

# COVID-19 Playbook












A Step-By-Step Preparedness Plan Designed to Assist Childcare, Schools and Places of Worship



**NORTHERN<sup>®</sup>**  
**TOOL + EQUIPMENT**

# COVID-19 PLAYBOOK

A step-by-step preparedness plan designed to assist childcare, schools and places of worship in responding to the COVID-19 pandemic

	Space	Surface	Frequency	Equipment Needed
	Classrooms	Floors, desks, knobs/switches, chairs, trash/recycling receptacles and toys	Upon opening, every 2-4 hours and at the end of the day OR between classes switching whichever is more frequent	<a href="#"><u>Electrostatic Sprayers</u></a>
	Kitchens and Cafeterias	Drinking fountains, vending machines and ATM machines, trash cans, tables, trays, chairs and floors	Upon opening, every 2-4 hours while open and after closing	<a href="#"><u>Electrostatic Sprayers</u></a>
	Restrooms	Sinks, toilets/urinals, floors, walls, trash cans, hand dryers, knobs/switches, showers and floors	Upon opening, every 2-4 hours while open and after closing	<a href="#"><u>Disinfecting Sprayers</u></a>
	Offices	Floors, countertops, tables, chairs, phones, lights/switches, equipment and trash/recycling receptacles	Upon opening, once mid-day and after closing	<a href="#"><u>Electrostatic Sprayers</u></a>
	Teachers' Lounges and Breakrooms	Appliances, tables, chairs, switches/knobs, vending machines and sinks	Upon opening, once mid-day and after closing	<a href="#"><u>Ultra-Fine Mist Disinfecting Sprayer</u></a>
	Gyms	Floors, benches, bleachers, handrails, switches/knobs, vending machines and sports equipment	Upon opening, between student uses and upon closing	<a href="#"><u>Electric Foggers</u></a>
	Playgrounds	Hand rails, ladders, structures, balls and toys	Upon opening, between student uses and upon closing	<a href="#"><u>Gas-Powered Foggers</u></a> + <a href="#"><u>Disinfecting Skid Sprayer</u></a>
	Nurses' Offices	Seating, floors, walls and medical equipment	Between students	<a href="#"><u>Electrostatic Sprayers</u></a>
	Choir or Band Rooms	Instruments, music stands, storage, seating and floors	Upon opening, between student uses and upon closing	<a href="#"><u>Electrostatic Sprayers</u></a>
	School Buses and other Transportation	Seating, hand rails, trash cans, door handles, windows and floors	Between transporting students from different schools and at the end of the day	<a href="#"><u>Electric Foggers</u></a>
	Seating and Common Areas	Chairs, tables and benches	Upon opening, every 2-4 hours while operating and at the end of the day	<a href="#"><u>Ultra-Fine Mist Disinfecting Sprayer</u></a>

# INSTRUCTIONS FOR USE

Dear Customers and Business Leaders:

For nearly forty years, Northern Tool + Equipment has provided you with the tools you need to tackle tough jobs. The COVID-19 crisis presents businesses like yours with one of the toughest jobs you may ever experience. Despite these difficult and uncertain times, our mission remains the same, and we remain steadfastly committed to supporting you.

Given the unprecedented challenges COVID-19 poses to businesses around the world, we are providing you with a somewhat unconventional tool: this COVID-19 Playbook. The COVID-19 Playbook is intended to be a companion tool to the products you purchased at Northern Tool + Equipment. We hope this Playbook provides you with one more tool to assist you in keeping your employees, students and members safe while keeping your facilities open and operational.

Although this COVID-19 Playbook is not a one-size-fits-all approach, it provides you with practical recommendations based on guidelines from the Centers for Disease Control and Prevention, the World Health Organization and best practices employed by major players in your industry. We recommend that you use this COVID-19 Playbook as a baseline preparedness guide and tailor the content to address scenarios impacting your specific business, as well as any new recommendations or requirements from your federal, state or local government officials.

We encourage you to brand this Playbook using your organization's colors, organization's names and other identifying markers. Consider interpreting this content in other languages that your employees, students and members frequently use.

