



## Braham Event Center/Kathy's Kitchen COVID-19 Preparedness Plan

**Braham Event Center (BEC) and Kathy's Kitchen (KK)** is committed to providing a safe and healthy environment for all our staff, volunteers, renters and guests. To ensure we have a safe and healthy environment, we have developed the following COVID-19 Preparedness Plan. Board members, staff, volunteers, and kitchen managers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at BEC/KK, and our communities, which requires full cooperation among our staff, volunteers, board members, renters, guests, vendors, and kitchen managers. Only through this cooperative effort can we establish and maintain the safety and health of everyone involved.

Board members, staff, volunteers, and kitchen managers are responsible for implementing and complying with all aspects of BEC/KK COVID-19 Preparedness Plan. The Board of Directors has our full support in enforcing the provisions of this policy.

Our staff and volunteers are our most important assets. We are serious about safety and health and keeping our staff and volunteers working at BEC. Staff and volunteer involvement are essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our board of directors, staff and volunteers, and kitchen managers in this process by sharing our COVID -19 Preparedness Plan and supporting documentation with our staff and volunteers through email, in person meetings and with printed posters on the premises. Staff and volunteer feedback are welcomed at all times. Our COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC), 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.

BEC/KK has reviewed and incorporated the industry guidance applicable to our business provided by the State of Minnesota for the development of this plan, including following the "Industry Guidance for Safely Reopening: Restaurants and Bars" and "Guidance for Providing Food and Beverages for On-Site Consumption at Indoor and Outdoor Gatherings".

This document addresses:

- Management and supervision necessary to ensure effective implementation of the plan.
- Protocol and protections for renters, guests, staff and volunteers;
- Prompt identification and isolation of sick persons, ensuring sick staff and volunteers stay home;
- Protocols for sanitation, hygiene, respiratory etiquette and handwashing;
- Engineering and administrative controls for social distancing and barriers;
- Protocol for personal protective equipment (PPE);
- Drop off, pick-up and delivery practices and protocols;
- Protocols for managing occupancy;
- Cleaning, disinfecting, decontamination, and ventilation; and
- Communications and training that will be provided to staff and volunteers



## Screening and Policies for staff, volunteers and guests

Staff and volunteers 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 staff and volunteers' health status prior to entering BEC/KK and for staff and volunteers to report when they are sick or experiencing symptoms:

- **Posters have been posted throughout BEC/KK identifying the symptoms of Coronavirus COVID-19 (Attachment 1).**
- **BEC/KK requires staff and volunteers to stay 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.**
- **Posters reminding staff, volunteers, renters and guests who are experiencing COVID-19 symptoms to not enter BEC/KK will be posted at each point of entry (Attachment 2).**
- **Staff, Volunteers and Guests should consider not attending any event at BEC/KK if they are considered "high risk".**
- **Staff and volunteers who may have been in close contact with a household member with COVID-19 should not be at BEC/KK until their 14-day quarantine period is finished.**
- **Staff or volunteers who experience COVID-19 symptoms should stay at home and not report to work for at least 10 days, and for 3 days with no fever (without fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath), whichever is longer (Per MDH "COVID-19 and When to Return to Work" document).**
- **Prior to starting each shift, staff and volunteers will be required to complete a COVID-19 health screening using the MDH's "Visitor and Employee Health Screening Checklist" (Attachment 2a).**
- **Staff and volunteers with symptoms of COVID-19 will be sent home immediately.**
- **BEC/KK requires staff members or volunteers to report if they begin experiencing symptoms of COVID-19 while volunteering or if they develop symptoms while at home after volunteering. If a staff member or volunteer is experiencing symptoms, they are asked to notify Kelly Nelson @ 763-234-1553.**
- **BEC/KK has also implemented a policy for informing volunteers if they have been exposed to a person with COVID-19 at BEC/KK and will require them to quarantine for 14 days.**
- **In addition, a policy has been implemented to protect the privacy of staff and volunteer's health status and health information. BEC/KK will not share personal health information with other volunteers, staff, renters or guests.**
- **BEC/KK requires renters to be prepared to provide a guest list should there be a need to report a COVID-19 case to those in attendance.**

## Handwashing

Basic infection prevention measures are being implemented at BEC/KK at all times. **Staff and volunteers** 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 renters, guests and vendors will be required to wash or sanitize their hands prior to or immediately upon entering the facility.**



- Hand-sanitizer dispensers will be at entrances and other locations at BEC/KK so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
- BEC has soap in all bathrooms and kitchen for use by staff, volunteers, renters and guests. BEC staff and custodians will check that soap and disinfectant are fully stocked.
- A hand sanitizer station will be located in close proximity to the food serving line.

