



COVID-19 Preparedness Plan to Resume PIC's Work Experience Program

Southwest Minnesota Private Industry Council, Inc. (PIC) is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

PIC employees and work experience participants are important to us and we take their health and safety seriously. Our plan follows Center for Disease Control (CDC) and Minnesota Department of Health Guidelines and federal OSHA standards related to COVID-19.

Worksites that will be allowed to resume beginning June 20th, 2020 include:

- A. Outdoor work;
- B. Work that is contactless or done independently;
- C. COVID-19 Preparedness Plan can be provided; and/or
- D. Worksites that are proven Work Experience Program Champion employers (that we know and trust will ensure the safety of our work experience participants)

Additions to Work Experience Orientation Handbook and Materials

To ensure the safety of our participants, employees and worksites the following are required to be reviewed and signed, **in addition** to the required Work Experience Program forms found in the PIC Work Experience Orientation Handbook.

1. Resuming PIC Work Experience during COVID-19
2. CDC's *What you should know about COVID-19 to protect yourself and others*.
3. CDC's *How to Protect Yourself and Others*.
4. CDC's *How to Safely Wear and Take Off a Cloth Face Covering*.
5. COVID-19 Waiver of Liability

COVID-19 Work Experience Protocols

The following operational protocols will be followed to ensure the safety of both employees and customers:

1. Vigilance to Safety, Cleanliness and General Health

- Wash hands with soap and water (at least 20 seconds) or use hand sanitizer often throughout the day, especially after coughing, sneezing, before and after eating, and when entering and leaving the building.
- Practice good general health and hygiene practices, including:
 - Cover coughs and sneezes.
 - Avoid touching your eyes, nose and mouth.
- We encourage masks be worn by employees while in the presence of other people. If

your workspace allows for social distancing, walls/dividers and you have no other person within 6 feet, you may remove your mask.

- Sanitize/disinfect high-touch surfaces often. Cleaning and disinfectant should be available at each worksite, including disposable gloves. If these things are not available, please contact PIC staff.
- Avoid or limit use of high touch/common areas.
- Maintain a safe social distance from others. Feel free to verbally ask the other person to move back if you are uncomfortable. This includes staying at least 6 feet away from other people when working, on breaks, or during face-to-face meetings. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
 - Avoid contact with other people whenever possible (e.g. handshakes, etc.).
 - Avoid touching surfaces that may have been touched by others until sanitized/disinfected.
 - Distance themselves from anyone who appears to be sick.
 - Avoid gathering when entering and exiting the facility.
 - Follow any posted signage regarding COVID-19 distancing practices.
 - Clean and sanitize or disinfect your workspace often.
 - Avoid non-essential gathering.

2. Work Experience Orientation

- Work experience handbook and orientation materials will be available in each of the office's in which PIC staff will collect as work experiences are coordinated. We encourage staff to limit the number of trips made to the office.
 - Work Experience Orientation Handbook
 - COVID-19 Supplementary Forms
 - W-4 Form
 - I-9 Form
 - Time Cards
 - Pens - The purpose of these pens is so that the work experience participant, PIC staff, and worksite supervisor have their very own pen.
 - Hand-sanitizer
- **Wash hands with hot soapy water (at least 20 seconds)** (or at minimum use hand sanitizer) **before entering and leaving the worksite. AND, always keep in mind your safety, cleanliness and general health.**
- Review and complete the required Work Experience Orientation Handbook and forms.
- Review and complete the COVID-19 Supplementary Forms.
- Case note and document orientation, specifically that the COVID-19 Supplementary Forms were reviewed by the worksite supervisor and work experience participant in the presence of PIC staff.

- Return forms to your local office to be filed in the participant file and submitted to fiscal for payroll processing.

3. Work Experience Monitoring

- **Work experiences will be monitored twice a month. A minimum of 1x/pay period. PIC staff should visit the work physical worksite 1x/month at minimum. We do encourage that the 2nd visit is a follow-up call, email or text message with BOTH the worksite supervisor AND work experience participant.** Questions asked should include: Do you feel safe? Are safety guidelines being implemented? How is the participant doing with the safety guidelines at work? Are they carrying them out thoroughly? Etc. We want to be sure our worksites and work experience participants are staying safe.
- Case note all conversations and worksite visits.
- Review bi-weekly time cards for work readiness skills and case note.
- **Wash hands with hot soapy water (at least 20 seconds) (or at minimum use hand sanitizer) before entering and leaving the worksite. AND, always keep in mind your safety, cleanliness and general health.**



"BUILDING TOMORROW'S WORKFORCE THROUGH TRAINING, LEADERSHIP AND ECONOMIC DEVELOPMENT."

Work Experience Participants and Employers,

Southwest Minnesota Private Industry Council, Inc. (PIC) is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. The PIC, will be resuming limited work experience services as of June 20th, 2020. We have been, and will continue to follow all applicable CDC, and state health protocols with respect to COVID-19 guidelines to maintain a safe working environment for all our work experience participants.

At present, we have no reasonable belief that COVID-19 exists within our worksites. We will continue to closely monitor that status. Rest assured, if there is any apparent or real danger, we will notify you and all other employees immediately. The protection of you and your loved ones is of paramount importance to the Southwest Minnesota Private Industry Council, therefore we are asking our work experience participants to adhere to all COVID-19 applicable CDC and state health protocols, those put forth by their worksite, including but not limited to:

- **There MAY be mandatory temperature checking every day you arrive for work.** Any employee with a temperature over 100 (100.1+) will be denied access and provided information on CDC recommendations. Employees would need to have an "all clear" provided from medical authorities which includes a negative test before they will be allowed to return to work.
- **Physical Distancing** will be required and encouraged in all areas utilized by the public or more than one person. Maintain a safe social distance from others. Feel free to verbally ask the other person to move back if you are uncomfortable. This includes staying at least 6 feet away from other people when working, on breaks, or during face-to-face meetings. Where a minimum distance cannot be maintained, engineering or administrative controls are recommended including.
 - Avoid contact with other people whenever possible (e.g. handshakes, etc.).
 - Avoid touching surfaces that may have been touched by others until sanitized/disinfected.
 - Distance themselves from anyone who appears to be sick.
 - Avoid gathering when entering and exiting the facility.
 - Follow any posted signage regarding COVID-19 distancing practices.
 - Clean and sanitize or disinfect your workspace often.
 - Avoid non-essential gathering.
 - Stagger lunches and breaks to limit the number of individuals in the breakrooms.



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- **Wash Your Hands** with hot, soapy water for 20 seconds before beginning your shift and then frequently thereafter.
- **Hand Sanitizer** use will be available please make sure you are washing your hands and using hand sanitizer frequently throughout your shift.
- **Masks MAY be required** and will made available if needed. We encourage masks be worn by work experience participants while in the presence of other people. If your workspace allows for social distancing, or you have no other person within 6 feet, you may remove your mask.

We ask that work experience participants self-monitor for signs and symptoms of COVID-19. If at any point you are experiencing symptoms similar to COVID-19 we require that you either not come in to work, or leave work as soon as symptoms arrive. Notifying your Youth Employment Specialist AND via text, email or phone call is required- and you MAY be asked to be tested for COVID-19.

Before coming to work each day, please check your temperature and ask yourself the following questions.

1. In the last seven days have you had a fever of more than 100.4?
2. In the last seven days have you had shortness of breath?
3. In the last seven days have you had muscle aches?
4. In the last seven days have you had a new cough?
5. Have you been in close contact with a confirmed case of COVID-19?
6. Have you had new loss of taste or smell?
7. Have you had vomiting or diarrhea in the last 24 hours?

If you answer "YES" to any of the above questions please notify your Youth Employment Specialist and worksite supervisor via email, text or phone call and leave the office immediately. **The above symptoms are related to the COVID-19 virus and you should be tested immediately.** Testing for individuals is more widely available; please contact your local medical facility to find out how to be tested.

For the sake of your co-workers, customers, and community we ask that you diligently watch for potential symptoms. According to the CDC, people with COVID-19 can have a wide range of symptoms — ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.



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People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including nausea, vomiting, or diarrhea.

Avoid or limit use of high touch/common areas:

- Reduce the amount of trips to and use of common spaces (break-rooms, copy room, mail room, etc.), if possible.
- Do not use common appliances (coffee maker, microwave, copy machine, fax machine, water cooler, refrigerator, etc.), if possible. Staff are encouraged to bring their own beverages to work and lunch/snacks to work in a portable cooler with an ice pack.