Sincerely,

*Your Northern Tool + Equipment Safety Experts*



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# COVID-19 CHECKLIST

	Topic	Tasks
1	Establish a COVID-19 Task Force	<ul style="list-style-type: none"> <li>✓ Identify representatives from each required department</li> <li>✓ Inform members of their areas of responsibility</li> <li>✓ Set up recurring meeting for the COVID-19 Task Force</li> <li>✓ Obtain “after hours” contact information for each member</li> </ul>
2	Establish a COVID-19 Task Force Perform Inventory of Personal Protective Equipment (PPE) and Develop Use Protocol	<ul style="list-style-type: none"> <li>✓ Develop use and re-use protocol</li> <li>✓ Establish guidelines for PPE re-use and storage</li> <li>✓ Identify COVID-19 Task Force member responsible for performing a bi-weekly inventory of all necessary PPE</li> <li>✓ Determine lead times for ordering additional items</li> </ul>
3	Develop Deep Cleaning and Disinfection Protocol	<ul style="list-style-type: none"> <li>✓ Identify building areas and other high-touch areas that require disinfecting</li> <li>✓ Create protocol for general disinfection as opposed to deep cleaning</li> </ul>
4	Perform Inventory of Assessment of Disinfectants and Sanitizing Equipment	<ul style="list-style-type: none"> <li>✓ Establish guidelines for product use and storage</li> <li>✓ Identify COVID-19 Task Force member responsible for performing a bi-weekly inventory of all necessary products</li> <li>✓ Determine lead times for ordering additional items</li> <li>✓ Train employees on disinfectant use</li> </ul>
5	Create Social Distancing Protocol	<ul style="list-style-type: none"> <li>✓ Identify ways to assist employees, students and members in maintaining a safe distance</li> <li>✓ Implement alternative measures when social distancing is not possible</li> </ul>
6	Communicate Plan to Employees and Provide Training to Employees on New Protocols	<ul style="list-style-type: none"> <li>✓ Distribute Playbook to employees and communicate safety protocols</li> <li>✓ Develop and present work training for employees</li> </ul>
7	Communicate Plan to On-Site Visitors and Vendors	<ul style="list-style-type: none"> <li>✓ Tailor communication for all on-site vendors and visitors</li> <li>✓ Distribute communication to all on-site vendors and visitors</li> <li>✓ Post notices for unexpected visitors</li> <li>✓ Draft communications to students, members and their families</li> </ul>
8	Implement an On-Site Employee Health Screening and Visitor Screening	<ul style="list-style-type: none"> <li>✓ Require all employees and visitors to complete a self-screening prior to arriving on site</li> </ul>
9	Establish Self-Quarantine and Return-to-Work Protocol	<ul style="list-style-type: none"> <li>✓ Review and understand self-quarantine protocol recommendations and adjust as necessary based on local guidance</li> <li>✓ Communicate requirements to all employees</li> </ul>
10	Frequently Review Updated Guidance	<ul style="list-style-type: none"> <li>✓ Establish a set timeline interval for a specific person to review updated guidance from WHO and CDC, as well as EPA guidelines for effective disinfectant protocols</li> </ul>

# ESTABLISHMENT OF A COVID-19 TASK FORCE

- ✓ Identify names of representatives from each department
- ✓ Inform representatives of their areas of responsibility
- ✓ Set up recurring weekly meeting for the COVID-19 Task Force
- ✓ Obtain “after hours” contact information for each member in case of emergency

The COVID-19 Task Force is a cross-functional team led by the Team Lead. It is comprised of representatives from the following departments:

Department Representative	Summary of Responsibility
<b>Team Lead</b>	<ul style="list-style-type: none"> <li>✓ Organize meetings for COVID-19 Task Force</li> <li>✓ Communicate COVID-19 Task Force needs to senior leadership and serve as single point of contact</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Organize and carry out General Disinfection Protocol</li> <li>✓ Supervise Deep Cleaning Protocol</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>✓ Train health screeners</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>✓ Understand relevant changes to laws on leave time</li> <li>✓ Compile relevant documents for distribution to employees</li> <li>✓ Create training protocol for employees</li> </ul>
<b>Legal</b>	<ul style="list-style-type: none"> <li>✓ Monitor changes to federal and local laws</li> <li>✓ Inform Task Force on mandatory PPE orders, occupancy restrictions and ordered business closures</li> </ul>
<b>Sourcing</b>	<ul style="list-style-type: none"> <li>✓ Perform bi-weekly inventory of PPE</li> <li>✓ Order replacement items when inventory gets low</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>✓ Identify remote workforce needs</li> <li>✓ Implement changes to existing technology infrastructure</li> </ul>
<b>Regional Managers</b>	<ul style="list-style-type: none"> <li>✓ Develop site-specific protocols</li> <li>✓ Communicate COVID-19 positive cases to Task Force</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>✓ Draft communications to keep employees informed</li> <li>✓ Draft communications to students, members and their families</li> </ul>

