

# **COVID-19 Preparedness Plan for Teamsters General Local No. 346**

Teamsters General Local No. 346 is committed to providing a safe and healthy environment for all our employees, members of Local 346 and visitors. To ensure we have a safe and healthy facility, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Employees, members, and visitors are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our building and communities, and that requires full cooperation amongst our employees, members, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of the users in our facility.

Employee, members, and visitors are all responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan.

The people that Local 346 serves are our most important assets. We have involved the users of our facility in developing and implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Center 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;
- communication and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## **Screening and policies for employees, members and visitors exhibiting signs and symptoms of COVID-19**

Employees, members, and visitors are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess health status prior to entering the facility and for users to report when they are sick or experiencing symptoms.

- If you are an employee and are sick or experiencing symptoms while at home, you should call the Office at 218-628-1034 and tell them that you will be unable to work.
- If you are a member of Local 346 scheduled to visit the Union Hall and are sick or experiencing symptoms you should call the Office at 218-628-1034 and notify them you cannot attend.
- If you are an employee, member visitor and you begin to experience symptoms or feel sick while at the Union Hall you should notify an employee immediately, separate yourself from all others, and wear a mask until you leave the facility.
- Until you can be sent home you should isolate in any available room that is not being used.

Teamsters General Local No. 346 has implemented a policy to promote employees staying at home when they are sick or when their household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

If Local 346 learns that an employee may have been exposed to a person with COVID-19, we will immediately notify you and require that you self-quarantine for a 14-day period. If you notify Local 346 that you have tested positive for COVID-19, the Union will notify employees and others with whom you were in contact with over the past 14 days that a person has tested positive and that they should take appropriate cautionary measures. The Union may ask whether you are willing to disclose symptoms or a positive diagnosis to others or whether you are comfortable with the Union doing so.

If you test positive the Union will ask you to provide a list of individuals (fellow employees, members, and others) with whom you came in contact with in the last 14 days in connection with your employment. Local 346 may disclose this information to others.

## **Masks while in the facility**

Local 346 strongly recommends that all employees, members, and visitors wear masks when:

- They are indoors in hallways, public spaces, and common areas. Masks are not required while eating, but you should social distance of at least six feet from others while eating
- They are working in office settings or meeting rooms where physical distancing cannot always be maintained
- They are outdoors, but in crowded situations
- Employees should wear a mask while in common areas and meeting rooms but are not required to wear a mask while in their office or areas that are not a common area.

## **Handwashing**

Basic infection prevention measures are being implemented at our facility at all times. You are instructed to wash your hands for at least 20 seconds with soap and water frequently throughout the day, but especially prior to any mealtimes and after using the toilet. All employees, members and visitors to the facility will be 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 facility 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**

Employees, members, and visitors are 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. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all.

## **Social distancing**

Social distancing of six feet will be implemented and maintained between employees, members and visitors in the facility through the following engineering and administrative controls:

- In meeting rooms, the largest possible room will be used, and the members, employees and visitors will be spaced as far apart as possible.
- Employees, members and visitors are prohibited from gathering in groups in common areas. When using the meeting rooms, you should at all times maintain social distancing of six feet or more.

## **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces and office equipment, and areas in the facility, including break rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, and copy machines. High touch common areas will be cleaned twice per day.

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. The maximum amount of fresh air is being brought into the facility, 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.

## **Communications and training**

This COVID-19 Preparedness Plan was communicated to all employees immediately after adoption and posted in the facility for members and visitors. Additional communication and training will be ongoing, and reminders will be provided to all who did not receive the initial training. Instructions will be communicated to employees, members, and visitors about: how to ensure social distancing; required hygiene practices, and recommendations to use face masks. Employees, members, and visitors will

also be advised not to enter the facility if they are experiencing symptoms or have contracted COVID-19. Notices will be placed at the entrance alerting visitors of their obligations. The Secretary/Treasurer will monitor how effective this program has been implemented and update the program and training, as necessary. This COVID-19 Preparedness Plan was posted throughout the facility on 15<sup>th</sup> day and will be updated, as necessary.

Certified by:



**Roderick Alstead**  
**Secretary/Treasurer**



**Date**