Staff Guide: Muddy's Pandemic Response Plan

last updated: May 6, 2021 by Kat Gordon

The safety of employees, customers, and suppliers is critically important to us. We will continually seek the expertise of health officials and comply with legal requirements and public health recommendations to minimize the risk of the COVID-19 virus in our workplace. We recognize that information about best practices regarding health & safety is evolving, so will regularly monitor changes. We will seek information from reliable sources to do our part in keeping our community safe.

DEFINITIONS

"Direct/Close Contact"
* You were within 6 feet of someone who has COVID-19 for at least 15 min at one time
* You provided care at home to someone who is sick with COVID-19
* You had direct physical contact with the person (touched, hugged, kissed)
* You shared eating or drinking utensils
* They sneezed, coughed, or somehow got respiratory droplets on you

"Close/Direct Contact" timeframe: Health department guidelines require that if the COVID-19 positive person had symptoms, the contact time starts 2 days (48 hours) before the co-worker developed symptoms. If the person did not have symptoms, the contact time starts 2 days (48 hours) before the date the positive COVID-19 test was taken. More information [here](#).

"Fully Vaccinated"
In general, people are considered fully vaccinated:
* 2 weeks after their 2nd dose in a 2-dose series, (Pfizer or Moderna vaccines), or
* 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.

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PREVENTION PRACTICES

Health Screenings
We will follow CDC guidelines for employee health screenings as well as recommendations for visitors to our businesses. Signage for health screens is posted. Employees receive instruction on how to complete the health screen. Managers will inform employees not to report to work when ill.

Training
Managers will ensure that employees have received training or relevant information about all policies and procedures relative to this Plan. The training will include:
* Workplace infection control practices
* The proper use of personal protective equipment such face masks and gloves

  ∗ Steps that employees must take to notify the business that they have symptoms or a confirmed case of COVID-19

  ∗ And any additional information as required by Health Department

Training may also include drills/role plays and position-specific requirements such as cleaning of work spaces, hand washing protocols, social distancing, reporting possible safety concerns, etc.

Other Preventative Practices
See our comprehensive and current guide to expectations & practices. These include masking, distancing, and cleaning practices.

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REPORTING A CONFIRMED CASE OF COVID-19

Business Reporting of Diagnosed COVID-19:   The business will notify employees who may have had contact with the individual diagnosed with COVID-19 within 24 hours. Because the health status of employees must remain confidential, the name of the individual diagnosed with COVID-19 must not be shared. Managers will determine which employees were in "close contact" with the individual diagnosed with COVID-19 and these employees must self-quarantine for 14 days following the last contact.

Employee Reporting: Employees must report COVID-19 related symptoms--as listed in the health screening form--to their manager. If the symptoms are present before reporting to work, the employee should contact the manager by telephone and not report to work. If the employee becomes sick while at work, they should notify a manager. The manager will send the employee home. Sick employees will follow health department requirements for self-quarantine.

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WHAT HAPPENS IF... (plus info on returning to work)

What if I test positive for Covid-19?
Regardless of vaccination status, an employee who tests positive for COVID-19 must quarantine.
- If symptoms, do not return to work for at least 10 days since the symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved.
- If no symptoms, they should not return to work for 10 days past the date the positive COVID-19 test was taken.

If an employee tests positive, management will take appropriate steps to identify if anyone on staff had close contact and inform (see "reporting").

What if I have Close/Direct Contact with a Confirmed Case?
If an employee has direct contact with someone who is covid positive (see "close/direct contact", above)
- If the employee is fully vaccinated:
  Monitor for symptoms for 14 days. If symptoms develop, employee should test and quarantine as recommended by the CDC. If no symptoms develop, no need to test or quarantine.

- If the employee is NOT fully vaccinated:
  Employee must quarantine, following CDC's recommendations for time in quarantine [here](). The length of the quarantine depends on whether close contact with that person will continue, or if it was a one-time event.

What if I have Close/Direct Contact with a *Suspected* Case?
If an employee suspects they have been in close contact with an *unconfirmed* case of COVID-19, the employee should self-monitor for symptoms and seek COVID-19 testing, if available.
If the employee develops symptoms, they should get tested before returning to work, regardless of vaccination status.

What if I am Experiencing Mild Symptoms?
An employee with mild symptoms who also tests negative for COVID-19 may return to work when symptoms improve.

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REPORTING SAFETY VIOLATIONS
We will ensure that all employees know how to report a possible safety violation and how to share ideas and recommendations for increased safety procedures.

SAFE FROM RETALIATION
Managers will not discharge, discipline or otherwise retaliate against an employee who stays at home or who leaves work when that employee is at risk of infecting others with COVID-19.

This document was developed using the most current CDC information and best practices available at the time of publication. Muddy's Bake Shop is not a healthcare expert; if in doubt, the most current CDC advice will govern our practices.