Todd & Wadena County Business Reopening Checklist and Resource Guide

UPDATED 05/22/2020

SPONSORED BY:

Employer Preparedness Plan Requirements Checklist (https://mn.gov/deed/newscenter/covid/safework/business/)

For all workplaces...

✓	Requirement	Related Resources
	Make sure sick workers stay home	
	Establish health screening protocols for workers at the start of each shift, such as temperature taking or a health screening survey	MDH Visitor and Employee Health Screening Checklist CDC Employer FAQ
	Identify and isolate workers with COVID-19 symptoms and those who have been exposed, and send them home	MDH Is it COVID-19? Symptoms Guide CDC COVID-19 Symptoms MDH When to Return to Work
	Establish communication protocols when workers have been potentially exposed	
	Establish worker sickness reporting protocols	DLI Worker Protections Related to COVID-19 DLI Workers' Compensation COVID-19 Presumption
	Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home	Families First Coronavirus Response Act: Employee Paid Leave Rights
	Provide accommodations for vulnerable populations	CDC People Who Need Extra Precautions
	Clearly communicate sick leave policies to all workers	
	Social distancing—Workers should be at least 6 feet away from each other	
	Maximize the use of telecommuting; workers who are able to work from home must work from home	
	Stagger shifts and breaks; create additional shifts	DLI COVID-19 in Construction: Social separation, distancing
	Evaluate traffic patterns to reduce crowding at entrances, in hallways, etc.	
	Limit gatherings of workers	CDC Social Distancing
	Ensure physical distancing in workplaces, including at workstations, production lines, etc.	MDH Printable Social Distancing at Work
	Limit non-essential worker interaction across floors, buildings, campuses, worksites, etc.	
	Increase physical space between workers and customers, such as using a drive-thru or partitions	

✓	Requirement	Related Resources
	Worker hygiene and source controls	
	Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and stocked	MDH Handwashing Video
	Provide recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, guards, shields, etc.	OSHA: Equipment for COVID-19, non-critical businesses
	Post handwashing and "cover your cough" signs	MDH Printable Cover Your Cough Sign
	Encourage use of source control masks, such as non-medical cloth masks	WHO When and How to Wear a Mask
	Prohibit on-site food preparation and sharing	
	Provide tissues for proper cough/sneeze etiquette and no-touch disposal receptacles	CDC Coughing and Sneezing Etiquette
	Workplace cleaning, disinfection, and ventilation protocols	
	Routinely clean and disinfect all areas, such as offices, restrooms, locker and changing rooms, common areas, shared electronic equipment, machinery, tools, controls, etc.	CDC Cleaning and Disinfecting Your Facility CDC Guidance for Disinfecting Facilities with COVID-19 Exposure OSHA Guidance on Preparing Workplaces for COVID-19
	Frequently clean all high-touch items, such as door knobs, countertops, railings, handles, light switches, and other surfaces	
	Personal equipment, tools, and phones should not be shared, or, if shared, should be disinfected after each use	
	Implement routine cleaning and disinfecting of the workplace if a worker, customer, or visitor becomes ill with COVID-19	
	Select appropriate and ensure the needed supply of disinfectants	EPA List of Products that meet criteria against SARS-COV-2
	Review product labels and material safety data sheets, follow manufacturer specifications, and use required personal protective equipment for the product	OSHA Understanding Material Safety Data Sheets
	Maximize fresh air into the workplace, limit air recirculation, and properly use and maintain ventilation systems	CDC Business Ventilation/Airflow
	Take steps to minimize air flow from units blowing across people and consider the use of portable HEPA filter units	