The COVID-19 Task Force shall meet on a weekly basis to discuss status of COVID-19 as it relates to business operations and identify any required changes to policies. Each member shall provide their contact information in the form attached as **Appendix A**.

# PERSONAL PROTECTIVE EQUIPMENT USE AND INVENTORY

- ✓ Develop PPE use and re-use protocol
- ✓ Identify COVID-19 Task Force member responsible for performing a bi-weekly inventory of all necessary PPE
- ✓ Establish lead times for ordering additional items

## Develop Use and Re-Use Protocol

The use of PPE is an important part of keeping our employees, students and members safe when social distancing is impractical or employees are required to closely interact with others; PPE can reduce the overall risk of COVID-19 transmission. Students and members aged two years and older should be strongly encouraged to wear a facial covering. Employees may reuse cloth facial coverings if they are able to disinfect, clean or sanitize the coverings between uses. Young students should be encouraged to wash their hands more frequently and employees should supervise the hand washing process.

Masks	Gloves	Face Shields/Goggles
<ul style="list-style-type: none"> <li>• Masks are required for (a) all student- or congregation-facing employees, (b) disinfection team members, (c) employees who come into contact with other employees frequently, (d) health screeners and (e) any other employees mandated by local law.</li> <li>• Employees may wear their own face mask if it meets WHO requirements.</li> <li>• The organization will provide face masks for employees.</li> <li>• Masks should be offered to students and members who do not have their own.</li> </ul>	<ul style="list-style-type: none"> <li>• Gloves are required only for employees health screenings and disinfecting OR for employees mandated by local law.</li> <li>• Gloves must always be removed properly to avoid the risk of infection by contaminated gloves.</li> <li>• The organization will provide gloves to employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Face shields and goggles may be worn by employees performing health screenings and disinfecting.</li> <li>• The organization will provide face shields and safety glasses to employees.</li> </ul>

## Perform Inventory

The designated individual from the COVID-19 Task Force shall perform a bi-weekly inventory of PPE. The inventory shall be performed using the following list and the current quantity on hand shall be recorded. All locations should have a minimum of a **sixty (60) day** supply of the following items. All employees performing medical screenings should wear gloves, masks and safety glasses or a face shield.

	Item	Item Number	Quantity on Hand as of Inventory Date
<b>1</b>	Mask (surgical)		
<b>2</b>	Nitrile gloves		
<b>3</b>	Safety glasses		
<b>4</b>	Face shield		

Inventory Performed by: \_\_\_\_\_ Date: \_\_\_\_\_

# DEVELOPMENT OF GENERAL DISINFECTING AND DEEP CLEANING PROTOCOL IN SCHOOLS, CHILDCARE SETTINGS AND PLACES OF WORSHIP

- ✓ Identify building areas and other high-touch areas that require disinfecting
- ✓ Create protocol for general disinfection, as opposed to deep cleaning with reference to CDC, WHO and EPA protocols

## **Distinguishing Between General Disinfecting and Deep Cleaning**

The most fundamental part of creating and maintaining a clean workplace is establishing a regular plan for disinfection. The checklist on the first page should be implemented to help improve the business environment. No set protocols have been proven to eliminate the risk of contamination of COVID-19, and all steps taken should be reasonable given the business or commercial environment. Absent updates from government agencies, the organization will undertake the disinfection measures at the frequency prescribed in the table. Special attention should be given to common areas and high-touch items or surfaces. Employees should also regularly wash their hands, especially after using the restroom.

Deep cleaning protocols are further described below under the section entitled, “Deep Cleaning Protocol.” The organization shall implement these measures when an employee, contractor or visitor have been on-site within the previous week and confirmed to be COVID-19 positive.

