

Sweet Eats by Shelley - COVID-19 Preparedness Plan

Industry: Registered Cottage Food Producer

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.*

Sweet Eats by Shelley is committed to providing a safe and healthy environment for all individuals in the cottage food facility and individuals/customers the CFP comes into contact while doing business outside of the cottage food facility. To ensure we have as safe and healthy workplace, **Sweet Eats by Shelley** 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 **Shelley Erickson**, 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, and complying with all aspects of this COVID-19 Preparedness Plan.

COVID-19 Preparedness Plan follows the 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:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Social distancing – Workers must be at least six-feet apart;
- Worker hygiene and source controls;
- Workplace building and ventilation protocol;
- Workplace 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 will be adhered to for all individuals that come in contact with the cottage food business regardless of location. The following policies and procedures are being implemented to assess individual's and customer's health status prior to conducting business or entering the cottage food facility.

The following screening questions will be asked of all individuals entering the cottage food facility (my home). The individual's answers must not indicate that they present a risk of infecting the cottage food facility with the COVID-19 virus. If an individual answers "Yes" to any

of the screening questions, they will be advised to go home, stay away from other people, and contact their health care provider.

- Do you have a fever or feel feverish?
- Do you have chills?
- Do you have a new cough?
- Do you have shortness of breath?
- Do you have a new sore throat?
- Do you have new muscle or body aches?
- Do you have a new headache?
- Have you experienced a new loss of smell or taste?
- Have you knowingly been exposed to or around anyone who has been diagnosed with COVID-19?

MDH assessment tool reference:

<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

Mayo Clinic assessment tool referenced: <https://www.mayoclinic.org/covid-19-self-assessment-tool>

The CDC/MDH recommendations will be the policy for immediately informing individuals or customers if they have been exposed to a person with COVID-19 while doing business with the cottage food business or in the cottage food facility requiring them to follow CDC/MDH guidelines for testing and quarantining for the required amount of time.

In addition, a policy has been implemented to follow HIPAA requirements in order to protect the privacy of all individual's and customer's health status and health information.

HIPPA reference: <https://www.hhs.gov/hipaa/for-professionals/privacy/index.html#:~:text=The%20HIPAA%20Privacy%20Rule%20establishes,certain%20health%20care%20transactions%20electronically.>

SOCIAL DISTANCING PROTOCOL/PRACTICE

Social distancing will be practiced when delivering cottage food products, e.g., offering “no touch” deliveries and sending text alerts or calling when deliveries have arrived.

Conduct an evaluation of your facility to identify and apply operational changes in order to maintain social distancing if offering take-out/carry-out option by maintaining a 6-foot distance from others, when possible.

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

The following plan for the cottage food facility (my home) will apply to all individuals who enter my home.

Basic infection prevention measures will continue to be practiced at all times. In addition, COVID-19 prevention measures will be added to our normal prevention measures in order to reduce the risk of spreading or contracting the virus.

All hands will be washed using soap and water for at least 20 seconds. This practice will be used at all times (not just when cottage foods are being produced) in my home. This will include any time an individual reenters the home from any outside space. All hands will be washed using the CDC's "Five Steps to Wash Your Hands the Right Way":

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

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

Everyone in the home will be instructed to avoid touching their eyes, nose and mouth.

Individuals and customers are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing.

If you must touch your eyes, nose, or mouth you should wash your hands for at least 20 seconds prior to touching and must wash your hands for at least 20 seconds after touching your eyes, nose, or mouth

All frequently touched surfaces will be cleaned and sanitized including, but not limited to countertops, door knobs, light switches, handles, office equipment, food production equipment and tools, bathrooms, vehicles. All food contact surfaces will be cleaned and sanitized prior to use, during use, and after use. Routine cleaning and sanitization will be conducted throughout the day and windows with screens will be opened as often as possible allowing for fresh air and circulation.

All mechanical systems in the cottage food facility will be maintained according to manufacturer's set schedule. This includes, but is not limited to items such as filters and qualified individuals to perform the maintenance or repair.

The appropriate cleaning solvent will be used following the manufacturer instructions for use so the surface will be properly sanitized. When choosing the cleaning solvent, the EPA approved emerging pathogen sanitizers will be referred to. This list is found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

PICK-UP AND DELIVERY PRACTICES & PROTOCOLS

All customer product pick-ups and deliveries will be scheduled so proper social distancing guidelines recommended by the CDC will be followed. Personal protection and social distancing guidelines will be communicated to the customer. I will ask the customer questions in order to ensure that the customer is aware of my requirements for pick-up or delivery, and verify that the customer will comply with the requirements outlined in this plan.

On the day of pick-up or delivery the customer will be presented with/asked the same series of questions that all individuals who want to enter my home. These questions are stated in this plan and are located under: **ASSESSING INDIVIDUALS FOR COVID-19 SYMPTOMS, ILLNESS, & EXPOSURE**

All customer who pick-up at my home will be required to adhere to distancing guidelines set by the CDC. The customer will be required to call me upon arrival and be wearing a mask. They will be instructed to remain in their car or next to it. I will bring the order out to the customer's car and will be wearing a mask and disposable gloves. The gloves will be disposed of in a garbage can that is outside of the home once the transaction is complete.

When delivering directly to my customers the following procedure for delivery will be followed. I will call the customer upon arriving at the delivery location. I will wear a face mask and gloves when exiting my vehicle to make the delivery.

- If the delivery is the customer's home or any designated building, I will not enter the building and the customer must wear a mask in order to take the delivery. This will be communicated prior to delivery so a table or bench can be placed outside of the building for the order to be placed. If "porch delivery" is taking place, the product must be protected from the elements. Therefore, the "porch delivery" may include putting packages in a protective bin with a lid or a protective exterior package that is provided by the customer.
- If the delivery is in an outside area, I will require the customer to wear a mask and exit their vehicle. I will exchange the cottage food product with the customer and require the customer to place the order in their car. The other option will be for me to place the order on the top of the vehicle (hood, roof, or trunk). The disposable gloves will be removed and disposed of (when possible) into a garbage can that is located outside. Otherwise, the gloves will be placed into a bag and placed into the trunk of my vehicle

for proper disposal upon return home into an outside garbage can. Additionally, CDC recommended hand sanitizer will be used prior to getting into my vehicle.

Note: All face masks being used will be worn and sanitized according to CDC guidelines.

Safe practice delivery guidance by the U of M Extension:

<https://mncottagefoodlaw.files.wordpress.com/2020/04/cfps-food-safety-guidelines-during-covid-19.pdf>

COMMUNICATION PROTOCOL

Instructions will 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 general in-store shopping; 3) Practices for hygiene and respiratory etiquette; 4) Recommendations or requirements regarding the use of masks, face-coverings, face-shields, and/or disposable gloves. All individuals will 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 will stop and proper cleaning and sanitizing of the facility will occur prior to reopening. The facility will remain closed until the individual recovers from the virus or the quarantine period is complete. The recommendations of the CDC, MDH, and the medical professional will determine the time period for any exposure or occurrence of COVID-19. All individuals and customers will be contacted via phone, electronic communication, and/or mail.

Sweet Eats by Shelley will update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been certified by ***Shelley Erickson*** and is readily available to all individuals and customers on 06/29/2020. It will be updated as necessary by ***Shelley Erickson***.

Certified by:

Shelley Erickson

June 29, 2020

Owner

Appendix A – Guidance for Developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

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

Businesses

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

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

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

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and 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

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

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

Respiratory Etiquette

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social Distancing

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

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): 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

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

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

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

Ventilation

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf