**COVID-19 Preparedness Plan Template for Cottage Food Producers**

**July 6, 2020 – version 1**

**Background**

All Minnesota businesses must establish and implement a COVID-19 Preparedness Plan per [Emergency Executive Order 20-74](https://mn.gov/governor/assets/EO%2020-74%20Final_tcm1055-434913.pdf). The Minnesota Department of Labor and Industry [template](https://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template.pdf) was adapted to help Minnesota Cottage Food Producers comply with the order. It is provided as guidance and can be adjusted as needed to accommodate your business. More information can be found at [Stay Safe Guidance: Businesses & Organizations.](https://mn.gov/covid19/business-orgs/index.jsp)

**The Plan**

As a registered CFP, you have likely already developed [food safety protocols](https://drive.google.com/file/d/1SrG_kvgWRSGMbDpN0MNASWixvwUm9yiu/view) for your cottage food business, including handwashing, employee hygiene and cleaning and sanitizing of equipment, food contact surfaces as well as other surfaces. These steps are an extension of those processes to minimize the spread of the SARS-Co-V-2 virus.

**SARS-Co-V-2 (the virus that causes COVID-19 illness) is a respiratory virus that spreads primarily through droplets during person-to-person contact. According to guidance from the** [CDC](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)**, the most important actions you can take to minimize the spread of the disease are included in the template that follows. Your cottage food business COVID-19 preparedness plan must focus on these steps.**

The coronavirus pandemic has highlighted the importance of risk prevention measures through universal protocols in everyday life, especially in situations of high risk. Think of the plan as your Standard Operating Procedures (SOPs), safety steps that you create and implement to reduce the chance of transmission so everyone stays safe.

The COVID-19 Preparedness Plan shall incorporate your health and safety policies, and protocols, practices and protections you implement based on Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to safety and health in their workplaces where exposure exists for you, your household members, employees and/or customers

The plan must be written, developed and implemented with the participation of others helping with your business. Plans must be communicated to workers and posted at the workplace in a manner that is accessible for workers to review. Keep the plan on file. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health, has the authority to determine whether a plan is adequate.

***You are not required to use this template****.* However, all plans must address the components included in the [Minnesota Operational Guidance for Food and Agricultural Businesses.](https://staysafe.mn.gov/industry-guidance/food-agriculture.jsp)

See **Appendix A at the end of this document** for resources you may need to successfully complete your individual plan that is specific to your cottage food business.

**[Company name/CFP’s Name]- COVID-19 Preparedness Plan**

**Industry: Registered Cottage Food Producer (CFP)**

**Note:** *This business* ***does not*** *employ anyone or contract any individuals inside the cottage food facility; therefore, no employee policies or procedures are needed for this plan.* However, if your cottage food business **does** have employees or contracted workers, you must include a section for employee/contracted worker policies and procedures. See the DLI template for more information.

**[Company name/CFP’s Name]** is committed to providing a safe and healthy environment for all individuals in the cottage food facility (home) and individuals/customers the CFP comes into contact with while doing business outside of the cottage food facility. To ensure we have a safe and healthy workplace, **[Company name/CFP’s Name]** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic, and is responsible for implementing this plan. The goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities.

The COVID-19 Preparedness Plan is administered by **[CFP’s Name]**, who maintains the overall authority and responsibility for the plan. However, all individuals who have contact with the cottage food business are equally responsible for supporting, implementing, complying with all aspects of this COVID-19 Preparedness Plan.

This COVID-19 Preparedness Plan follows an industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota’s Occupational Safety and Health Administration (Minnesota OSHA) statutes, rules, and standards, and Minnesota’s relevant and current executive orders, and addresses:

* Health screening protocols for all individuals and customers entering the cottage food facility/home, during and after business hours, and while conducting business away from the facility in order to prevent illness from entering the business or spreading;
* Protocols for stopping cottage food production after COVID-19 exposure in the facility/home until the risk is mitigated and the facility/home is properly cleaned and disinfected;
* Social distancing and physical distancing – Individuals must be at least six-feet apart;
* Individual hygiene and source controls;
* Building and ventilation protocol;
* Cleaning and disinfection protocol;
* Drop-off, pick-up and delivery practices and protocol; and
* Communication protocols.