## **General Disinfection Protocol**

The Facilities representative on the COVID-19 Task Force (or his or her designee) shall be responsible for the cleaning of the locations identified in.

## **Deep Cleaning Protocol**

Deep cleaning should occur when an employee, member or student (the “COVID-19 Patient”) has tested positive for COVID-19 and has been on site at some time during the past week. Sites may choose to perform a deep cleaning for presumed cases, at their discretion.

The COVID-19 Task Force shall identify an external company to carry out the deep cleaning protocol (the “Cleaning Company”). At a minimum, the Cleaning Company shall have (a) trained personnel to clean, disinfect and dispose of hazardous waste; (b) proper equipment and PPE; (c) all necessary permits to perform disinfection and sanitization services; and (d) access to approved COVID-19 disinfectant chemicals. The COVID-19 Task Force shall supervise the deep cleaning process and ensure that only authorized personnel are present for the deep cleaning, that all authorized personnel are wearing PPE before and during the deep cleaning and that there is a specific strategy to clean all locations and equipment where employees, members and students interact.

Deep cleaning should be performed as soon as possible after the COVID-19 Patient confirms his or her diagnosis. If it is believed that the COVID-19 Patient was isolated to only part of the site, the organization will remove all employees, students and members from the impacted areas of the site and begin deep cleaning immediately. If it is believed that the COVID-19 Patient worked, visited or frequented all areas of the site, then the organization shall send all employees, members and students home for the remainder of the day and begin deep cleaning the entire site.

If deep cleaning services are unavailable, the organization may choose to shut down the site for 72 hours to allow for natural deactivation of the virus followed by a comprehensive disinfection of all common services.



# INVENTORY OF DISINFECTANTS AND SANITIZING EQUIPMENT IN CHILDCARE SETTINGS, SCHOOLS AND PLACES OF WORSHIP

- ✓ Establish guidelines for product use and storage
- ✓ Identify COVID-19 Task Force member responsible for performing a bi-weekly inventory of all necessary products
- ✓ Determine lead times for ordering additional items
- ✓ Train employees on disinfectant use

## **Perform Inventory**

Reference to the EPA's List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19) should be utilized in ensuring the disinfectants employed have been shown to be effective against COVID-19. The designated individual from the COVID-19 Task Force shall perform a bi-weekly inventory of the following disinfectants and sanitizing equipment. The inventory shall be performed using the following list and the current quantity on hand shall be recorded. All locations should have a minimum of a sixty (60) day supply of the following items.

	<b>Item</b>	<b>Item Number</b>	<b>Quantity on Hand as of Inventory Date</b>
ex.	Hand sanitizer	99068	30 gallons
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			

**Inventory Performed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Perform Routine Maintenance**

Routine maintenance is critical in ensuring the longevity and proper functioning of the organization's equipment. Follow the guidelines recommended in the product manual for each equipment type.

**Maintenance Performed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# CREATE SOCIAL DISTANCING PROTOCOL

- ✓ Identify ways to assist employees, students and members in maintaining a safe distance
- ✓ Implement alternative measures when social distancing is not possible

## General

The organization shall install plexiglass barriers in areas where employees frequently come into contact with the public and where students and members are screened for fevers.

## Staff

All employees are encouraged to maintain a distance of 6 feet from other employees where possible. Where possible, employees should telework. Staff meetings should be limited and conducted via video, if possible.

The breakroom will be reconfigured to maximize seating while maintaining 6 feet of distance between chairs. In the breakroom, create “X” marks around the tables to mark 6 feet. Stack any unused chairs in the corner. Encourage staff to take breaks outside of the store, if possible. Mark 6 feet in front of time clock to remind employees not to gather.

## Members and Students

Members and students who are considered “at risk” should stay home and participate in services, classes or other activities remotely.

Members and students must maintain a distance of 6 feet from other members or students whenever possible. This distance may be marked on the floor or seating areas with tape. The signage in **Appendix I** shall also be posted.

Singing is a higher-risk activity as it more forcefully expels respiratory droplets than speaking. For this reason, singing may contribute to transmission of COVID-19, possibly through emission of aerosols. Only prerecorded music will be offered. If rugs or mats or needed, members or students should bring their own. For faiths where communion is offered, communion shall only be offered hand-to-hand after the distributor has used hand sanitizer. Encourage individuals to use one door for entering and another for exiting, if possible. The signage in **Appendix G** shall be posted to communicate the change.

