



## COVID-19 Preparedness Plan

**Updated: 05/18/20**

Innovative Office Solutions is committed to providing a safe and healthy workplace for our employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Our goal is to mitigate the potential for transmission of the COVID-19 virus in our workplaces, and by extension, to those we come in contact with. Meeting this goal requires full cooperation among all employees. Everyone representing Innovative is responsible for doing their part in implementing and complying with all aspects of this plan and Innovative managers have our full support in enforcing the provisions contained within the plan. Only through this cooperative effort can we establish and maintain the safety and health of our employees, customers and the public.

The employees at Innovative are our most important asset and we're serious about providing a safe environment to keep them working through this pandemic. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by soliciting questions and concerns to ensure that we're taking every reasonable effort to provide a workplace they can feel comfortable working in. Our Plan follows CDC and Minnesota Department of Health Guidelines, as well as federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette
- Engineering and administrative controls for social distancing
- Housekeeping – cleaning, disinfecting and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided to managers and workers
- Management and supervision necessary to ensure effective implementation of the Plan

This is a living document and will be updated as the COVID-19 pandemic evolves and as we consider recommendations from state and federal authorities.

### **Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19**

The signs and symptoms of COVID-19 may appear 2-14 days after exposure to the virus. All employees are instructed to self-monitor for the following symptoms:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever 99.5F or above, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.



The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace, and for employees to report when they are sick or experiencing symptoms.

- All persons entering an Innovative facility must perform a temperature check upon entry. Each Innovative facility will have one single point of entry where temperature checks will be administered; all other entry points will be locked.
- Any employees reporting for work duties at a location other than an Innovative workplace (i.e. customer or supplier location) must self-temperature check prior to reporting for work.
- Employees who appear to have symptoms upon arrival at work or who exhibit symptoms during the workday should immediately be separated from other employees, customers, and visitors and directed to leave work and seek medical advice from their primary care physician. Employees who don't feel well, even without the symptoms listed above, are encouraged to consider working from home during this period.
- An employee who exhibits symptoms must immediately notify their direct supervisor. The supervisor should immediately notify Stephanie Robinson, Director of Human Resources, 952-698-9262.
- Employees who exhibit symptoms are required to remain home until at least 3 days (72 hours) have passed since the resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms (i.e. cough, shortness of breath), and at least 7 days have passed since symptoms first appeared.
- Human Resources will work with the manager of the affected employee to perform a review of the employees 14 days leading up to being isolated from the workplace. This review will include who the affected employee had close contact with (defined as within 6 feet for at least 10 minutes), which areas or workplaces the employee had visited, and which equipment the employee had come in contact with.
- Employees and customers who have come in close-contact (defined as within 6 feet for at least 10 minutes) with an employee who tests positive for COVID-19 within the 14-days prior to the start of symptoms will be notified and advised to isolate at home for 14 days and self-monitor for symptoms.

Innovative has implemented a plan that accommodates at-home work for all employees whose duties can effectively be performed remotely. This plan will continue to be utilized throughout the pandemic as needed to keep employees safe in accordance with recommendations from state and federal government. This capability will be further utilized when an employee is sick but able to work, when household members are sick, or when required by a healthcare provider to isolate or quarantine.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information. As such, during the notification of persons who may have had close contact with an affected employee, the employee's identity and health status will not be disclosed.

### **Hand Washing**

Basic infection prevention measures are being practiced at our workplaces at all times. 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 shift, prior to any mealtimes, and after using the toilet. Employees should avoid touching their face.



All visitors to the Innovative facilities will be required to sanitize their hands immediately upon entering the facility using the provided hand sanitizer stations. Innovative will provide hand sanitizer stations throughout our facilities, as well as equip all customer-facing employees with individual hand sanitizer for use before entering customer facilities.

### **Respiratory Etiquette: Cover your Cough or Sneeze**

All employees 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 faces, 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 afterwards. Respiratory etiquette will be demonstrated on signage and internal employee communications and supported by making tissues and touch-free trash receptacles available to all employees and visitors.

### **Housekeeping**

Regular daily housekeeping practices are being continued, with additional and frequent cleaning and disinfecting of high touch areas, including door handles, railings, copy machines, countertops, etc..

Employees are required to wipe down their workstations, phones, keyboards daily with provided disinfecting products. Any common areas should be wiped down after each use with the provided disinfecting products. Restrooms are equipped with touchless towel & soap dispensers and door openers.

If a worker is diagnosed with COVID-19, a deep clean of their work area will immediately be performed, in addition to any common areas that the employee accessed.

### **Social Distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls. Employees should:

- Utilize approved tele-working capabilities as deemed necessary by Innovative leadership and in accordance with the execution of the Innovative return-to-work strategy.
- Avoid using other employees' personal protective equipment, phones, office accessories (i.e. pens), workstations, offices, or other work tools and equipment.
- Avoid using "free address" workstations until further notice. All employees should be assigned a workspace that isn't shared by any other employee.
- Avoid people who are sick with respiratory symptoms (fever, cough, or shortness of breath).
- Practice social distancing always by deliberately increasing the physical space between you and other people to at least six feet wherever possible. Workspaces will be configured to utilize screens or appropriate separation where needed.
- Remove any shared items such as candy bowls, magazines, and avoid the sharing of food or other items.
- Record visitors to any location without physical sign-in and while maintaining 6 feet of social distance.



- Request IT support via helpdesk email/phone. No walk-up IT support will be available. Support will be provided remotely where possible.
- Gathering areas such as lounge seating, meeting rooms, high-top areas, breakroom will have social distancing measures in place and indicated via signage.
- Utilize remote meeting technologies in place of location meeting spaces, even if participants are in the same facility.
- No-contact deliveries should be performed for all deliveries where possible, maintaining six feet of distance from others.
- Proof of delivery signature capture is suspended. Deliveries should be recorded and signed as COVID-19.
- While operating outside of an Innovative facility, employees should wear their provided face mask while having close contact with customers and the public during the course of their work duties.
- Non-essential business travel must be approved by your direct supervisor.

Innovative will execute a phased return-to-work strategy to bring employees back from home offices to their regular workplace facilities. This strategy will take various factors into account with a goal of supporting appropriate safety practices and following state and federal recommendations. In addition to managing a reduced presence in all Innovative facilities, measures are being taken to spread employees out throughout the office, install appropriate barriers where distance isn't possible and avoid congregating in meeting spaces.

### Communication and Training

This plan is being communicated to all employees through incremental crisis response communications throughout the early stages of the COVID-19 pandemic, and in total through this document on 4/24/20 via email. Additional communication and training will be ongoing through our Employee Coronavirus Information Center, Email, Manager Meetings and All-Company Townhall events.

Managers and supervisors are to monitor how effectively the program has been implemented, provide feedback to the Leadership Team, and participate in updates of the plan and training as necessary.

To acknowledge receipt and understanding of this plan, employees will be required to sign a current copy of this document upon their return to their workplace.

Certified by:  Jennifer Smith, CEO

### Acknowledgement

I acknowledge I have received a copy of the COVID-19 Preparedness plan. I will read and follow all policies and procedures contained within the plan.

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_