



EMPLOYER PREPAREDNESS PLAN REQUIREMENTS GUIDELINES

Businesses and employers providing “seated entertainment and meetings”, to include but not limited to both indoor and outdoor venues for entertainment, lecture-based seminars, and seated testing, involve those where admission and occupancy can be relatively controlled and remain predictable. Forward-seating venues involve those where attendees (“patrons”) remain seated and face forward while in attendance.

NOTE: Venues involving round-seating, stadium seating, or involve the intermingling or congregation of attendees, are not included. Venues identified as “recreational entertainment”, are not addressed in this Guidance, and may refer to the “recreational entertainment” venue-specific guidance.

Businesses (“Venues”) in this sector must develop and implement a COVID-19 Business Preparedness Plan that addresses the following components. Businesses must ensure the Plan is evaluated, monitored, executed, and updated under the supervision of a designated Plan Administrator. Employers must ensure the Plan is posted at all of the business’s workplaces in readily accessible locations that will allow for the Plan to be readily reviewed by all workers, as required.

KEY REQUIREMENTS:

- Have adopted and implemented a COVID-19 Preparedness Plan
- Limit occupancy capacity to no more than 25% not to exceed 250 persons
- Ensure social distancing and a minimum of 6 feet between persons
- Strongly encourage masks for workers and customers

WORKER PROTECTIONS AND PROTOCOLS FOR ALL WORKPLACES

For the purposes of this guidance, a “worker” includes all staff and employees associated with the venue. All artists, performers, contract or temporary employees, however categorized, who are present in the business as a condition of employment are required to be included in the COVID-19 preparedness plan. Volunteers are also to be included as a “worker”. All workers must be properly trained on and adhere to the venue’s policies, protocols, and practices as outlined within this guidance. A “worker” does not include customers, guest, clients, or patrons whose role is strictly that of a participant, audience-member, or observer.

Ensure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift (e.g. health screening survey, taking temperature). See the Minnesota Department of Health (MDH)’s Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf). The checklist is also available in Hmong, Somali, and Spanish (www.health.state.mn.us/diseases/coronavirus/businesses.html).

2. **Workers with COVID-19 symptoms should be sent home immediately.** If they cannot be sent home immediately, isolate in a closed room until they can be sent home. Workers who have been in close contact with a household member with COVID-19 should not be at work until their quarantine period is finished.
3. Establish communication protocols and steps to take when workers have been exposed to COVID-19 in the workplace.
4. Designate an individual to maintain communication with and gather information from workers who may be ill, as to ensure the privacy of workers is maintained.
5. Establish worker sickness reporting protocols.
6. Establish protocols for workers to return to work, and follow MDH Guidance (www.health.state.mn.us/diseases/coronavirus/returntowork.pdf).
7. Establish a process to identify contact between infected workers and other workers who may have been exposed. (CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 (www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)).
8. Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.
9. Provide accommodations for “high risk” and vulnerable populations. See CDC’s People Who are at Higher Risk for Severe Illness (www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html). Vulnerable workers should be encouraged to self-identify, and employers should avoid making unnecessary medical inquiries. Employers should take particular care to reduce these workers’ risk of exposure.
10. Clearly communicate sick leave policies to all workers.

Social distancing – Workers must be at least six-feet apart

1. Maximize remote-working – Workers who are able to work from home must work from home.
2. Stagger shifts and breaks; Extend work-hours and create additional shifts to reduce number of workers per shift.
3. Evaluate traffic patterns and “choke points” to reduce crowding at entrances, in hallways, elevators, waiting areas, break areas, ticket-booths, concession areas, rental-areas, locker-areas, access points to rides/arenas, common areas, etc.
4. Limit collective gatherings of workers to 10 people or less.
5. Limit the number of people in restrooms.
6. Ensure physical distancing in work areas, including at workstations, ticket-booths, concession areas, production lines, break rooms, etc.
7. Limit worker interaction across floors, buildings, campuses, worksites, etc. unless at least 6-foot distance is maintained.
8. Increase physical space between workers and customers (e.g. partitions, stanchions).