Work Experience Participant & Position	Date
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Worksite Supervisor & Position	Date
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PIC Youth Employment Specialist	Date
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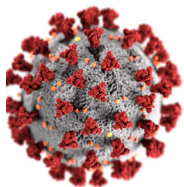
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What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



cdc.gov/coronavirus

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



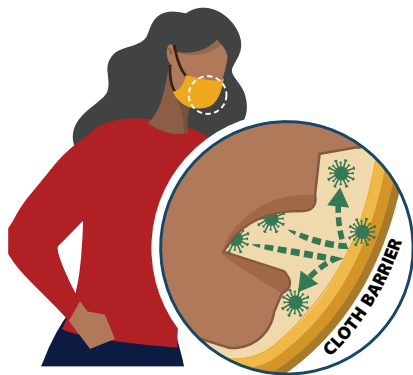
- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

ASSUMPTION OF RISK AND WAIVER OF LIABILITY RELATED TO COVID-19

Thank you for participating in our the Southwest Minnesota Private Industry Council, Inc's Work Experience and Work Based Learning programming. We know you have alternatives, and we thank you for choosing to work with us at this time.

These are not normal times. The novel corona virus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread from person-to-person contact, including through respiratory droplets, and in other ways that the Centers for Disease Control and Prevention is still learning.

Community-spread COVID-19 is prevalent in Minnesota and new cases are occurring frequently. As a result, federal, state, and local governments and various health agencies recommend physical distancing and have, at certain times and locations, prohibited groups of people congregating.

The Southwest Minnesota Private Industry Council, Inc. has put in place preventative measures to reduce the spread of COVID-19, and we need everyone's help in following our guidelines. Our guidelines are available for your review, and can be found here: <https://bit.ly/3ee3GJf>

Given an extremely contagious virus and pandemic, **the Southwest Minnesota Private Industry Council, Inc. cannot guarantee that participants in our program will avoid becoming exposed to and infected by COVID-19.** Further, attending our program could *increase the risk* of contracting COVID-19.

Assumption of Risk: By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that the undersigned participant/child/parent/guardian may be exposed to or infected by COVID-19 by attending this program. I understand that such exposure or infection may be very serious and result in personal injury, illness, disability, and even death.

It is my choice to participate in this program, and/or to send my participant to this program, knowing that attending this program may increase the risk of becoming exposed to and infected by COVID-19.

I understand and appreciate the risk of becoming exposed to and infected by COVID-19 as part of attending the program.

I acknowledge that exposure to COVID-19, injury, illness, disability, and even death may result from the actions, omissions, or negligence of myself and others, or the actions, omissions or negligence of the Southwest Minnesota Private Industry Council, Inc. including but not limited to its management, employees, and volunteers, or the fault of program participants and their families.

I voluntarily agree to assume all of the risks outlined in this form including contracting COVID-19, and the undersigned accepts sole responsibility for any injury or illness to the participant or myself. This risk includes illness, injury, disability and death, and all associated losses and expenses of any kind that I or the participant may experience or incur.

Waiver: In consideration of being permitted to participate in the Southwest Minnesota Private Industry Council, Inc.'s Work Experience & Work Based Learning Programming I, for myself, and on behalf of the participant, hereby release, agree not to sue, discharge, and hold harmless, the Southwest Minnesota Private Industry Council, its officers, employees, agents, and representatives, from all claims, actions, damages, costs or expenses of any kind relating to COVID-19. I understand and agree that this release includes any and all claims based on the actions, omissions, or negligence of the Southwest Minnesota Private Industry Council, its officers, employees, agents, or representatives.

Indemnification and Hold Harmless: I also agree to indemnify, defend, and hold harmless the Southwest Minnesota Private Industry Council, Inc. and its officers, employees, agents and representatives from any and all claims, actions, costs, expenses, damages and liabilities, including attorney's fees, relating to any claim of exposure, infection, injury or illness concerning COVID-19 arising from participation in the listed program or activity.

This assumption of risk, waiver and agreement applies even if the undersigned asserts the program was at fault for not taking greater precautions to manage exposure or infection from COVID-19 and the pandemic. Participants and their families assume the risk of illness and injury, as outlined in this document.

Signature of Participant/Parent/Guardian

Date

Print Name of Parent/ Guardian

Print Name of Participant