Students shall be discouraged from inter-mingling with students from other classrooms, if possible. Parents and guardians shall not be permitted to escort their children to or from their classrooms. Rather, an employee shall meet the students and parent or guardian at the entrance of the building at the beginning and the end of the day.

# COMMUNICATE PLAN TO EMPLOYEES & PRESENT TRAINING ON NEW PROTOCOLS

- ✓ Distribute Playbook and communication about safety protocols to employees
- ✓ Develop and present work training for employees

## Communication

Senior leadership shall send the letter included in **Appendix J** along with a copy of this Playbook.

## Training

Training on the protocol contained in this COVID-19 Playbook shall be conducted by the COVID-19 Task Force for all managers in the organization. The managers shall be responsible for training the individual contributors on their team.

The safety department representative on the Pandemic Response Team shall be responsible for training all on-site health screeners.



# COMMUNICATE PLAN TO VENDORS, STUDENTS AND MEMBERS

- ✓ Tailor communication for all on-site vendors and visitors
- ✓ Distribute communication to all on-site vendors and visitors
- ✓ Post notices for unexpected visitors
- ✓ Draft communications to students, members and their families

To ensure the protection of employees, students and members, non-critical visitors are no longer permitted. Until further notice, all meetings should take place virtually. When a mission critical activity must take place on site (e.g., equipment maintenance, facilities repair), all visits shall be scheduled in accordance with the terms of this Playbook. All visitors must complete a health screening before entering the location. Please note that on-site vendors and other visitors may not enter our locations if they have had known-exposure to COVID-19 over the past 14 days or if the individual is exhibiting COVID-19 symptoms.

A sample communication for all on-site vendors and visitors is provided in **Appendix B**. A copy of this notice shall be emailed to all visitors or provided to them via hard copy upon their arrival on site. For unexpected visitors, a sample notice is provided in **Appendix C**.

Students, members and their families should also be informed of changes to on-site protocols. A sample communication is contained in **Appendix H**.

# IMPLEMENT TEMPERATURE CHECKS AND SELF-SCREENING TOOLS FOR EMPLOYEES AND VISITORS

- ✓ Require all employees and vendors to complete a self-screening prior to arriving on site
- ✓ Designate on-site health screeners to check temperatures of employees

## **Self Screening**

Prior to arriving on site, all employees must complete the self-screening in **Appendix D**.

Prior to visiting our site for mission-critical business, all vendors must complete the self-screening in **Appendix E**.

## **On-Site Temperature Checks**

The on-site health screeners shall perform temperature checks for all employees, members and students entering the premises. The health screeners shall wear PPE as mandated under the PPE section. The on-site health screeners shall use a touchless thermometer. If an individual's temperature reading registers at 100.4° or above, the individual must be denied access to the premises.

The on-site health screeners shall also verbally confirm that employees have performed the self-screening before coming to work; or, in the case of students and members, the on-site health screener shall verbally confirm the individual(s) does not currently have any COVID-19 symptoms.

# ESTABLISH SELF-QUARANTINE AND RETURN TO-WORK-PROTOCOL

- ✓ Review and understand protocol and adjust as necessary based on local requirements
- ✓ Communicate requirements to all employees

## **Self-Quarantining**

If an employee, member or student exhibits symptoms of COVID-19 as described in the self-screening tool, has been directly exposed to COVID-19 or received a positive COVID-19 test result, the individual should remain off the premises for 14 days or until he or she has met the conditions under the “Returning to the Site” section. COVID-19 positive individuals should avoid leaving home if at all possible. Employees who have the ability to telework may continue to do so. Members and students who can participate in activities virtually may continue to do so.

Individuals who are quarantining at home should distance from other members of the household and avoid having visitors. COVID-19 positive individuals should also avoid sharing household items with others. In order to stop or delay the spread of COVID-19, individuals should frequently clean high-touch surfaces. The CDC considers these surfaces to include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables. Should an individual experience a worsening of symptoms while at home, they should immediately seek medical attention.