Worker hygiene and source controls

1. **Ensure workers regularly wash their hands.** Ensure handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked.
2. Provide recommended protective supplies, such as non-medical cloth face coverings, gloves, disinfectant, guards, shields, etc.
3. Post “hand-washing” and “cover your cough” signs.
4. Strongly encourage the use of source control face coverings (e.g. cloth face coverings).
5. Ensure supplies in restrooms are regularly monitored and continuously stocked.
6. Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, opening-devices, or powered door-operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, the venue must ensure a trash-receptacle is placed by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste-receptacles should not interfere with Life Safety requirements (e.g. egress, evacuation, emergency equipment) or any reasonable accommodations provided under the Americans with Disabilities Act.
7. Community drinking stations and water-fountains should not be available/used. Touchless water-filling stations may still be provided.
8. Food should not be shared communally.
9. Provide tissues for proper cough/sneeze etiquette and no-touch disposal bins.
10. Ensure workers are laundering uniforms, costumes, and apparel daily. Advise workers to launder on the warmest setting possible, and dry them completely between each shift.

Workplace building and ventilation protocols

General Building Conditions: Venues must assess the status and capacities of the utility-systems within the building (e.g. ventilation, water-supply, sewer, gas), as well as potential issues associated with vermin, molds, and mildew, prior to putting the building into an operational status.

1. Follow established protocols for starting mechanical, electrical, plumbing, life-safety, and other systems after non-use according to the Authorities Having Jurisdiction.
2. Assess the building for indications of pest and vermin infestation, and consult a pest-control professional as appropriate.
3. See CDC's Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation (www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html).

Ventilation System Start-up: Venues must evaluate the operational capacity, and increase, improve, and maintain ventilation provided throughout the building.

1. Increase the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air-conditions.
2. For heating-ventilation-air-conditioning systems that recirculate air, venues need to improve central-air filtration to at least the MERV-13 or the highest compatible with the filter rack (at least MERV-14 preferred), and seal the edges of filters to further limit by-pass around the filters.
3. Replace and upgrade air filters prior to re-occupancy.
4. Run systems on full economizer as outside air-conditions allow.
5. Consult an HVAC professional to ensure proper ventilation is maintained.

Day-To-Day Operations: Once systems are in a safe operational status, venues should ensure the following practices and protocols are maintained:

1. Continuously maximize fresh-air into the workplace, and eliminate air recirculation.
2. Maintain relative humidity levels of RH 40-60%
3. Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
4. Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy.



5. Check and rebalance the HVAC system to provide negative air-pressure whenever possible.
6. Supplement ventilation-system with the use of portable HEPA filter units whenever possible.
7. Minimize air-flow from blowing across people.
8. Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers to ensure proper ventilation is provided, and ventilation-systems are properly maintained. See ASHRAE's COVID-19 Preparedness Resources (www.ashrae.org/technical-resources/resources).

Workplace cleaning and disinfection protocols

1. Establish a documented sanitation schedule and checklist, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs.
2. Frequently clean and disinfect all areas, such as offices, restrooms, locker and changing rooms, common areas, shared electronic equipment, machinery, tools, controls, etc.
3. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, barriers, railings, handles, and other surfaces.
4. Electronic devices (e.g. light-switches, circuit-breakers) should not be sanitized with a liquid agent. Consider covering switches/devices with a poly-covering that allows the user to manipulate the device without touching the switch, and change out the poly-covering frequently. Electronic devices must be sanitized only when disconnected from the power-source, and cleaned and disinfected in accordance with the listing/labeling requirements.



5. Personal equipment, tools and phones should not be shared or, if shared, should be disinfected after each use.
6. Implement immediate cleaning and disinfecting of the workplace if a worker, patron or visitor becomes ill with COVID-19. See CDC's Cleaning and Disinfecting Your Facility (www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html).
7. Select appropriate and ensure the needed supply of disinfectants – consider effectiveness and safety. The U.S. Environmental Protection Agency's (EPA) **List N** has identified a list of products that meet EPA's criteria for use against SARS-CoV-2. See EPA's List N: Disinfectants for Use Against SARS-CoV-2 (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
8. Review product labels and Safety Data Sheets, follow manufacturer specifications, and use required personal protective equipment for the product.
4. Workers must maintain a distance 6-feet or greater from others during interactions while receiving or exchanging deliveries.
5. Workers must minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.