**BEC/KK's Kitchen Staff and Volunteers (cooks, line cooks, prep cooks, dishwashers)**

- Hands must be washed any time the hands touch a contaminated surface, or the volunteer changes from one job to another, and at least one time per hour.
- When working with ready to eat foods, hands must be washed and dried and then gloves donned. Bare hands can never touch ready to eat foods.
- Hand sanitizer may be used if unable to wash hands, however, washing hands is still the preferred method if that is possible.

**BEC/KK's Food Serving Staff and Volunteers**

- Hands must be washed prior to donning gloves in preparation for serving. Once gloves are applied, gloves should be worn carefully to avoid touching any contaminated surfaces. If any contaminated surfaces are touched, gloves should be changed.

### **Respiratory etiquette: Cover your cough or sneeze**

**Staff, volunteers, renters, and guests** 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. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff, volunteers, renters and guests. **CDC posters (Attachment 3) will be displayed in each bathroom, the kitchen, and meeting rooms to demonstrate how to "Stop the Spread of Germs".**

- Under Executive Order 20-81, guests are required to wear masks, especially when not eating, unless not recommended for health or physical ability reasons. Cloth face masks are NOT a substitute for maintaining social distancing of six feet from other people.
- If stricter mask guidelines are mandated by State or Federal, those mandates will be followed.

### **Social Distancing**

Social distancing of six feet will be implemented and maintained between **staff, volunteers, renters and guests** through the following engineering and administrative controls:

- Staff and volunteers that are able to work remotely will continue to do so when possible.
- Posters reminding staff, volunteers, renters and guests about social distancing guidelines will be posted throughout the center and at each point of entry. (Attachment 4)
- Staff and volunteers will be instructed to maintain six feet distance between other staff, volunteers, renters and guests.
- During a scheduled event, signage will be placed to provide staff, volunteers and guests with appropriate distancing for lines to enter and exit rooms and at the buffet.



- Tables and chairs will be set in accordance with social distancing guidelines to ensure guests are six feet apart during presentations and gatherings.
- Table service will be limited to four persons or six persons if part of one household unit.
- Hallways, entry and exit ways will be labeled to direct traffic flow to minimize interactions between staff, volunteers and guests.
- We will provide an area for all staff and volunteers to take breaks that will allow for social distancing. Staggering breaks will be encouraged. Collective gatherings of staff and volunteers will be limited to 10 people or less and must maintain six feet of social distancing.
- Schedules will be created so to work in separate teams, when practical, in order to decrease exposure opportunities.
- Water fountains will be temporarily blocked for staff, volunteers, renters and guests.
- Prior to a scheduled event, BEC will share with the renter a health screening form (Attachment 2a) and will encourage the renters to communicate to their guests to stay home if they have had exposure to COVID-19 or are showing symptoms.
- Gloves and masks will be provided and required for staff and volunteers for their entire shift at BEC/KK.
- Personal protective equipment, phones, pens, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment will not be shared and, if used by more than one person, will be cleaned and disinfected between users.
- Staff, volunteers, renters and guests are prohibited from gathering in groups in common areas and confined areas unless approved social distancing measures can be maintained.
- KK will remove high-touch self-service containers and items requiring frequent hand contact from use, i.e. condiments such as ketchup bottles, salt and pepper shakers, straws, napkin holders.
- KK will provide silverware wrapped.
- KK will use a fresh glass or cup for every refill.
- KK will not offer self-service for foods or beverages, until further notice.
- BEC/KK will follow the State of Minnesota's current occupancy guideline from "Industry Guidance for Safely Reopening: Restaurants and Bars" and "Guidance for Providing Food and Beverages for On-Site Consumption at Indoor and Outdoor Gatherings", and more recently "COVID-19 Preparedness Plan Guidance: Requirements for Indoor Seated Venues", "Gathering Requirements for Celebrations and Significant Life Events", and "COVID-19 Preparedness Plan Guidance: Requirements for Restaurants and Bar". Under the most recent guidance, the following occupancy maximums apply for these situations:
  - If holding a wedding ceremony or funeral, 50% capacity up to a maximum of 250.
  - If holding a reception or significant life event without food, 25% occupancy (140 people)
  - If holding a reception or significant life event with food, maximum of two households and 10 people.
- BEC/KK will work with renters on logistics to stay within the maximum occupancy based on the guidelines.
- Bands are allowed, but members must maintain social distancing of six feet apart even during performance.
- Dancing is strongly discouraged, and at this time the BEC will not allow it under the current guidance.
- Staff, volunteers, renters and guests with questions and concerns can contact Kelly Nelson @763-234-1553.