Additional protections and protocols for drop-off, pick-up, and delivery…

✓	Requirement	Related Resources
	Drop-off, pick-up, or delivery of goods should be made using means that allow for at least 6 feet of distance between the worker and the customer	MN Retailers Association Curbside and Delivery Best Practices FDA Food Safety and COVID-19
	Order verification must also be able using the means that allow for at least 6 feet of distance or a complete barrier between the worker and customer	
	Contactless payment should be used whenever possible. If contactless payment is not possible, payment must be made in a manner that allows for at least six feet of distance between the worker and the customer	
	Customers should pre-order goods or pre-arrange the maintenance or repair of goods or pet grooming services before traveling to the businesses	
	Timing of outdoor drop-off, pick-up, and delivery should be pre-arranged and the arrival at the drop-off, pick-up, or delivery location should be communicated through voice, text, or email messaging	
	Customers should be asked to wear cloth face masks	
	Drop-off and pick-up locations should allow for 6 feet of social distance between customers and minimize contact with car surfaces	

Additional protections and protocols for in-store shopping

✓	Requirement	Related Resources
	Workers and customers must maintain physical distancing of 6 feet and store occupancy shall not exceed 50%	Target: Considerations for Retail Operations Post COVID-19 Minnesota Retailers Association In-store and Appointment Best Practices
	At checkouts, space between checkout stations and between the customer and worker must allow for physical distancing of 6 feet or a physical barrier or flexible plastic divider should be installed	
	Provide for use of changing rooms that allows for disinfection between customers	

	Provide hand sanitizer at the entrance, point of purchase, and prominent locations for customers	
	Contactless payment should be used whenever possible	
	Checkout areas of congestion should be marked to provide for social distancing of 6 feet, including floor markers for distance, lane lines, and marking of adjacent areas where customers may be waiting for store access	
	Space, configuration, and flow of the store should be evaluated to allow for physical distancing of 6 feet	
	Merchandise return policies should accommodate cleaning and/or delay of product return to shelves	
	Customers should be encouraged to wear cloth face coverings	
	Communications to educate customers about the steps being taken for their protection to mitigate the spread of COVID-19 is encouraged	
	Posting of instructions for customers at entrances is encouraged and should inform customers: that they should not enter if they are experiencing symptoms; that they are encouraged to wear cloth face-coverings; about the store's occupancy limits; and that customers are asked to adhere to hygiene and social distancing instructions, signage and markings	

Training about protocols

✓	Requirement	Related Resources
	Train all managers and employees about policies and procedures surrounding safety protocols and practices	MDH About Coronavirus Disease 2019 CDC Small Businesses and COVID-19

Industry-Specific Resources

Industry	Resource
Construction	Personal protective equipment and face-coverings ; Planning, communication, and training ; Sanitation and hygiene ; Social separation and distancing ; Wellness and exposure-incident management
Convenience Stores	Preparedness Plan Guidance
Public Sector Administration Facilities	Preparedness Plan Guidance
Manufacturing	Preparedness Plan Guidance ; OSHA Protecting Manufacturing Workers
Dentistry	OSHA Health and Safety Guidelines
Bait Shop	OSHA Protecting Bait Shop Workers and Customers
Golf Course	OSHA Protecting Golf Course Workers and Customers
Grocery Store	OSHA Protecting Grocery Store Workers
Small Assemblies for Testing and Training	DLI Fact Sheet
Bars and Restaurants	Industry Guidance for Safely Reopening
Personal Care Services and Salons	Industry Guidance for Safely Reopening
Retail	Industry Guidance for Safely Reopening
Outdoor Recreation	DNR Guidance for Safely Opening ; Guidance for Youth Sports

Click Here to access a PDF or Word Preparedness Plan Template

Preparedness Plan Site Visits

Tri-County Health Care is offering free site visits to businesses to review your preparedness plans and offer suggestions. If you are interested, contact Ryan Damlo by phone at 218-632-8148 or email at ryan.damlo@tchc.org.

Local Economic Development Contacts

- Katie Heppner, The Economic Alliance (Wadena County) 218-929-3014 | wceda@wcta.net
- Rick Utech, Todd County Development Corp. 320-732-2128 | rick.utech@todd.co.mn.us
- Melissa Radermacher, Staples Economic Development Authority 218-894-2550 | mradermacher@ci.staples.mn.us
- Dean Uselman, Wadena Development Authority 218-632-2757 | wda@wadena.org

Click Here to access a list of financial resources available to help businesses in Todd & Wadena County