Drop-off, pick-up, and delivery practices and protocols

1. Receive deliveries via a contactless method whenever you can.
2. Venues must provide for contactless deliveries that promote for delivery at a doorstep, where persons maintain a distance at least 6-feet away while verifying receipt of the delivery between the worker and the delivery person. Whenever possible, venues should attempt to do everything electronically (e.g. app, phone) to eliminate the need for close contact between workers and delivery personnel.
3. Ensure equipment, animals, attractions, products, and items are being delivered, dropped off or picked up are prescheduled and coordinated. Deliveries, drop-offs, or pick-ups must be performed one load, carrier, or vehicle at a time, and multiple deliveries, drop-offs, or pick-ups should not be performed simultaneously. Delivery personnel must wait in their vehicles if another delivery, drop-off, or pick-up is being performed.
1. All workers and members of management must be trained regarding COVID-19 exposure, as well as applicable policies, procedures, practices, and protocols. The training must be provided by and paid for by the venue. The training must be provided in a manner and language that each employee can understand, and must be adjusted to reasonably accommodate all limiting factors present. See "OSHA's Resource for Development and Delivery of Training to Workers" ([osha.gov/Publications/osha3824.pdf](https://www.osha-slc.gov/Publications/osha3824.pdf)). See also Minnesota's "Small Assemblies for Testing and Training" for guidance with facilitating training for employees while addressing COVID-19 implications (dli.mn.gov/sites/default/files/pdf/COVID-19_training_facilities.pdf).
2. Venues must ensure the COVID-19 Business Preparedness Plan is posted at all of the venue's workplaces in readily accessible locations, and is shared with and reviewed by all workers.
3. Venues must ensure the necessary or required rules and practices are communicated to workers, and adequately enforce their provisions.
4. Venues must ensure the necessary or required protocols and practices are communicated to temporary and contract workers, and ensure protocols and practices are discussed with organizations providing temporary and/or contract workers.
5. Ensure all workers, including temporary and contract workers, and provided with and using personal protective equipment necessary to perform their work.

6. Workers must ensure they comply with and follow established rules and practices.
7. Communication to educate patrons about the steps being taken for their protection to mitigate the spread of COVID-19 is encouraged. Communicate protective measures to patrons prior to, and at the start of, the venue to both educate patrons as well as inform them of their role in protecting the workers and other patrons.
8. Maintain signage reminding patrons of protections and protocols, including social-distancing, hand-washing, and respiratory-etiquette.

What patrons can do to minimize the transmission

1. Advise patrons to conduct a self-check of their body temperature prior to their arrival on the day of the venue.
2. Post signage and develop messaging that if patrons do not feel well or have any symptoms compatible with COVID-19, they should stay home. They should also stay home if they have a household member experiencing symptoms compatible with COVID-19. Refer to CDC's What to Do if You are Sick or Caring for Someone Who is Sick (www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html).
3. If patrons begin to feel unwell while in the facility, they should leave immediately and isolate themselves at home. See CDC's Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 (www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html).
4. Have patrons review a screening survey that checks for COVID-19 symptoms, close contacts with confirmed cases and quarantined cases, and recent out of continent travel. The questions would be the same as those completed by workers. MDH's Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf).
5. Encourage patrons to regularly wash and/or sanitize their hands.
6. Limit the equipment, products, or items touched by the patrons while in facility.
7. Have patrons wear a face covering or mask unless not recommended for health or physical ability reasons. Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people. Refer to CDC guidance on cloth face coverings

(www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).

8. Make sure each piece of equipment used is disinfected before and after each use by a patron, and dispose of the wipe accordingly. Examples include rental equipment, vending machines, bingo/game boards, auction fans/paddles, and seating areas.

