

COVID-19 Preparedness Plan for the 2021 Friends School Plant Sale

Sale dates: May 6 – 9

Volunteer dates on-site: May 2 – 10

The Friends School Plant Sale is a unique event. It is a fundraiser for Friends School of Minnesota and all but one of the people who work year-round on the annual Friends School Plant Sale are volunteers. These volunteers are members of our Plant Sale Committee, which meets several times monthly throughout the year. These *key volunteers* form the equivalent of a management team that coordinates the efforts of over a thousand “regular” volunteers (our *workers*, and note: the terms will be used interchangeably in this plan, especially when referring to State wording developed for workplaces that apply to volunteers as well).

Friends School Plant Sale is committed to providing a safe and healthy workplace for all our students, volunteers, school families, and customers. To ensure we have a safe and healthy workplace, the Friends School Plant Sale has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and communities. This requires full cooperation among our key volunteers and all volunteers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces. All volunteers are responsible for implementing this plan.

The COVID-19 Preparedness Plan is administered by Steve Moe, who maintains the overall authority and responsibility for the plan. However, all volunteers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Volunteers have Friends School’s full support in enforcing the provisions of this plan.

Our volunteers are our most important assets. Friends School Plant Sale is serious about safety and health and protecting our volunteers. Volunteer involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our volunteers in this process by sharing this plan with the entire Plant Sale Committee and inviting comments and suggestions. In addition, this plan will be shared with all volunteers beginning January 12, 2021, again inviting comments and suggestions.

The Friends School Plant Sale’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 on 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 (see Appendix A). It addresses:

1. Ensuring sick workers stay home and prompt identification and isolation of sick persons;
2. Social distancing – workers must be at least six feet apart;
3. Worker hygiene and source controls, including face coverings;
4. Workplace building and ventilation protocol;
5. Workplace cleaning and disinfection protocol;
6. Dropoff, pickup and delivery practices and protocol; and
7. Communications and training practices and protocol.

Friends School Plant Sale 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 “Operational Guidance for Retail Businesses”

(http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_guidelines_retail_stores.pdf). 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 and visitors;
- Additional protections and protocols for face coverings and personal protective equipment (PPE);
- 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 protections for receiving or exchanging payment;
- Additional protections and protocols for certain types of businesses within an industry.

1. Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers will be informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures will be implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- All volunteers will be required to complete a health screening questionnaire prior to working at the sale ([FSPS Daily Health Screening Form](#)). Volunteers will be encouraged to do this from home before reporting to the fairgrounds. Volunteers working more than one day will need to complete this form daily.
- All volunteers will be expected to check in at the Volunteer Screening Area upon arrival at the sale area. Sale security personnel will ensure volunteers do not enter the sale area until they have been approved by staff at the Volunteer Screening Area. The Volunteer Screening Area will be set up outside the fenced-in sale area and volunteers will not be allowed to enter the sale area until they have completed the following steps:
 - Passing a temperature check (volunteers with a temperature above 100.4 F will immediately be asked to leave).
 - Checking they have completed our FSPS Daily Health Screening Form. If they have not, they will be asked to do so before proceeding any further. Volunteers will be asked to leave immediately if they report having recently tested positive for COVID-19, are symptomatic, or have a household member or other close contact who has tested positive for COVID-19 or is experiencing symptoms indicative of COVID-19.
 - Reminding volunteers about the rules, protocols, and practices regarding COVID-19.
- Once they have entered the sale site, all volunteers will be encouraged to report to the Volunteer Desk should they begin experiencing symptoms of COVID-19. Any volunteers who do begin experiencing symptoms of COVID-19 will be asked to leave immediately.

Medical coverage and leave policies are not described in this document for our workers since they are volunteers. The one paid staff person who works on the Friends School Plant Sale is a member of the staff at Friends School of Minnesota and is covered under the school's policies.

The Friends School Plant Sale will implement a policy for informing volunteers if they have been exposed to a person with COVID-19 at the plant sale. Because customers will only be able to enter the sale during specific

pre-registered time slots chosen through an online registration system and volunteers will be checked in through our Volunteer Desk, we will be able to reconstruct who was in the sale area on any day at any time. Both volunteers and customers will need to submit email addresses and phone numbers as part of the respective registration processes, so we will have contact information for everyone. This will give us the ability to communicate with any volunteers or customers potentially exposed to another volunteer or customer later confirmed to test positive for COVID-19. For a period of three weeks after the sale key volunteers will email and use the sale's Facebook page to remind volunteers and customers to communicate any diagnoses of COVID-19. If any volunteers or customers report a diagnosis of COVID-19, we will email all customers and volunteers potentially exposed to the person with the diagnosis.

