



COVID-19 Preparedness Plan for Wildflower Chocolate

Wildflower Chocolate is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

Managers, workers, and customers 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, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces. Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Wildflower Chocolate employees have our full support in enforcing the provisions of this policy. Our employees are our most important assets.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery;
- protections and controls for in-store shopping;
- communications and instructions for customers.

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.

Wildflower Chocolate will continue to log illness and injury, and any symptoms on our monthly wellness log filed in the kitchen. This is reviewed and updated on a month by month basis. Wildflower Chocolate workers with a fever or cough will not be allowed to enter the kitchen and work space until their symptoms have resolved.

Wildflower Chocolate employs only part-time seasonal workers and does not have a sick leave policy. If hours are missed due to illness they are not paid time off. This information is available to employees upon hire in the employment agreement.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times as per our commercial kitchen licensure and safe food handling training and requirements.

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 toilet.

Guests are not allowed to enter the kitchen.

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.

Respiratory etiquette: Cover your cough or sneeze

Workers, customers 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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls:

1. No more than 3 people working in the kitchen at a time
2. Kitchen is blocked during customer-facing hours
3. Shopping is available outside as well as indoor, no more than one "household or party" is allowed inside at a time. The space is small enough that no more than one group will fit in at a time and shopping is done in a confined space.
4. Mask must be worn by workers during customer-facing interactions.
5. Shared items (pens, cash register, door handles) will be used only with clean hands, and fixed items like door handles will be sanitized with bleach spray at the end of each shift.
6. Masks are provided to employees and they may bring their own.

7. Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, and drop off and pickup locations.
8. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, credit card readers, delivery equipment, etc.
9. Workers will refer to the daily cleaning check list to maintain a daily cleaning schedule and initial tasks completed.
10. Appropriate and effective cleaning and disinfectant 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 (bleach, alcohol, dishsoap, sanitizer, water)
11. Fresh air is being brought into the work place through screened open windows, outdoor shopping and utilization of outdoor space. Ventilation indoors assists in circulating air throughout the kitchen, retail area, and restroom.
12. Communications and training This COVID-19 Preparedness Plan was communicated on May 14th 2020 via in-person kitchen meeting and necessary training was provided. Additional communication and training will be ongoing during daily cleaning check list and on-shift interactions.
13. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and in-store shopping will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or in-store shopping. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. This information will be posted in our preparedness plan available at www.wildflowerchocolate.com and printed and posted in the retail space.
14. Managers and supervisors are to monitor how effective the program has been implemented by observing traffic flow in the retail space. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Kate Stumvoll, Owner, and was posted throughout the workplace May 15th 2020. It will be updated as necessary.

Certified by Kate Stumvoll, Wildflower Chocolate Owner May 15th 2020
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