

## COVID-19 Preparedness Plan for Home Brewed Education Services, LLC

Home Brewed Education Services, LLC (HBES) is committed to providing a safe and healthy workplace for all our workers and clients. To ensure we have a safe and healthy workplace, HBES 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 Ashley Ashcraft, who maintains 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. HBES's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. HBES is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by:

- Listening to the needs of our employees
- Offering sick leave to those who are experiencing documented COVID-19 symptoms
- Maintaining social distancing protocols
- Offering digital learning opportunities to protect the health and safety of our most vulnerable employees

Home Brewed Education Services, LLC's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), 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, including face coverings;
- 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.

HBES 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 of Schools and Child Care. 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, visitors;
- additional protections and protocols for face coverings and personal protective equipment;
- 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;

### 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. Employees are required to have a temperature check upon arriving at work. If an employee has a fever of 100.4 degrees Fahrenheit or exhibits any signs of illness related to COVID-19, they will be asked to leave. Workers are encouraged to contact the manager as soon as symptoms of illness arise. If a worker should begin to feel signs of illness while at work, he/she/they must isolate themselves to a designated area until they are able to leave the facility.

Home Brewed Education Services, LLC 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

HBES 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. Workers who have been exposed to a person who has tested positive for COVID-19 at the workplace will be required to follow all procedures set forth by their health care provider. This worker will not be allowed admittance into the workplace without being quarantined for the minimum amount of time as indicated by their health care professional. Written documentation of these quarantine guidelines must be provided to HBES by the worker without any further medical information needing to be disclosed without consent of the individual.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Health professionals are not required to disclose any personal health status or information to HBES or its affiliates. Written permission to return to work, with or without accommodations required, is the only requirement needed to be signed by the worker's health care professional to admit the worker to return to his/her/their regular duties.

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

Social distancing of at least six feet will be implemented and maintained between workers and clients in the workplace through the following engineering and administrative controls: Shifts will be short in nature and numbers will be reduced to the minimum required by law in accordance with the Minnesota guidelines for child care centers and teacher:student ratios. Occupancy of the building in which business will be conducted will be limited according to the size of the venue. Occupancy includes the amount of students and workers in the building or room at any given time. Drop offs will occur outside the designated room space to ensure the occupancy of the room is limited and safety of our students and staff is maintained. Pick up procedures will include a staff member escorting students to their vehicles at the end of the sessions, where applicable. Students will be instructed of all safety protocols prior to this process. Workstations will allow for a minimum of 6 square feet between students. Personal belongings will be restricted to each personal workstation and cleaned up upon the conclusion of the work day. If spacing cannot be consistently maintained, face coverings will be required by all parties and each will have his/her/their personal supplies at the ready. Frequent sanitization and/or washing of hands with soap will be required before and after interacting with a different person in closer proximity than six feet. Each person will be required to bring or will be provided their own face coverings and basic supplies. These supplies will be maintained in individual storage containers labeled with the individual's name. Sharing of supplies will be extremely limited and each item that is shared will be sanitized after every use. Tables and chairs will be sanitized with a cleaner that has a minimum of 60% alcohol before and after every use.

### **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 [customers, clients, patrons, guests and 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. Restrooms will be made available for clients and students. A hand sanitation station will be set up upon arrival and every person will be required to either wash hands with soap and warm water for a minimum of 20 seconds or use hand sanitizer provided prior to interacting with any individuals, equipment, or supplies. Source controls are being implemented at our workplaces at all times. Face coverings (or other PPEs)

will be required upon entrance to the facility, when interacting with anyone closer than the required minimum of six feet, and when using the restrooms or traveling throughout the facility. PPEs are encouraged, but not required, while persons are within their designated 6x6 work space.

Workers, clients, and students 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, clients, and students 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.

### [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 air conditioning (HVAC) systems. 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. For more information on the building's HVAC systems, please contact the manager of the venue/facility.

### [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. Each individual workplace will include a table and a chair, provided by the facility. These items will be cleaned and sanitized before and after every use. Disposable sanitation wipes, hand sanitizers, and surface sanitizers will all be used to clean surfaces and materials. All supplies will be sanitized after every use. Individuals who will be attending multiple days will be given a storage container, labeled with first and last name, to store supplies. Such supplies will be transported by HBES and distributed by a staff member to individual students to use. If a person in the workplace is symptomatic or diagnosed with COVID-19, disposable supplies will be discarded and replaced and items used by the individual will be sanitized and not available for use for a minimum of two weeks.

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.

Non porous surfaces will be cleaned with a detergent or soap and water prior to disinfection. Electronics (including, but not limited to: tablets, touch screens, mobile devices, laptops, remote controls, printers, etc.) will have all visible contamination or dirt removed using an appropriate cleansing cloth. Manufacturer guidelines will be followed for disinfecting, according to the instructions of the individual product. Where applicable, alcohol-based cleaners containing a minimum of 70% alcohol will be used frequently on electronic surfaces.

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

Drop-offs of students will not require a parent or guardian after the first day. Upon entering the facility, all persons will be required to don a PPE or face covering and either wash or sanitize hands. Upon picking up, a staff member will escort students outside. Parents or guardians may drive to the front of the building, remain in your vehicle, and your child will come to you. Children are not allowed to enter the parking lot without a parent or guardian present. If a student is being picked up by an alternate adult, written or verbal communication to an HBES staff member is required. Personal ID may be required under such circumstances. HBES will not release any student to an adult he/she/they do not recognize or where required by law to withhold. (Please inform HBES of any court-ordered circumstances upon registration.) Law enforcement may be contacted under these circumstances.

### Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated in a PDF, paper, and/or emailed to all workers upon interview, and necessary training was provided. Additional communication and training will be ongoing by informing workers of any new or additional changes as set forth by the federal or state government. 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 as well as to clients 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) requirements regarding the use of face-coverings and/or face-shields by workers, clients, and students. All workers, clients, and students will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. All workers and students may be subject to temperature checks upon arrival.

Managers and supervisors are expected to monitor how effective the program has been implemented. Data regarding occupancy and number of individual workers and students in total and who have had symptoms and/or diagnosed with COVID-19 will be made available upon request. Individual names or identifying information will not be disclosed under the HIPAA laws and educator confidentiality agreement. Any deficiencies will be addressed and altered to

ensure safety of all persons associated with HBES. 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 Home Brewed Education Services, LLC management and the plan was posted throughout the workplace and made readily available to employees on July 24, 2020. It will be updated as necessary by Ashley Ashcraft.

### Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include:

- additional protections and protocols for face coverings and personal protective equipment (PPE); should the need for distancing need to be less than 6 feet, those who are interacting will all be required to wear protective face coverings
- 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 protections for receiving or exchanging payment; payments must be made for exact amount only in the form of check, money order, or digital format

Certified by:

July 24, 2020

CEO of Home Brewed Education Services, LLC