### **KK's Kitchen Staff and Volunteers (cooks, line cooks, prep cooks, dishwashers)**

- Practice social distancing during food preparation and clean up, maintaining six feet of physical distancing.
- Work areas will be assigned for each shift to minimize interactions between staff.
- Limited kitchen staff and volunteers will be assigned during each shift, and only those staff and volunteers will be allowed in the kitchen.
- Provide staggered shifts or additional shifts to reduce the number of staff and volunteers in the kitchen at one time.
- Encourage the use of enhanced communication to announce one's movement in the kitchen to avoid accidentally entering another staff and volunteers' space and avoid congregating together.
- Address questions and concerns to the designated kitchen manager on duty.

### **KK's Food Serving Staff and Volunteers**

- Practice social distancing before, during and after food serving.
- The serving area will be set to allow a six-foot social distance between servers.
- Plexiglass protection will be installed to minimize risk of exposure between servers and guests.
- Address any questions and concerns to the designated food serving coordinator.

### **KK's Table Clearing Staff and Volunteers**

- When clearing tables, staff and volunteers should stand to the side or behind the guests and practice social distancing as much as possible.
- If logistically possible, staff and volunteers will not clear tables until all guests have finished at the table so staff and volunteers can remove all dishes at one time.
- Return all dishes to the kitchen hallway, where dishes will be scraped and then moved to the kitchen for washing. The dish scraping station will be staffed by a maximum of three staff and volunteers to include social distancing of least six feet apart.

### **KK's Renters**

- If renters bring in snacks, we require they are provided in single use packaging.
- If renters are providing desserts, a BEC volunteer will plate the dessert behind a plexiglass area and put out onto a table one at a time for guests to pick up using physical distancing.

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

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, areas in the work environment, including restrooms, meeting rooms, and high traffic areas. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as light switches, phones, keyboards, touch screens, controls, door handles, railings, copy machines, credit card readers, delivery equipment, etc.

- BEC custodian will clean and disinfect after events using a CDC-approved solution.
- BEC custodian will wear a mask and protective gloves during cleaning.
- Should a staff member, volunteer, renter or guest report any symptom consistent with COVID-19 or have a confirmed COVID-19 diagnosis, the custodian will disinfect all affected areas. If possible, the custodian will wait at least 24 hours before cleaning and disinfecting.
- Tables and chairs will be disinfecting after every event.



- **Renters and guests decorating before an event will be encouraged to wear a mask and gloves to maintain sanitation protocol for their event.**
- **KK will clean and disinfect food contact surfaces according to Minnesota Food Code. We will use an EPA approved product for disinfecting kitchen and serving areas.**
- **KK will establish a documented cleaning schedule and checklist, identifying surfaces and equipment to be sanitized, disinfected, the agent to be used, and the frequency of which these cleaning processes occur.**
- **KK will assign one volunteer to clean and disinfect kitchen surfaces throughout the preparation and clean-up of an event.**

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 BEC/KK, 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.

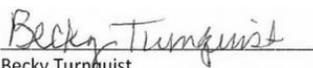
### **Communications and training**

This COVID-19 Preparedness Plan was communicated by **email and verbally** to all staff and volunteers on **January 14, 2021**, and necessary training was provided. Additional communication and training will be ongoing **and provided in person to all staff and volunteers** who did not receive the initial training prior to their first shift at the center. Instructions will be communicated to renters and guests about how all activities will be conducted to ensure social distancing between the staff, volunteers, renters and guests, required hygiene practices, **and the mandate of using face masks during events.**

We will communicate to independent contractors, subcontractors, vendors, outside caterers, food delivery personnel, and outside technicians that may be providing service to BEC/KK, requirements, protections and protocols, to include social distancing, handwashing, respiratory etiquette, and the need to wear masks. They will be required to not enter BEC/KK if they have COVID-19, are experiencing symptoms of COVID-19 or have been in contact with someone testing positive or assumed to have COVID-19. This document will be provided to them prior to service being provided. BEC/KK will receive deliveries via a contactless method, i.e. delivery at a doorway maintaining social distancing of at least six feet while verifying receipt of the delivery.

Renters and guests will also be advised not to enter BEC/KK if they are experiencing symptoms, have been exposed to someone suspected or diagnosed with COVID-19 or have contracted COVID-19. The Board of Directors are to monitor how effective the program has been implemented by periodic check-ins between staff and volunteers. Staff and volunteers are to work through this new program together and update the training as necessary.

This COVID-19 Preparedness Plan has been certified by the President and Treasurer of the Tusen Tack Board of Directors and was posted throughout BEC/KK on **January 14, 2021**. This Plan will be updated as necessary.

  
Becky Turnquist  
President, Tusen Tack Board of Directors

  
Darryl Kukowski  
Treasurer, Tusen Tack Board of Directors