In addition, a policy will be implemented to protect the privacy of workers' health status and health information. The Friends School Plant Sale respects the privacy of its volunteers. While it may be necessary to communicate to other volunteers and customers their potential exposure to a person who tested positive for COVID-19, the name of the person with the positive diagnosis will remain confidential in all communications.

2. Social distancing – workers must be at least six feet apart

Social distancing of at least six feet will be implemented and maintained between volunteers and customers in the workplace through the following engineering and administrative controls:

Volunteer management:

- A minimum of six feet of social distancing will be provided for in all work areas at all times.
- Volunteers (except a few "roving" volunteers) will be assigned to specific work areas to minimize volunteer interaction with other volunteers. Roving volunteers will be reminded to maintain a minimum of six feet of social distancing at all times.
- Volunteers will be discouraged from congregating at all times including during check-in at the volunteer screening area, check-in at the Volunteer Desk, and breaks.
- Access to trailers or any other enclosed spaces will be restricted to designated volunteers.

3. Worker hygiene and source controls

Basic infection prevention measures will be implemented at our workplace at all times. Volunteers will be 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 volunteers and customers will be required to wash or sanitize their hands prior to or immediately upon entering the sale area. Hand-sanitizer dispensers (that use sanitizers containing greater than 60% alcohol) will be placed 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.

Hand washing:

- Hand-washing stations and/or hand sanitizing stations will be provided at several locations inside and outside the sale area including: two stations at the entrance, four stations by the porta-potties, a station by the Info Desk, a station by the Volunteer Desk, a station by the cashiers and tallyers, a station by the volunteer screening area, and a station by the curbside pickup area.

- Volunteers will be expected to regularly wash or sanitize their hands, in particular before and after: working their shifts, eating or drinking, using porta-potties, and using devices, tools, or equipment used by other workers.
- Signs will be posted in appropriate areas to remind customers and volunteers about the importance of washing hands.
- Handwashing supplies will be regularly monitored and kept stocked.

Source controls will be implemented at our workplace at all times:

- Volunteers will be required to wear a mask that covers the nose and mouth at all times while within the sale area.
- Masks are defined as: if sewn, consisting of at least two layers of material. Single-layer bandanas, scarves, or gaiters are not sufficient. If manufactured, a surgical mask or N-95-type mask that does not include a vent. Face shields alone are not sufficient but can be used *in addition to* a mask as defined above.
- Volunteers will be instructed to bring with them an adequate number of masks so they can change these as they become saturated, dirty, or compromised.
- Reusable masks will be laundered daily.
- Volunteers who cannot wear a mask due to a medical issue will be encouraged to participate in one of several pre-identified volunteer jobs that can happen outside the sale area or outside of sale hours.
- Protective equipment including gloves and masks will be provided should any volunteers come unprepared or need replacements.

Volunteers and customers will be 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, or eyes with their hands. Volunteers and customers will be expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Respiratory etiquette:

- Tissues will be available at every handwashing station around the sale for proper cough and sneeze etiquette.
- No-touch covered trash bins and tissues will be provided by every hand-washing station.
- Signs will be posted throughout the sale to remind customers and volunteers about the importance of and demonstrating proper respiratory etiquette.

4. Workplace building and ventilation protocol

The entire sale will take place outdoors in the Midway parking lot of the Minnesota State Fairgrounds.

5. Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting will be implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools, and areas in the work environment, such as porta-potties, break area, checkout stations, and delivery areas. Frequent cleaning and disinfecting will be conducted of high-touch areas, including radios, keyboards, touch screens, controls, door handles, credit card readers, delivery equipment, etc.

- A volunteer shift of two cleaners will be added for every hour the sale is operating.
- These volunteers will clean and sanitize the following surfaces and areas every two hours.
 - Surfaces to be cleaned and sanitized include: tables at the volunteer screening area, Volunteer Desk, cashier area, tallying area, Info Desk, customer entrance, and curbside pickup area.
 - Restrooms: all porta-potties and handwashing stations.
- Tools, credit card terminals, calculators, and radios will be cleaned and sanitized by the volunteers who use these items. Volunteers will clean and sanitize these items before using them and again after returning them.
- Volunteers working at the cashier station will collect pencils and clipboards from customers as they check out. (These will be single-use items, and we are also encouraging shoppers to bring their own.)
- If a volunteer or customer becomes symptomatic while at the sale they will be asked to leave the sale area immediately.
 - A key volunteer will accompany the person out of the sale and interview the person so they can complete an incident report.
 - If the person with symptoms is a volunteer, a team of key volunteers will locate the area in which the volunteer was working and identify which surfaces, equipment, or tools may need to be cleaned and sterilized. The cleaning crew will clean and sanitize these items with appropriate solutions.
 - Carts / wagons:
 - If a customer brought their own wagon or cart to the sale, they should empty it and take it away with them.
 - If a customer was using a plant sale-provided shopping cart or wagon, the cleaning crew will remove it from the sale area. It will be washed with soap and water and then thoroughly wiped down with bleach solution.
 - Transportation:
 - If the person has a means of transportation with them they should leave immediately.
 - If they need to wait for a ride, they will be directed to wait on the north side of Dan Patch Avenue near the West End Market. The key volunteer should help communicate, if needed, and ensure the person gets picked up.