## **Returning to the Site**

WHO and CDC Guidelines require the following guidelines to be met:

For individuals who will not have a COVID-19 test performed:

- Individual has not had fever for at least 72 hours without the use of fever-reducing medication; AND
- Individual’s symptoms have improved; AND
- At least 7 days have passed since the individual first noticed symptoms.

For employees who will have a COVID-19 test performed:

- Individual has not had fever for at least 72 hours without the use of fever-reducing medication; AND
- Individual’s symptoms have improved; AND
- Individual received two negative tests in a row 24 hours apart.



# LEGAL DISCLAIMERS

This COVID-19 Playbook (this “Playbook”) contains a collection of publicly-available recommendations for safely operating your business during the COVID-19 pandemic. Specifically, the Playbook is intended to provide you with a number of methods for helping reduce the spread of COVID-19 by effectively sanitizing and disinfecting surfaces commonly found in places of worship, childcare settings and schools. The health and safety of our customers and communities is Northern Tool + Equipment’s top priority, and our hope is that this Playbook helps provide you with information to assist you in developing and strengthening your safety plan.

**PLEASE BE ADVISED THAT SOME OF THE INFORMATION CONTAINED IN THIS PLAYBOOK MAY NOT BE APPLICABLE TO YOUR BUSINESS. WE STRONGLY RECOMMEND THAT BEFORE IMPLEMENTING ANY OF THE RECOMMENDATIONS CONTAINED IN THIS PLAYBOOK, YOU CAREFULLY EVALUATE THEM IN CONSULTATION WITH YOUR LEGAL COUNSEL AND LOCAL DEPARTMENT OF HEALTH.**

Please also note that CDC and WHO guidance regarding COVID-19 is fluid. You should review the recommendations in this Playbook in conjunction with a periodic review of the most recent advice from the CDC, WHO and your local officials. It is solely your responsibility to review and update or change the recommendations in this COVID-19 Playbook to the extent that you deem necessary.

**NEITHER NORTHERN TOOL & EQUIPMENT COMPANY, INC., NORTHERN TOOL & EQUIPMENT CATALOG COMPANY, LLC, NOR ANY OF THEIR AFFILIATES, OFFICERS, EMPLOYEES, REPRESENTATIVES, AGENTS OR DESIGNEES (THE “NTE PARTIES”) ARE RESPONSIBLE FOR ANY CIRCUMSTANCES ARISING OUT OF OR RELATED TO THE ADOPTION OR DECISION NOT TO ADOPT ANY OF THE PRACTICES IN THIS COVID-19 PLAYBOOK. THE COVID-19 PLAYBOOK IS INTENDED AS AN ORGANIZATIONAL CHECKLIST, AND IS NOT INTENDED TO PREVENT ANY DISEASE. THERE IS NO KNOWN OR ESTABLISHED STRATEGY TO MAKE TRANSMISSION OF A VIRUS RISK-FREE IN A COMMERCIAL OR BUSINESS ENVIRONMENT. THE EFFICACY OF ANY ENVIRONMENTAL CLEANING OR DISINFECTION IS DIRECTLY IMPACTED BY THE QUALITY OF DISINFECTANTS USED AND METHODOLOGIES EMPLOYED IN ITS APPLICATION. NOT ALL DISINFECTANTS ARE EFFECTIVE AGAINST VIRAL AGENTS OR COVID-19.**

**NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THIS COVID-19 PLAYBOOK, THE NTE PARTIES MAKE NO REPRESENTATION ABOUT THE SUITABILITY OF THE COVID-19 PLAYBOOK FOR ANY PURPOSE. THE COVID-19 PLAYBOOK IS PROVIDED “AS IS,” “WITH ALL FAULTS” AND WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. THE NTE PARTIES SHALL NOT BEAR ANY LIABILITY OR RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS IN THE CONTENT OF THIS COVID-19 PLAYBOOK. THE NTE PARTIES WILL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES ATTRIBUTABLE TO YOUR USE OR NON-USE OF THE COVID-19 PLAYBOOK. YOU UNCONDITIONALLY AGREE TO INDEMNIFY AND DEFEND THE NTE PARTIES FROM ANY AND ALL LIABILITY AND/OR CLAIMS ARISING FROM YOUR USE OR INABILITY TO USE, IN WHOLE OR IN PART, THIS COVID-19 PLAYBOOK.**





# APPENDIX B

## SAMPLE VENDOR AND VISITOR COMMUNICATION

<letterhead>

<date>

<address>

To Whom it May Concern:

Until further notice, our organization is no longer allowing non-mission critical visits to our sites. To ensure the protection of both employees and visitors, all meetings must take place virtually. Please do not come to any of our locations if your business may be conducted virtually.

