

COVID-19 Preparedness Plan for Danielle Loran Events

Danielle Loran Events is committed to providing a safe and healthy workplace for all of our workers and clients. To ensure we have a safe and healthy workplace, Danielle Loran Events has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. 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. 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 Danielle Swanson, Owner of Danielle Loran Events, who maintains the overall authority and responsibility for the plan. However, workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Danielle Loran Event workers have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Danielle Loran Events is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by keeping lines of communication open, asking for suggestions and feedback on current procedures and policies, as well as addressing any concerns, questions, or suggestions as quickly as they are brought to our attention. Then implementing and updating those policies and procedures if need be in a quick and timely manner.

Danielle Loran Event'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:

- ensure sick workers stay home and prompt identification and isolation of sick persons;
- handwashing;
- respiratory etiquette: cover your cough or sneeze;
- social distancing – workers must be at least six feet apart;
- cleaning and disinfection protocol; and
- communications and training practices and protocol.

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 worker's health status

prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Prior to each wedding and/or event, workers will be required to:
 - Complete a health screening survey;
 - Monitor their temperature; and
 - Sign an Assumption of Risk and Release Agreement.

- Workers will not be permitted to work if they:
 - Report being sick with COVID-19 symptoms;
 - Indicated on their health screening survey symptoms of COVID-19;
 - Have had COVID-19 and fewer than 15 days have elapsed since their last symptoms;
 - Have a temperature at or over 100.3 degrees; and
 - Have had close contact with someone who has tested positive for COVID-19 within the last 15 days.

- Prior to a wedding and/or event, workers must notify the owner of Danielle Loran Events, Danielle Swanson, if any of the above items pertain to them. If so, another worker will replace this person.

- If workers begin experiencing symptoms of COVID-19 while working a wedding/event and are currently working with another employee/worker of Danielle Loran Events, that worker can let their coworker or company owner, Danielle Swanson, know and they will be sent home immediately.

- If workers begin experiencing symptoms of COVID-19 while at a wedding/event and are currently working alone or cannot leave immediately, they can contact company owner, Danielle Swanson, to find coverage for them immediately. The worker must isolate in a remote area or closed room of the venue until they can leave.

Danielle Loran Events 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. Workers with underlying medical conditions or who have household members with underlying health conditions will not be required to work at this time if they're not comfortable.

- If workers have already been scheduled for a shift and start experiencing COVID-19 symptoms, test positive for COVID-19, or have come in close contact with a person with COVID-19 symptoms or who has tested positive for COVID-19, they must follow the above procedures to inform the company owner and not report to the job site. However, the worker will still be paid 50% of the missed previously scheduled hours.

- If a worker has started a shift and starts experiencing COVID-19 symptoms, they must follow the procedure listed above and leaving the venue, then they will be paid 100% of their earning for hours worked and 50% for the scheduled hours that they are now missing.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

- For any workers who are considered “high risk”, we will not schedule to work a wedding or event alone to limit their interaction with others and reduce the risk of exposure.
- When working with another worker of Danielle Loran Events, the high risk worker will not be assigned to dismiss tables for dinner, work a buffet, do health screenings for any guests or anyone outside of Danielle Loran Events, distribute any items to guests (such as drinks, food, programs, etc.), or clean up or touch any used dinnerware such as plates, napkins, cups, straws, utensils, or anything that would have been put near someone’s mouth

Danielle Loran Events has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at a wedding and/or event and requiring them to quarantine for the required amount of time. In this case, the owner of Danielle Loran Events, Danielle Swanson, will immediately notify workers of the situation.

Handwashing

Basic infection prevention measures are being implemented on the job and 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 toilet. Hand-sanitizer will also be provided and available to employees to use frequently throughout their shift.

Respiratory Etiquette: Cover Your Cough or Sneeze

Workers 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. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Social Distancing – Workers Must Be At Least Six Feet Apart

Social distancing of at least six feet will be implemented and maintained between workers, clients, vendors, guests and other personnel through the following engineering and administrative controls:

- All meetings will be held virtually;

- Workers will maintain social distancing of at least six feet at all weddings and/or events between workers, clients, vendors, guests and other personnel; and
- Adhere to local guidelines and restrictions on venue occupancy requirements.
- Workers will also be expected to follow signs and markers to walk in the direction any business, venue, or building has put into place

Cleaning and Disinfection Protocol

Regular housekeeping practices are being implemented, including routine disinfecting of work supplies and personal belongings while working a wedding and/or event. Workers will be provided with their own PPE including a face mask, gloves, hand sanitizer, and disinfectant wipes.

- A face mask will be worn at all times with the exception of when actively eating or drinking; and
- Gloves will be worn when handling personal décor, gifts, or items that belong to the client.
- Gloves will be worn when handling any food, drinks, cups, utensils, serving dishes, trays, or plates, napkins, etc.
- Gloves will also be worn when cleaning up anything that has been used by someone else, such as garbage, plates, napkins, cups, utensils, wrappers, etc.
- Gloves will be worn when moving or disinfecting items that have previously been used or touched such as, table, chairs, programs, pens, microphones, etc.
- Any shared tools, pens, lighters, tape dispensers, etc. must be sanitized before and after each use.

Communications and Training Practices and Protocols

This COVID-19 Preparedness Plan was communicated via e-mail to all workers on August 12, 2020. Additional communication and training will be ongoing and communicated via e-mail and/or text message.

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 Danielle Swanson, Owner of Danielle Loran Events, and was posted on our website on August 13th, 2020.

Information about COVID-19 is changing rapidly as new information becomes available and further research is conducted. Danielle Loran Events will update this document to adapt to changing circumstances and business needs, consistent with its commitment to working toward maintaining a safe and health workplace.

Certified by:

Danielle Swanson
Owner