Appropriate and effective cleaning and disinfecting supplies will be purchased and made available for use in accordance with product labels, safety data sheets, and manufacturer specifications, and will only be used with required personal protective equipment for the product.

- All surfaces (other than electronics) will be cleaned with a solution of soap and water.
- During the day, a bleach solution will be used to sanitize all plastic surfaces.
 - The bleach solution will be prepared using 1/3 cup bleach containing 5.25%–8.25% sodium hypochlorite per gallon of water.
 - A new bleach solution will be prepared every day.
 - The bleach solution will be wiped by hand over plastic surfaces and left wet to air dry with a contact time of at least one minute.
 - PPE including goggles, face shields, and gloves will be provided to volunteers working with bleach solutions.
- At the end of the day all plastic surfaces will be sanitized with Virex or another EPA N-list approved sanitizing solution.
 - This solution will be applied using an electrostatic backpack sprayer.

- PPE including goggles, face shields, and gloves will be provided to volunteers using the electrostatic sprayer.
- Disinfecting wipes will be offered to customers for sterilizing carts and wagons.
- Canned air and a clean disposable cloth will be used for cleaning calculators and credit card terminals. If necessary – a damp cloth may be used to remove grime. Windex Screen Cleaner wipes will be used for sterilizing calculators and credit card terminals.
- Key volunteers will be designated to train volunteers about the proper use of each of these products. This training will cover proper application of each of these products as well as identifying personal protective equipment required.

6. Dropoff, pickup, and delivery practices and protocol

Dropoff and pickup:

- A Dropoff Area for customers will be designated outside the entrance.
 - This area will be located approximately 50 yards to the west of the entrance so as not to cause vehicle congestion near the entrance.
 - There will be a handful of benches in this area. Each bench will be set a minimum of six feet from any other benches.
 - If a customer is dropped off more than 10 minutes before their entrance time they will be asked to remain in this area.
- A separate Pickup Waiting Area will be designated outside the exit.
 - This area will be located approximately 20 yards to the west of the curbside pickup area.
 - There will be a handful of benches in this area. Each bench will be set a minimum of six feet from any other benches.
 - If a customer is waiting for a ride that is not in the Midway parking lot when they leave the sale, they will be asked to remain in the pickup area.

Deliveries:

- Volunteers will minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel. When possible, communication and transactions will be conducted electronically to eliminate the need for close contact between delivery workers and volunteers.
- Volunteers unloading plants will maintain six feet of social distance during all deliveries.
- To facilitate social distancing, plant deliveries will be staged along two different 650'-long paths over a day and a half, with deliveries staggered in time as much as possible. Drivers from different growers will not interact with each other.
- A delivery area for small, non-plant items will be designated outside the fenced sale area to minimize the need for delivery drivers to enter the sale area.
- When possible, deliveries will be received using a contactless method.
- Companies planning deliveries will be asked to provide a second worker when possible to help facilitate social distancing.
- These practices and protocols will be communicated to companies making deliveries prior to their arrival. Delivery drivers will be reminded of these practices and protocols when they first report to the fairgrounds.

7. Communications and training practices and protocol

This COVID-19 Preparedness Plan will be made available to all volunteers after Tuesday, January 12, 2021 (before they register to volunteer). Beginning April 19, 2021, online training videos will be provided to all volunteers who have registered to work at the sale. Reminders to watch these videos will be communicated prior to the sale.

Instructions will be communicated to all volunteers and customers via email and through the sale's Facebook page about protections and protocols, including: 1) social distancing protocols and practices; 2) dropoff, pickup, delivery, and general shopping; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of masks by volunteers and customers. All volunteers and customers will also be advised not to enter the sale area if they are experiencing symptoms or have contracted COVID-19.

When volunteers report to the Volunteer Desk they will be asked to read through the protections and protocols before checking in.

Key volunteers are expected to monitor how effectively the program has been implemented. Throughout the week of the sale key volunteers will communicate in person and by email about the effectiveness of the program.

All key volunteers and regular volunteers 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 the Friends School Plant Sale Committee and the plan will be posted throughout the sale area and made readily available to volunteers after Tuesday, January 12, 2021. It will be updated as necessary by Steve Moe.