Additional protections and protocol for receiving/exchanging payment

1. Contactless payment should be used whenever possible. Utilize an electronic fund-transfer service or credit-card payment method that allows the patron to fully initiate and complete the payment transaction remotely, or while separated from the worker.
2. When contactless payment is not possible, payment must be made in a manner that allows for at least 6-feet of distance between the worker and patron.
3. Install barriers at the check-in and payment counter.
4. During check-in and check-out, the configuration at the payment stations, and the space between the worker and the patron must allow for physical distancing of at least 6-feet, or a physical barrier must be installed.
5. If locations require more than one cashier and social distancing cannot be maintained, remove registers or put registers out of service to allow appropriate distance between workers.



Additional protections and protocol for managing occupancy

1. "Forward Seating" venues must reduce occupant capacity to no greater than 25%, not to exceed 250 occupants, and that which is necessary to allow for the required social distancing.
 - Venues must defer to the occupant capacities as established by applicable state or local authorities.
 - If the occupant capacity for a venue is based upon the entire venue, then the venue must reduce occupant capacity for the entire venue.
 - If separate occupant capacities are provided for individual areas within a single venue (e.g. individual theaters within a theater complex), then the venue must reduce occupant capacity to 25% for each individual area, and not to exceed 250 occupants for each area.
 - If venues occur outdoors and off-site, adhere to social distancing guidance and outdoor social gathering limits; for venues occurring outdoors and on-site, venues must adhere to social distancing guidance and occupant capacity limits for the venue, but not to exceed 250 participants within each indoor and outdoor area.
 - If the number of occupants, including both patrons and workers, creates congregation, congestion and bottle-necking that does not allow for proper social distancing and consistency with this guidance, the venue must further reduce the number of patrons it allows to a level that achieves consistency with this guidance.
2. Limit the number of patrons allowed within the venue at one time, and not to exceed the required percentage of occupancy or maximum number of occupants allowed where required.
3. Hold virtual or on-line services as much as possible (e.g. pre-registration, rental arrangements, on-line bidding).
4. Require advanced reservations/registration/purchases (e.g. on-line, app-based, email, will-call). Do not allow walk-ins, impromptu purchases or admittance.
5. Limit persons coming into the venue as much as possible.
 - Ensure all venues, including outdoor venues, maintain established and well-defined boundaries as to promote well-controlled access, ingress, and occupancy.
 - Indoor venues may rely upon the confines of the building/structure so long as ingress into the venue can be effectively managed and controlled.
 - Outdoor venues must ensure perimeters are established by means that will allow for the ingress into the venue to be effectively controlled. Examples include fixed barriers, whether permanent or temporary, such as adjacent buildings, walls, fencing, gates, barricades, retaining walls, or natural barriers that prohibit access into the venue.
 - Restrict access into the venue at the door only to patrons with tickets or reservations, and workers.
 - If a patron is a minor that requires supervision, ensure parent/guardian is registered in advance.
6. Provide for reserved and assigned seating to manage occupancy and social distancing.
7. Schedule reservations for longer than their typical duration to minimize the congregation of patrons waiting, and to allow for ample time to disinfect. Stagger reservation-times and durations to minimize overlap and congregating of patrons at choke-points (e.g. access points, admission areas, concession areas).
8. Allow only household groups to purchase tickets for adjacent seating in a single transaction. However, a household group is limited to six-people. Ensure proper social distancing is maintained between each group from different households.
9. Advertise business protocols so that current and potential patrons are aware of changes.





10. Advise patrons of the added COVID-19 precautions that will be taken prior to arrival at the venue. Use websites, social media, pre-appointment phone calls and confirmations, and other outlets to educate patrons on the steps being taken for their protection and the protection of workers.
11. Encourage patrons of “high risk” to consider postponing from participating in these venues at this time. Persons who may be at higher risk for severe illness should consider delaying seeking or providing these services (See www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html).
12. Post signage at the venue entrances outlining established protocols.
13. Email or text a screening survey on the day of the reservation and/or post screening questions at the establishment.
14. Post instructions for customers/clients at entrances, and inform customers/clients:
 - Not to enter if they are experiencing symptoms;
 - About the facility’s occupancy limits;
 - They are required to adhere to hygiene and social distancing instructions, signage and markings; and
 - They are strongly encouraged to wear face-coverings whenever possible.
15. Decline to provide services to a patron if there is any suspicion that they are sick or symptomatic, and advise them to leave the venue.

