



# **COVID-19 Preparedness Plan for Visitors, Employees, and Contractors of University Enterprise Laboratories, Inc – July 22, 2020**

University Enterprise Laboratories, Inc is committed to providing a safe and healthy workplace for all our visitors, employees and contractors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers, employees and contractors are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among visitors, employees and management. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Management, employees, visitors, and contractors are responsible for implementing and complying with all aspects of this Preparedness Plan. UEL managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees, contractors, visitors, & tenants are our most important assets. We are serious about safety and health and keeping everyone working at UEL. Management, employee and contractor involvement are essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees, contractors and tenant in this process by communicating and requesting ongoing feedback on best practices. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to managers and employees; and
- Management and supervision necessary to ensure effective implementation of the plan.

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

Employees, visitors, and contractors have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. We also request that all visitors follow the policies and procedures that their companies have in place to assess employees' health status prior to entering UEL. We ask that employees, visitors, and contractors report to their respective employers when they are sick or experiencing symptoms. UEL has an infrared forehead thermometer that can be used as a screening tool as needed, which is located in the main office.

All employees of UEL and Tapestry Companies are to follow the leave policies outlines in their respective employee handbooks when employees are going 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. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have also been implemented and are granted by the respective supervisors.

UEL has implemented a procedure where if a tenant company employee is exposed to or has contracted COVID-19, they are to contact their employer. Then the employer will contact UEL Management. If a UEL employee or contractor has been exposed to or contracted COVID-19 they are to contact the Director of Operations. Quarantine should be followed per the latest guidelines from the Minnesota Department of Health and the CDC. UEL management will alert others that may have been exposed to COVID-19. The identity of the person will not be disclosed. It is important to protect the privacy of employees' health status and health information.

## **Building Access**

UEL is open to the public between the hours of 8:00 AM to 4:00 PM Monday - Friday. We ask that all visitors and contractors that enter the building observe all safety procedures.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees 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. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. If hand-sanitizer dispensers (supply is very limited – note proper hand washing is just as effective) are available they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

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

Employees, tenants and visitors 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 the trash 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 employees, contractors, and visitors.

## **Masks**

Per MN Governor Walz's Executive Order 20-81 UEL is requiring all companies to comply with this order while at UEL. This means that a mask must be worn in all common areas of UEL, including event spaces, and UEL Offices unless you are the only person in your office space.

**Executive order 20-81:** Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in this order and the related industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), as well as any other guidance referenced in this order. Workers must also wear face coverings outdoors when it is not possible to maintain social distancing. When leaving home, Minnesotans are strongly encouraged to have a face covering with them at all times to be prepared to comply with the requirements of this Executive Order.

CDC advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

UEL employees, visitors, and contractors are to wear face masks when entering tenant labs and office space to do maintenance or checking spaces and tenants.

## Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Employees, tenants and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

In UEL conference rooms, it is recommended that you observe social distancing as well. This means that a smaller number of people will be able to use a conference room at a time. The smaller conference rooms will be limited to a maximum of one. It is advised that you wear a mask in conference rooms for extra safety. Also please use the atrium area for meeting using social distancing guidelines.

In the UEL Atrium area, we ask that only one person sit at a table at a time when eating unless social distancing guidelines can be followed. In the kitchen area, please observe social distancing & mask wearing when heating up food etc. Also please wash hands before and after using the kitchen and vending area and the cleaner available. Coffee service will still be halted until the COVID-19 pandemic is under control.

Please observe social distancing in the UEL Office & Mail/Package Area. We ask that you limit tenant traffic by choosing one person to pick up your company's mail and packages. Also, limit the number of people in that area to no more than two at a time. When talking to UEL staff, please stand just outside of their door when asking them a question. Please place all correspondence etc. in the UEL mailbox.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of common work surfaces, equipment, tools and machinery including restrooms, break rooms, lunchrooms

and meeting rooms. In tenant areas and work environment, it is encouraged that employees observe proper cleaning of work surfaces and equipment in their workspaces. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

## **Safety & Personal Protective Equipment**

Gloves, masks and hand sanitizer when available will be located in the office in the upper cabinet furthest away from the sink in the UEL office. There will also be a supply in a cabinet in the maintenance area. We are asking that all tenants supply their own masks and gloves as needed.

## **Communications and Training**

This Preparedness Plan was communicated via email to all UEL Employees and Managers on July 23, 2020 and we requested that they share this policy with any contractors or visitors coming into the building. Additional communication and training will be ongoing via email and provided to all. Managers and supervisors are to monitor how effective the program has been implemented by providing feedback via email to UEL management. Employees are to work through this new program together and updates to the training will be made as necessary. This Preparedness Plan has been certified by University Laboratory Enterprise Laboratories, Inc. management and was posted throughout the building. It will be updated as necessary.

Certified by:

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