

COVID-19 Preparedness Plan for Ambassadors for Business

Ambassadors for Business (AFB) is committed to providing a safe and healthy workplace for all our workers, customers, clients, guests and visitors. To ensure we have a safe and healthy workplace, AFB has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Bob Willbanks and Brenton Carroll, who maintain the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. AFB's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. AFB is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: providing an environment where suggestions and concerns can be submitted to Bob and Brenton via email or Slack.

AFB's 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 Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It 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
- communications and training practices and protocol.

AFB has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for "Faith-Based Communities". Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;

- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and 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. Since we are a work from home organization that also holds public events, our practice will be to continue working from home and when required to attend or staff an AFB event, we will conduct the health screening questionnaire found here: <https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>

AFB has implemented leave policies that promote workers staying 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. Since all of our employees are part time, they have the ability to set their own schedule and can take time off any time they wish. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Any time a worker has household members with underlying health conditions, they should remain at home at not participate in public events.

AFB has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. If a worker is exposed, they should follow the guidelines set forth by CDC and self-quarantine for 14 days.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. If you feel you have been exposed or have tested positive for COVID-19, please report directly to Bob Willbanks, President, AFB.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers, customers, clients, guests and visitors in the workplace through the following engineering and administrative controls: We work from home so there are no additional controls needed for day to day work environments. When we are back to meeting in person in the marketplace, we will follow the recommended guidelines found in the "Faith Based Communities Guidance" from the State of Minnesota.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 shift, prior to any mealtimes and after using the restroom. All visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. At public events we will have signage that recommends masks and encourages frequent hand washings, plus hand sanitizer will be provided at the door. We will not serve food or beverage (other than bottled water) at any of the locations until the requirements for food and beverage service are lifted. Source controls are being implemented at our workplaces at all times. As described above, all events will implement the safety and cleaning guidelines set forth in the Faith Based Guidelines and will have the proper signage and supplies to safely facilitate the event.

Workers, customers, clients, guests and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers, customers, clients, guests and visitors are expected to dispose of tissues in provided trash receptacles 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 workers and other persons entering the workplace. Since we are not in control of our meeting environments, we must rely on the facilities to be in compliance with the guidelines. If they are out of compliance, we will notify them immediately and will seek other locations for meeting if the controls are not modified to comply.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and airconditioning (HVAC) systems. Since we are not in control of our meeting environments, we must rely on the facilities to be in compliance with the guidelines. If they are out of compliance, we will notify them immediately and will seek other locations for meeting if the controls are not modified to comply.

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Since we are not in control of our meeting environments, we must rely on the facilities to be in compliance with the guidelines. If they are out of compliance, we will notify them immediately and will seek other locations for meeting if the controls are not modified to comply.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. Our meeting facilitators have the appropriate supplies to effectively clean and sanitize the tables, chairs and other surfaces at the event locations.

Drop-off, pick-up and delivery practices and protocol

All workers are encouraged to follow the guidelines for accepting deliveries into their home office environment. Packages should be disinfected and allowed to stand for up to two hours before using. Any items we are bringing to the events are to be set in a "staging" area where they will be wiped down (sanitized) before being placed into service. Once the staging area is empty, it will also be sanitized.

Communications and training practices and protocol

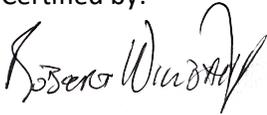
This COVID-19 Preparedness Plan was communicated **via email and Slack** to all workers on **June 30th, 2020**, and necessary training was provided. Additional communication and training will be ongoing by **email and Slack updates along with Zoom meetings (if needed)**. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians, **customers, clients, guests and visitors** about protections and protocols, including: 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 and/or face-shields by workers and customers, clients, guests and visitors].

All workers, customers, clients, guests and visitors] will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. If symptoms are noticed by staff or attendees, the person(s) will be asked to leave the premises by the AFB leader or staff in place at the event. If the subject is non-complaint, escalation will occur to either the facilities management or public safety officials.

Managers and supervisors are expected to monitor how effective the program has been implemented. Via reporting successes and challenges via email and/or Slack to Bob Willbanks and Brenton Carroll. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by AFB management and the plan was posted throughout the workplace and made readily available to employees 6/30/2020. It will be updated as necessary by Bob Willbanks and Brenton Carroll.

Certified by:

A handwritten signature in black ink, appearing to read "Bob Willbanks". The signature is fluid and cursive, with a large initial "B" and "W".

6/29/2020

Bob Willbanks

President

Ambassadors for Business

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

Respiratory etiquette: Cover your cough or sneeze

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