Additional protections and protocol for arrival and seating

1. Provide for reserved and assigned seating to manage occupancy and social distancing.
2. Ensure proper social distancing is maintained between each pod from different households.
3. For venues with a single showing, lengthen arrival times to provide for staggered arrival with smaller groups. Consider prescheduling individually assigned arrival times (e.g. front-row seating permitted to enter earlier).
4. For venues with multiple simultaneous showings, stagger screen, show, and event times as to minimize patrons from different events arriving and congregating with one another.
5. Designate and demarcate one-way traffic-flows to mitigate congestion and crowding.
6. Provide seating arrangements in a traditional front-faced lay-outs. Engaged seating such as “pods” or “table” seating are not permitted under these guidelines.
7. Provide staggered seating to ensure proper social distancing and ensure patrons are not seated directly next to, in front of or behind other patrons.
8. Delineate seating areas by limiting chairs, marking or taping seating or tabletop areas, or identify seat-assignments.
9. When participating in “live” performances, ensure a distance of at least 6-feet is maintained between the front of the performance area, and the front-row of the audience. Consider installing a barrier or partition in-between the performance area and audience.



- Custodial/Maintenance: Ensure social distancing is maintained while workers are performing sanitation, janitorial, and housekeeping activities. Workers should be performing these activities in-between reservations, sessions, and lane-times. Where activities must be performed while patrons are engaged in activities, workers should establish social distancing through formal delineation (e.g. stanchions, placement of carts).
 - Ticket-Booths/Concession Counters: Install a plastic partition between the workers and patrons with ample space cut out where tickets and concessions can be slid through.
6. Avoid performance-related demonstrations and exercises involving interaction between workers and patrons that conflict with social-distancing practices.

10. Accommodations may be made to allow persons from the same household to be seated directly next to one-another. However, a household group is limited to six people.
11. Assign ushers to monitor social distancing, as well as support the orderly seating and unseating to maintain social distancing and minimize congestion.

Additional protections and protocol to limit face-to-face interaction

1. Evaluate activities that involve face-to-face interaction to determine if they can be done in an alternative way. **Activities should not be permitted if adequate protective measures cannot be implemented.**
 2. Workers must always use a face covering when working with a patron. See CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
 3. Strongly encourage patrons to wear a face covering at all times, except when eating/drinking, unless not recommended for health or physical ability reasons.
 4. Encourage patrons to bring their own face coverings, or offer face coverings for use.
 5. Additional work practices to reduce face-to-face interaction may include:
 - Installing/Maintaining barriers or screens to separate workers from patrons.
 - Standing to the side or behind the patrons as much as possible.
1. Space, configuration and flow of the establishment should be evaluated to allow for physical distancing of 6-feet by all workers and patrons.
 2. Check-out areas and other areas of congestion should be marked to provide for social distancing of at least 6-feet, including floor markers for distance, lane lines and marking of adjacent areas where patrons may be waiting for admittance, tickets, concessions, etc.
 3. Extend intermission-times to reduce congestion in exits, corridors, restrooms, and concession areas.
 4. Designate and demarcate one-way traffic-flows to mitigate congestion and crowding.
 5. Patrons must not be allowed to linger or socialize in lobbies, common areas, hallways, restrooms, ticket-counters, concession-counters, etc.
 6. Community benches, tables, booths, and seating that do not allow for proper social-distancing should be removed or marked to prevent use.
 7. Install partitions or barriers in-between multiple ticket-counters, concession-counters, and drink-dispensers to separate patrons from one-another.
 8. Separate attractions like arcade-games and coin-operated amusement rides from Lobby areas to minimize congestion and congregation. Ensure attractions (e.g. arcades, amusement games, coin-operated rides) are arranged to provide for proper social distancing. Install partitions or barriers in-between individual attractions. Prohibit the congregation of persons around individual attractions.