**ASSESSING INDIVIDUALS FOR COVID-19 SYMPTOMS, ILLNESS, & EXPOSURE**

Self-monitoring for signs and symptoms of COVID-19 must be adhered to for all individuals that come in contact with the cottage food business regardless of location. The following policies and procedures must be implemented to assess individual’s and customer’s health status prior to conducting business or entering the cottage food facility. **[Address the requirements provided in the industry guidance that is applicable to the cottage food business and describe how the business will address individual and customer health screening, communicate with individuals or customers if they are sick or experiencing symptoms while at home, how individuals will report they are sick or experiencing symptoms while at the cottage food facility, and how individuals and customers will be isolated from the cottage food business.]**

All individuals must not be allowed to enter the facility if they are experiencing symptoms or have contracted COVID-19. If an individual who lives in the home contracts or is exposed to COVID-19 all cottage food operations must stop and proper cleaning and sanitizing of the facility must occur prior to reopening. The facility must remain closed until the individual recovers from the virus or the quarantine period is complete. **The recommendations/guidance of the CDC, MDH, and the medical profession (physician) will determine the time period for any exposure or occurrence of COVID-19 and when it is safe to reopen the cottage food business. \*This is further addressed in each individual section of this plan.**

**SOCIAL/PHYSICAL DISTANCING PROTOCOL/PRACTICE**

Social/Physical distancing must be practiced when operating your cottage food business.

An evaluation of your facility/business must be conducted to identify and apply operational changes in order to maintain social distancing (a 6-foot distance from others), when possible. **[Address the requirements provided in the industry guidance that is applicable to the cottage food business and describe how the business will implement social distancing.  Describe how interactions will be implemented to ensure social distancing. Describe any instructions that are being used to address social distancing. Describe physical changes made in order to promote social distancing. If applicable, describe how personal protective equipment is being used so cross contamination or contamination does not happen. Describe communications plans to address questions and concerns with individuals and customers in order to maintain social distancing.]**

**COTTAGE FOOD FACILITY (HYGIENE, CLEANING, SANITATION, & VENTILATION)**

Regular practices of cleaning and disinfecting have been standard practice of the cottage food facility to ensure food safety. These and any additional protocols put in place to mitigate the COVID-19 virus are communicated as part of this plan. This includes routine cleaning and disinfecting of the home/business which includes, but is not limited to, all rooms, food contact and work surfaces, floors, appliances, utensils and tools, vehicles, and any other areas (on or off site) or items in the cottage food facility/business. Frequent cleaning and disinfecting must be conducted of high-touch areas including, but not limited to, phones, keyboards, touch screens, controls, door handles, office equipment, credit card readers, delivery equipment, etc. **[Address the requirements provided in the industry guidance that is applicable to the business and describe the business’s schedule for cleaning and disinfecting, the person’s conducting the cleaning and disinfecting, the products that are used to clean the workplace, and how the business will disinfect the workplace if a person in the workplace is symptomatic or is diagnosed with COVID-19.]**

Appropriate and effective cleaning and disinfectant supplies must be purchased and will be used in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. **[Address the requirements provided in the industry guidance that is applicable to the cottage food business and describe the cleaning and disinfecting supplies that are being used, the purposes for which they are or will be used, how they are to be used, and any required personal protective equipment to be used.]**

**Note: There are not yet any sanitizing products specifically labeled for use on the SARS-CoV-2 virus (COVID-19), though many are currently being researched for effectiveness. The EPA ”List N" is the list of approximately 400 disinfectants that are approved for use against SARS-CoV-2 virus because they are effective against other human coronaviruses or harder to kill organisms. The best way to use this tool is to search the EPA registration number on a label, since products go by many names in the marketplace. See Appendix A of this document for the EPA link, listed under “Disinfectant Products.”**

Operation of the home in which the workplace is located must include the maintenance of building systems including water, plumbing, electrical and HVAC systems. **[Describe how you are addressing the building and ventilation protocols included in the industry guidance for your business.]** The maximum amount of fresh air must be safely brought into the workplace and ventilation systems must be properly used and maintained. **[Address the requirements provided in the industry guidance that is applicable to the business and describe steps being taken to introduce fresh air, to improve air circulation, and to properly use and maintain ventilations systems. These steps should not increase the risk of introducing pests into the facility/home.]**

**PICK-UP AND DELIVERY PRACTICES & PROTOCOLS**

All deliveries and pick-ups of cottage food products must be protected at all times to prevent cross contamination and contamination. All orders must be kept in a clean, sanitized, and secure location that is within the control of the cottage food producer waiting for delivery or pick-up. Any vehicle and/or any equipment that is used to deliver the cottage food products must be cleaned and sanitized in order to prevent the contamination or cross contamination of any cottage food products. In addition, when an electronic payment is not possible, it will be suggested the customer purchasing the products have the exact payment available for the cottage food producer in order to maintain minimum contact and promote social distancing. Social distancing must be practiced at all times.

