have installed air cleaning systems by Global Plasma Solutions, as used by the Mayo Clinic, which neutralize the air inside the business by ozone-free needlepoint bipolar ionization. Efficacy testing showed 99.4% of the virus was inactivated after 30 minutes. We have placed plastic screens at the front counter and in practice rooms to separate customers and staff during in-store services.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Twice per day surfaces including light switches, door handles, and common areas will be sanitizer and workers will sanitize each workspace, telephone, keyboard, mouse etc. Work areas cleaned at the end of the day – Lysol wipes, gym sanitizing wipes, hydrogen peroxide and rubbing alcohol.

Communications and training

This Preparedness Plan was communicated via emailed and copies were given to all staff members 5/5/20 and necessary training was provided. Additional communication and training will be ongoing via on-line and telephone meetings, emails plus communication and training from all supervisors, provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors will monitor how effective the program has been implemented by thorough consultation with staff. The current plan will be reviewed from time to time and will be updated as new information becomes available from the State of Minnesota or the CDC. 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 **Givens Violins** management and was posted throughout the workplace 5/5/20. It will be updated as necessary.

Certified by:

A handwritten signature in black ink that reads "Claire Givens". The signature is written in a cursive style with a large, stylized initial "C".

Claire Givens

President

Claire Givens Violins, Inc.