



COVID-19 Preparedness Plan for Headwaters Music & Arts

Headwaters Music & Arts is committed to providing a safe and healthy environment for all employees. To ensure that, HMA has developed the following plan in response to the COVID-19 pandemic. All employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among all of us. Only through this cooperative effort can we establish and maintain the safety and health of us and Headwaters Music & Arts.

All employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Employees will combine efforts to support enforcing the provisions of this policy.

The staff of Headwaters Music & Arts are our most important asset. We are serious about safety and health and keeping all of us able to work at our building. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We all will be involved in this process by establishing a committee and regularly reporting any changes and developments. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- clear guidelines for social distancing;
- housekeeping – cleaning, disinfection and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to administrative staff, instructors and guest artist instructors;
- 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 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.

Employees will complete a questionnaire and hand it in before each work shift. Also, all are

encouraged to stay home if experiencing symptoms of illness.

Headwaters Music & Arts requires employees to stay 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. Headwaters Music & Arts will also inform employees if they have been exposed to a person with COVID-19 at their workplace and require them to quarantine for the required amount of time.

Handwashing

Basic infection prevention measures have been implemented to be followed at all times. Read and follow these measures: employees 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 meals and after using the bathroom. Hand sanitizer is available in each studio and workstation to be used throughout the day and between lessons and classes. Upon reopening of Headwaters Music & Arts, all visitors will be required to wash their hands immediately upon entering the facility.

Etiquette: Cover your cough or sneeze

Staff and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and visitors.

Social distancing

Social distancing is implemented in the Headwaters building through the following engineering and administrative controls: Employees and visitors are prohibited from gathering in groups and confined areas. Family or friends of students will remain in their cars or outdoors while students receive one-on-one instruction. Instructors of music students will maintain a minimum of 6 feet distance from students during their instruction period, use a plexiglass barrier between the instructor and student, or wear a face mask. Workshops and classes will maintain a minimum of 6 feet distance between participants and between instructor and participants or ensure face masks are used. Staff will not use other workers' personal protective equipment or other personal items such as phones, technical devices, or instruments.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces and areas in the work environment, including restrooms, meeting and teaching spaces, and studios. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. Also, all surfaces most frequently touched are to be disinfected when

opening and closing the building. Most important surfaces are door handles, front desk counters and keyboards, writing implements (pens and pencils), and lobby surfaces. The first staff person on site and the last person to leave are to conduct the final cleaning procedures, including most frequently used surfaces and equipment.

Communications and training

This COVID-19 Preparedness Plan was made available to all HMA employees at the staff meeting on May 18, 2020. Necessary training will be provided during meetings and on an ongoing basis. Staff will monitor how effective the program has been implemented by on-going check-ins and at staff meetings. Updates to the new program will be the responsibility of the HMA executive director, administrative staff, and Board of Directors. This 2020 Preparedness Plan was reviewed by the Headwaters Music & Arts executive board on May 4, 2020 and approved on May 11, 2020 by its Board of Directors. The notice has been posted throughout the workplace on May 18, 2020. It will be updated as necessary.

Certified by:

Tricia Andrews, Executive Director, Headwaters Music & Arts

Appendix A – Guidance for developing a COVID-19 Preparedness Plan General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

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

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

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

Social distancing

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

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

Housekeeping

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

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

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

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

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

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

Training

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

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

www.osha.gov/Publications/OSHA3990.pdf

COVID-19 Preparedness Plan template and instructions

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

A business’s COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement at a minimum the following:

1. infection prevention measures; 2. prompt identification and isolation of sick persons; 3. engineering and administrative controls for social distancing; 4. housekeeping, including cleaning, disinfecting and decontamination; 5. communications and training for managers and workers necessary to implement the plan; and 6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.