8. Additional protections and protocols

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

Additional protections and protocols for customers

- Customers will be encouraged to bring their own clipboards, pencils, and wagon or cart.
- Pencils provided by the Friends School Plant Sale will be limited to single use.
- Clipboards provided by the Friends School Plant Sale will be limited to single-use unless made of a material that can be disinfected, in which case that will be done with cleaning materials as described elsewhere in this plan.
- Customers will be expressly advised not to attend if they are symptomatic.
- Signage will be posted at the entry into the sale that if customers do not feel well or have any symptoms compatible with COVID-19, they must refrain from coming inside. They must also refrain from coming inside if they have a household member experiencing symptoms compatible with COVID-19.
- The sale's website and Facebook account will be used to communicate to customers they should not attend if they have tested positive for COVID-19, are symptomatic, or have a household member who has tested positive for COVID-19 or is experiencing symptoms compatible with COVID-19.
- Customers will be encouraged to review the same screening survey given to volunteers prior to entry into the sale.

- Customers will be required to wear masks and maintain a minimum of six feet of social distancing throughout the sale area.
- Customers will be informed about the location of the porta-potties and handwashing stations upon entry to the sale area.
- Customers will be advised to wash and/or sanitize their hands upon entering the venue, and to regularly wash and/or sanitize their hands while at the venue.

Additional protections and protocols for face coverings and personal protective equipment

- Protective equipment including gloves and masks will be provided should any volunteers or customers come unprepared or need replacements.

Additional protections and protocol for access and assignment

Customer entry management:

- Customers will pre-register for time slots and only be allowed to enter the sale during those pre-registered time periods. Time slots will begin at 30 minute intervals and each time slot will be limited to 70 customers. Assuming an average customer spends 90 minutes in the sale area, there should be an average of 210 customers inside the sale at any given time. The sale area is approximately 175,000 square feet.
- Customers will only be allowed to enter the sale through one monitored gate so we can control customer numbers and flow.
- Customers who arrive early at the Midway parking lot will be asked to stay in their vehicles until 10 minutes before their pre-registered entry time.
- Customers will be asked and encouraged to observe a minimum of six feet of social distancing at all times.
- Registrations for time slots will work on a “one registration = one entry” basis. The only “extra” people allowed into the sale will be Personal Care Assistants as defined under the Americans with Disabilities Act. In other words, a registered customer will not be allowed to bring children, other family members or friends into the sale area unless those individuals are also registered and ticketed for entry at the same time.
- The sale area will be fenced off completely so entry to the sale can be controlled.

Additional protections and protocol for sanitation and hygiene

- No community drinking fountains or water fountains will be provided. Volunteers will be encouraged to bring their own water bottles. If possible we will provide our volunteers a touchless water filling station for refilling water bottles.
- No food will be shared communally.

Additional protections and protocols for work clothes and handwashing

- Aprons and high-visibility vests will be laundered or sanitized daily.

Additional protections and protocols for distancing and barriers

- The sale area will be supervised by key volunteers at all times to reinforce social distancing.
- Every place there is potential for lines to form (at the Volunteer Screening Area, at the Volunteer Desk, outside porta-potties, at the customer entrance, at the checkout, and at the Info Desk) will be marked to encourage a minimum of six feet of social distancing.

- Porta-potties and handwashing stations will be placed with a minimum of six feet of distance between individual units.
- In places where customers will interact with volunteers (Info Desk, tallying, cashiers) tables and barriers will be used to help create social distancing.
- Signage will be posted throughout the sale to remind customers to maintain at least six feet of social distance and to wear facial coverings.

Additional protections and protocols for managing occupancy

- All lanes of traffic flow in the sale area will be wide enough to reduce crowding and/or bottlenecks. In the Grandstand building we usually set tables in rows that are 10 feet apart. Our plan for this year includes setting rows of tables that are 25 feet apart to provide more space for social distancing.
- Plants will be spaced out farther on tables to provide for more space for social distancing. While we are only ordering ½ the volume of plants as two years ago, we will spread these plants out over the same or greater number of tables normally used inside the Grandstand building.

Additional protections for receiving or exchanging payment

- All sales will be limited to credit cards or checks. No cash will be accepted.
- Customers will be asked to swipe their own credit cards rather than handing credit cards to cashiers.

Additional protections and protocols for certain types of businesses within an industry

- Volunteers will be encouraged to minimize sharing equipment. When possible equipment will be assigned to a designated user.
- Construction crews will be encouraged to bring and use their own tools.

Certified by:

Steve Moe

13 November 2020

Plant Sale Coordinator, Friends School of Minnesota

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

[CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

[MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

[MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA)

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf