

COVID-19 Preparedness Plan for **EAGAN ART FESTIVAL (EAF)**

EAF is committed to providing a safe and healthy workplace for all our volunteers, artists, vendors, sponsors, and patrons. To ensure we have a safe and healthy workplace, **EAF** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and board members 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 of everyone onsite. 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 Executive Director who maintains the overall authority and responsibility for the plan. However, all are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **EAF's** managers and supervisors have our full support in enforcing the provisions of this plan.

Our board members are our most important assets. **EAF** is serious about safety and health and protecting all onsite. Board involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our board members in this process by: discussing the potential risks, outcomes in procedures in 6 board meetings. Soliciting written and verbal feedback and suggestions and implementing them in signage, posters, emails to attendees, website, etc.

EAF's COVID-19 Preparedness Plan follows the [COVID-19 Universal Guidance for All Businesses and Entities \(PDF\)](https://staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) (staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) developed by the state of Minnesota, available at the [Stay Safe Minnesota website \(https://staysafe.mn.gov\)](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. The following requirements must be addressed, but each business is encouraged to consider additional recommendations and adopt additional requirements that appropriately address COVID-19 mitigation strategies the business deems necessary.

- **Hand hygiene practices : Disinfectant is available at both ends of the site. There is a restroom facility for handwashing, 2 add'l handwashing stations and hand sanitizer – total of 5 separate areas on the outdoor site for hand washing.**
- **Cleaning and disinfecting: Disinfectant is available in the food area and at the information tent. Surfaces will be disinfected between people by board members and volunteers.**
- **Indoor facilities, utilities, and ventilation NA**

Health screening, isolation, and quarantine

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, customer, and other visitor health status prior to entering the business and for workers to report when they are sick or experiencing symptoms. **EAF** has also developed a plan to advise customers and other visitors to leave the facility if their responses to health screening indicate they have tested positive for COVID-19, are experiencing COVID-19 symptoms, or have been identified as a close contact. If a case is reported post event, volunteers will be notified via email and information will be posted to social media. This is an outdoor event following outdoor protocols of the state.

EAF has also implemented a policy consistent with MDH guidance for identifying and communicating with volunteers who may have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. See [Close Contacts and Tracing: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/close.html\)](https://www.health.state.mn.us/diseases/coronavirus/close.html) and [Quarantine Guidance for COVID-19 \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/quarguide.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf).

Hand hygiene practices

EAF has implemented a policy to provide instruction, signage, facilities, and supplies to encourage regular handwashing and sanitizing. This policy is consistent with [MDH: Hand Hygiene \(www.health.state.mn.us/people/handhygiene/index.html\)](https://www.health.state.mn.us/people/handhygiene/index.html).

Cleaning and disinfecting

EAF has implemented a regular schedule and checklist for cleaning and disinfecting commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), shared items, shared equipment, and high traffic areas. **EAF** will continue to perform other routine environmental cleaning according to established schedules and procedures. Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. This policy is consistent with [CDC: Cleaning Your Facility \(www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html\)](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html) and the U.S. Environmental Protection Agency's (EPA) List N for products that meet EPA's criteria for use against SARS-CoV-2. See [EPA's List N: Disinfectants for Use Against SARS-CoV-2 \(www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19\)](https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19).

Additional COVID-19 Mitigation Practices (optional—as needed)

Address additional COVID-19 mitigation practices as needed. Businesses are strongly encouraged to consider the recommendations in Stay Safe industry guidance, as well as other relevant guidance from the CDC, MDH, OSHA, and other relevant federal, state, and local authorities. EAF has implemented 8' spacing between vendors and 6' spacing when vendors are back to back. EAF has implemented additional handwashing stations and disinfectant protocols onsite for the event. EAF is implementing appropriate spacing for Entertainment and is recommending mask wearing when social distancing cannot be maintained.

Certified by:

Wanda Borman

Executive Director