**[Describe how you are addressing the drop-off, pick-up and delivery protocols included in the industry guidance for your business.]**

**COMMUNICATION PROTOCOL**

Instructions must be communicated to all individuals and customers on protections and protocols, including but not limited to: 1) Social distancing protocols and practices; 2) Drop-off, pick-up, delivery and 3) Practices for hygiene and respiratory etiquette; 4) Any requirements regarding the use of masks, face-coverings, face-shields, and/or disposable gloves. All individuals must not be allowed to enter the facility if they are experiencing symptoms or have contracted COVID-19. If an individual who lives in the home contracts or is exposed to COVID-19 all cottage food operations must stop and proper cleaning and sanitizing of the facility must occur prior to reopening. The facility must remain closed until the individual recovers from the virus or the quarantine period is complete. **The recommendations /guidance of the CDC, MDH, and the medical profession (physician) will determine the time period for any exposure or occurrence of COVID-19 and when it is safe to reopen the cottage food business. [Describe how the business will advise individuals and customers in the cottage food facility or engaged in the cottage food business of the communication protocol.]**

**CERTIFICATION OF PLAN**

The registered CFP, **[CFP’s name]** must monitor how effective the program has been implemented. **[Describe how the CFP will monitor the effectiveness of the program and identify successes, challenges, and deficiencies].** All individuals participating in the cottage food business or entering the facility must take an active role and carryout the various aspects of this plan. The registered CFP, **[Company name or CFP’s name]** must update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been certified by **[Company name/CFP name]** and is readily available to all individuals and customers on **[Date]**. It must be updated as necessary by **[CFP’s name]**.

Certified by:

**[Signature]**

**[Date]**

**[Title]**

**Appendix A – Resources for Developing a COVID-19 Preparedness Plan**

**Examples of COVID-19 Business Plans**

Minnesota Cottage Food Producers Association: For MN Cottage Food Producers (CFP)

* <https://www.mncfpa.org/wp-content/uploads/2020/07/Zella-Maes-by-Jennifer-COVID.pdf>
* <https://www.mncfpa.org/wp-content/uploads/2020/07/Sweet-Eats-COVID-Prep-Plan_Final.pdf>

**General**

Centers for Disease Control and Prevention (CDC): [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of MN: MN COVID-19 response –<https://mn.gov/covid19>

State of MN: Stay Safe Guidance: Businesses & Organizations  [https://staysafe.mn.gov/industry-guidance/index.jsp](%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20https://staysafe.mn.gov/industry-guidance/index.jsp)

Minnesota Department of Agriculture (MDA):[Food Establishment and Cottage Food Producer Guidance](https://www.mda.state.mn.us/sites/default/files/inline-files/COVID-19%20Food%20Establishment-Cottage%20Food%20Producer%20Guidance%20Mar%202020.pdf)

State of MN: <https://mn.gov/covid19/business-orgs/resources/food-sector.jsp>

**Businesses**

UMN – Extension:COVID-19 Response Plan Template for Fruit and Vegetable Farms

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

MDH:  Businesses and employers:  COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH:  Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH:  Materials for businesses, 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](http://www.dli.mn.gov/updates)

Occupational Safety and Health Administration (OSHA) – [www.osha.gov](http://www.osha.gov)

**Handwashing**

CDC:<https://www.cdc.gov/handwashing/when-how-handwashing.html>

MDH: Handwashing video in multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC:[www.cdc.gov/healthywater/hygiene/etiquette/coughing\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

**Social/Physical Distancing**

CDC:[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH:[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

**Delivery and Pick-up**

UMN-Extension**:**[https://extension.umn.edu/news/keep-yourself-and-your-customers-safe-during-covid-19](%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20https://extension.umn.edu/news/keep-yourself-and-your-customers-safe-during-covid-19)

CDC: Drop-off, pick-up and delivery practices and protocol - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/food-grocery-drivers.html>

**Cleaning and Sanitizing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.hml](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.hml)

MDH: [Cleaning and Disinfecting for COVID-19](https://www.health.state.mn.us/communities/environment/childenvhealth/docs/c19safety.pdf)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

**Disinfectant Products**

EPA: [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http:// www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

**Employees Exhibiting Signs and Symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Mayo Clinic: [https://www.mayoclinic.org/covid-19-self-assessment-tool](%20https://www.mayoclinic.org/covid-19-self-assessment-tool)

U. S. Department of Health and Human Services HHS): HIPAA - [Health Information Privacy Rule](https://www.hhs.gov/hipaa/for-professionals/privacy/index.html#:~:text=The%20HIPAA%20Privacy%20Rule%20establishes,certain%20health%20care%20transactions%20electronically)

**Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

**Ventilation**

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

OSHA: Implement Workplace Controls, pg. 12 – 13 - [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)