Additional protections and protocol for concessions

1. Install partitions or barriers in-between multiple ticket-counters, concession-counters, and drink-dispensers to separate patrons from one-another.
2. Limit menu items to those items which can be readily retrieved and/or quickly prepared to minimize congestion, lingering, and waiting. Consider “pre-assembled” order-groupings or orders to simplify ordering and minimize ordering and wait-times.
3. Use app-based ordering to minimize patrons having to linger and congregate in concession areas.
4. Remove seating in common areas. Patrons must take concessions back to assigned seating areas. Consider delivering concessions directly to designated seating areas and pod-assignments, as opposed to providing concessions at concession stands, if protocols can be established to protect the workers.
5. Order and Check-out areas for concessions should be marked to provide for social distancing of at least 6-feet, including floor markers for distance, lane lines and marking of adjacent areas where customers may be waiting for orders.
6. Communal serving of food (e.g. buffet-style, self-service) is not permitted.
7. Maintain utensils behind the counter (e.g. napkins, straws, forks), and provide per order, as opposed to providing them at a condiments counter.
8. Provide for individually wrapped concession products (e.g. condiment packets).
9. Do not refill popcorn, drinks, and other items using the same container – A new container must be provided.
10. Ensure self-service beverage machines, condiment-stations, and counters are sanitized frequently.
11. Provide additional trash-receptacles to ensure trash is readily disposed of. Relocate trash-receptacles to minimize patrons having to travel longer distances and through areas of congestion (e.g. providing trash-receptacles inside of the theater rather than in the hallway outside of the individual theater). Ensure that trash-receptacles are emptied regularly.
12. Continue to follow safety guidelines as provided by the Minnesota Department of Health.
13. Increase to frequent handwashing as required by the Minnesota Department of Health, and change gloves in-between every task.

14. Refer to Minnesota’s “Industry Guidance for Safely Reopening: Restaurants & Bars” for additional guidance involving food-service. See mn.gov/deed/newscenter/covid/safework/safe-reopening.

Additional protections and protocol for exiting

1. Provide for additional “exits”, and allow for patrons to exit venues through the closest available exit. For example, allow patrons in a movie theater to exit directly out of the individual theater rather than return to the Lobby and use a “common” exit. Ushers, monitors, and security personnel may be used to supplement security protocol.
2. Designate and demarcate one-way traffic-flows to mitigate congestion and crowding.
3. When groups of patrons are leaving a single venue, unseat patrons in an orderly fashion, starting with those closest to the exit and ending with those farthest from the exit.

Additional protections and protocol for sanitation and hygiene

1. Provide for a longer time-period in-between showings as to allow for proper social-distancing during arrival and departure, and provide for ample time for sanitation of facilities and air-circulation.
2. Consider sending materials, brochures, programs and handouts, to patrons in advance via online downloads, email or mail, rather than distributing them on the day of the venue.
3. Provide hand sanitizer at the entrance, point of purchase, and prominent locations for customers.
4. Avoid passing and using community materials, sign-in sheets, and writing utensils.
5. Presentation of items such as certificates, trophies, awards, and ribbons should incorporate social-distancing practices, reduce hand-to-hand contact, and incorporate good sanitation practices.
6. Ensure high touch surfaces (e.g. seats, armrests, cup holders, tables, door handles, ticketing kiosks, touch screens) are being disinfected with anti-viral agents during timed intervals and between venues and showtimes.
7. Ensure instrumentation and props are sanitized prior to use and in between handling by workers and patrons.

Appendix A – Guidance for developing an Employer Preparedness Plan

General

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

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

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

Businesses

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

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

CDC: Building/business ventilation – cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

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

MDH: Health screening checklist – health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – health.state.mn.us/diseases/coronavirus/materials

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

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

Federal OSHA – osha.gov

AIHA Back to Work Safely – backtoworksafely.org

Handwashing

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

Respiratory etiquette: Cover your cough or sneeze

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

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

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

Social distancing

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

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

Housekeeping

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

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

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

Environmental Protection Agency (EPA): epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

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

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

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

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

State of Minnesota – mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp

Training

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

staysafe.mn.gov