If your visit is critical and you cannot conduct your business with us virtually, your visit must be in compliance with our organization's COVID-19 Playbook. You must also complete the attached health screening questionnaire upon your arrival to any of our facilities. Please note that you will not be allowed on site if you have come into contact with COVID-19 over the preceding 14 days or if you are currently exhibiting any symptoms of COVID-19.

Thank you,

**Organization COVID-19 Task Force**

**APPENDIX C  
SAMPLE SIGN FOR VISITORS**



**WARNING**

**NON-MISSION CRITICAL BUSINESS HAS  
BEEN TEMPORARILY SUSPENDED ON THESE  
PREMISES.**

**PLEASE IMMEDIATELY LEAVE OUR SITE AND  
CONDUCT YOUR BUSINESS VIRTUALLY.**

**IF YOU MUST BE ON SITE TO CONDUCT YOUR  
BUSINESS, YOU MUST COMPLETE A HEALTH  
SCREENING PRIOR TO ENTRY.**

**THANK YOU.**

# APPENDIX D

## EMPLOYEE HEALTH SELF-SCREENING

*The following self-screening protocol will be distributed to all employees. It must be completed by the employee before the employee arrives on site to any of our facilities.*

In light of the ongoing COVID-19 pandemic, our organization is concerned for your health and the health of your co-workers and our students and members. In the interest of ensuring a safe and healthy workplace, we are requiring you to complete this self-screening prior to coming to work.

### 1. Over the past fourteen days, have you experienced any of the following symptoms?

No

Yes (If **Yes**, please select all that apply.)

Temperature of 100.4° or higher

Cough

Shortness of breath

Fatigue

Loss of smell or taste

Sore throat

If you selected **YES**, you may have symptoms of COVID-19. Please seek immediate medical attention and then contact your Human Resources representative. Please stay off our premises for a minimum of fourteen days or until you have received a written note from your healthcare provider indicating you are no longer contagious.

### 2. Over the past fourteen days, have you been exposed to a person suffering from the symptoms listed in #1?

No

Yes

If you selected **YES**, please contact your Human Resources representative prior to coming to work.

If you answered **NO** to both questions above, please adhere to the guidance in the COVID-19 Playbook and remain in compliance with all guidance from the COVID-19 Task Force and your Human Resources representative.

# APPENDIX E

## VISITOR HEALTH SELF-SCREENING

The safety of our employees, students, members and visitors remains our organization's primary concern. As the COVID-19 outbreak continues to evolve, our organization continues to monitor the situation closely. We are committed to stopping the spread of COVID-19 and reducing the potential risk of exposure to both our employees and visitors. To that end, we are requiring that you complete the health screening questionnaire below prior to entering our premises. This questionnaire is mandatory. Thank you for your cooperation.

**Visitor's Name:**

**Mobile Number:**

**Visitor's Company Name:**

**Name of Organization Host:**

**Date and Time of Visit:**

**Reason for Visit:**

If you answer **YES** to one or more of the following questions, access to this facility will be denied.

**1. Over the past fourteen days, have you experienced a fever of 100.4° or higher, a cough, shortness of breath, fatigue, loss of smell or taste or a sore throat?**

No

Yes

**2. Over the past fourteen days, have you been exposed to a person suffering from the symptoms listed in #1?**

No

Yes

*I acknowledge that I have reviewed this form and truthfully completed it to the best of my knowledge. I will immediately notify my host if at any time during my visit I experience the symptoms described in #1. I agree to remain in compliance with all policies communicated to me on this form and by my host.*

Agreed and Signed:

**Visitor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please note: If you plan to be on site for consecutive days, you do not need to complete a new screening sheet each day. However, please immediately advise your host if any of your responses change. The information collected on this form will only be used to determine your access to our facilities.

---

FOR ORGANIZATION USE ONLY:

Access to the facility approved?

