

# **Zella Maes by Jennifer - 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.*

**Zella Maes by Jennifer** 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 with while doing business outside of the cottage food facility. To ensure we have a safe and healthy workplace, Zella Maes by Jennifer 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 **Jennifer Carriveau**, 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.

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:

- Sick individuals must not be allowed in the cottage food facility;
- The cottage food facility must close until the exposor/risk is mitigated and facility is properly cleaned and sanitized;
- Social 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 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 within the daily activities of the cottage food business or in the cottage food facility. The cottage food business will follow CDC, MDH, and medical professional's guidelines for testing and quarantining for the required amount of time.

In addition, a policy has been implemented to follow HIPPA 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 prior to delivery. Social distancing practices are addressed throughout this plan.

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)

## **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 measure 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.

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are available in the facility so they can be used for hand hygiene in place of soap and water (when not available), as long as hands are not visibly soiled.

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

EPA: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

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

## **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. In addition, when an electronic payment is not possible, the customer purchasing the products should have the exact payment available for the cottage food producer in order to maintain minimum contact and social distancing. Social distancing must be practiced at all times.

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. The customer will be instructed prior to delivery of all PPE protocols.

- If the delivery is at the customer's home or any designated building, I will not enter the building and the customer must wear a mask 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 on. 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 sanitized will be used prior to getting into my vehicle.

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

**Note: When wearing gloves the following must be practiced:**

- 1. Wash your hands with soap and water for at least 20 seconds before putting gloves on.**
- 2. Gloves are not a substitute for washing your hands.**
- 3. Gloves should be changed any time you are changing tasks.**
- 4. Wash your hands with soap and water for at least 20 seconds after taking your gloves off.**

University of Minnesota Extension link: <https://extension.umn.edu/news/keep-yourself-and-your-customers-safe-during-covid-19>

MNCFPA: [Chttps://mncottagefoodlaw.files.wordpress.com/2020/04/cfps-food-safety-guidelines-during-covid-19.pdf](https://mncottagefoodlaw.files.wordpress.com/2020/04/cfps-food-safety-guidelines-during-covid-19.pdf)

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)

## **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.

Zella Maes by Jennifer will monitor how effective the program has been implemented. All individuals participating in the cottage food business or entering the facility are to take an active role and carrying out the various aspects of this plan. Zella Maes by Jennifer will update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been certified by Jennifer Carriveau and is readily available to all individuals and customers on 06/29/2020. It will be updated as necessary by Jennifer Carriveau.

Certified by:

**Jennifer Carriveau**

**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](http://www.cdc.gov/coronavirus/2019-nCoV)

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

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

### **Respiratory Etiquette**

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 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)

## **Housekeeping**

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/prevent-getting-sick/disinfecting-your-home.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

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>

## **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)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

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

## **Ventilation**

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

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