No

Yes

**Host Initial:** \_\_\_\_\_

**APPENDIX F**  
**SIGNAGE ABOUT COVID-19 SYMPTOMS**

# **HOW ARE YOU FEELING?**

**If you have experienced any symptoms of COVID-19 including a cough, sore throat, fatigue or difficulty breathing, please do not enter this location.**

**Ensure you always do the following:**

- **Wash your hands frequently**
- **Avoid touching your nose, mouth or eyes**
- **Cover your coughs and sneezes**
- **Clean high-touch items you use often**
- **Stay home if you are not feeling well**

**APPENDIX G  
EXIT/ENTRANCE INSTRUCTIONS**

**THANK YOU FOR VISITING US.**

**THIS ENTRANCE IS CURRENTLY  
CLOSED.**

**PLEASE USE THE OTHER  
ENTRANCE.**

**WE APOLOGIZE FOR ANY INCONVENIENCE.**

# APPENDIX H

## SAMPLE STUDENT, MEMBER OR FAMILY COMMUNICATION

<letterhead>

<date>

<address>

To Our Valued Students, Members and Families:

First and foremost, I want to thank you for your continued dedication to our organization. I realize this is an unprecedented time, and the COVID-19 pandemic has certainly provided all of us with unique challenges.

While COVID-19 has changed the way we operate, I want to assure you that your health and the health of the rest of our community remains our number one priority. Today I have important updates for you in changes to our protocol. In the coming days and weeks, I will be outlining additional plans to help ensure your safety and protocol to help keep our employees and <students/members/families> safe.

Effective immediately, all employees will be asked to complete a health screening prior to coming to work. Any employee who does not “pass” the health screening will be unable to come on site. We have also implemented mandatory, on-site temperature checking for all employees and <students/members/families>. We are also implementing changes to the operation of our entrances and exits, as well as making changes to drop-off and pick-up procedures. Additionally, we are temporarily restricting non-mission critical visitors. To ensure the sanitation of our premises, our employees have been asked to enhance our cleaning routine. Social distancing and facial coverings for all individuals aged 2 years and older are strongly encouraged while on our premises.

As we navigate these highly uncertain times, I want to emphasize that you are valued. Thank you for your compliance with our new procedures. Your dedication has left no doubt in my mind that we will come out of these times stronger than ever. We will continue to navigate these uncharted waters together.

If you have any questions or feedback, please reach out to <NAME, contact info>.

Be well,

<SENIOR LEADER NAME>

**APPENDIX I  
REGISTER SIGNAGE**

***PLEASE***

**MAINTAIN A DISTANCE  
OF AT LEAST SIX (6)  
FEET FROM OTHER  
INDIVIDUALS AT ALL  
TIMES.**

**THANK YOU FOR YOUR  
COOPERATION.**

# APPENDIX J

## EMPLOYEE LETTER

<letterhead>

<date>

<address>

To Our Valued Employees:

First and foremost, I want to thank you for your continued dedication to our organization. I realize this is an unprecedented time and the COVID-19 pandemic has certainly provided all of us with unique challenges, but I want to assure you that your hard work has not gone unnoticed.

While COVID-19 has changed the way we operate, I want to assure you that your health remains our number one priority. In this letter and its attachments, I will outline our current plans to help ensure your safety and protocol to help keep employees healthy.

Effective immediately, all employees will be asked to complete a health screening prior to coming to work. Any employee who does not “pass” the health screening will be unable to come on-site. Additionally, we are temporarily restricting non-mission critical visitors. To ensure the sanitation of our premises, you will be asked to enhance your cleaning routine and adhere to our social distancing rules.

As we navigate these highly uncertain times, I want to emphasize that you are valued. Thank you for your efforts. Your dedication has left no doubt in my mind that we will come out of these times stronger than ever. We will continue to navigate these uncharted waters as a team.

If you have any questions or feedback, please reach out to <NAME, contact info>.

Be well,

<SENIOR LEADER NAME>

Enc. COVID-19 Playbook

# **APPENDIX K**

## **OTHER RESOURCES**

Several outside resources were referenced and/or consulted for supporting information and decision making. You should consult them for the most up-to-date information. These sources include:

- The Centers for Disease Control (CDC)
- World Health Organization (WHO)
- National Retail Federation (NRF)
- Minnesota Department of Employment and Economic Development (DEED)
- The Environmental Protection Agency (the EPA)