

MINNESOTA CHAMBER OF COMMERCE

GROWING MINNESOTA



RETURN TO WORK: A WEB SERIES

PART ONE: BEST PRACTICES
THURSDAY, APRIL 23



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TODAY'S SPEAKERS



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WELCOME



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COVID-19 PREVENTION BEST PRACTICES

mnchamber.com

Return to work safely

Throughout the challenges presented by the COVID-19 public health emergency, the Minnesota Chamber's goal has been to strike a balance between safeguarding health and protecting Minnesota's economy. Minnesota businesses are eager to get back to work. Business operations can and should return to a sustainable level without jeopardizing employees' or customer safety.

An estimated 82% of Minnesota jobs have been deemed "essential" under Governor Walz's Executive Order 20-20 and associated guidance from the Department of Employment and Economic Development. These businesses have detailed strategies to protect their workforce from the spread of COVID-19 while ensuring continuity of operations.

Based on the best practices shared by employers in these critical industries, the Minnesota Chamber of Commerce provides the following guidelines as suggestions to assist other Minnesota businesses in their efforts to provide safe workplaces for their employees and customers as they come back on.

Businesses are eager to have access to testing that will help identify individuals who may be sick with virus and those who may be immune. Acceleration of testing availability is critically important to restore public confidence and reopen the economy. By implementing the

COVID-19 PREVENTION BEST PRACTICES

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Suggested best practices

The starting place for all industries is the comprehensive federal guidance provided by the Department of Labor's Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC).

OSHA Occupational Safety and Health Administration
<https://www.osha.gov/Publications/OSHA3990.pdf>

CDC Centers for Disease Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

The following suggested guidelines can be replicated as general best practices, applicable to most workplaces. Industry-specific best practices are outlined on mnchamber.com along with many real-time success stories from companies who are getting it right for workers and customers.

Personal protection and facilities cleaning, sanitizing

- Create training to review new safe-at-work requirements and guidelines for all employees.
 - If returning to work, training and orientations should be done on day one.
- Make information available to employees about Personal Protective Equipment, disinfection measures, social distancing protocol, on-site health screening, signs and symptoms of COVID-19, self-quarantining and return-to-work policies, visitors and contractors screening, signage, time-off options and all other COVID-19-related safe workplace changes.
- Train employees on frequent hand washing; properly covering coughs and sneezes.



- Clean the break rooms and common touch areas (door knobs, etc.) after each shift.
- Thorough cleaning of ALL shared surfaces throughout the facility at least once every 24 hours. This includes common spaces like bathrooms, conference rooms, lunchrooms, etc.
- Shut down production in the area where a COVID-19 affected employee worked (i.e. department, line, station) to conduct cleaning, as well as shut down and clean common spaces like bathrooms, conference rooms and lunchrooms once notification of potential COVID-19 spread is suspected.

- Provide masks, shields, gloves, shoe coverings, coveralls, etc. if appropriate and available.

Social distancing



- Offer work-from-home options for all employees who can perform duties remotely.
- Change shifts.
 - Stagger shifts and start times to maximize distancing.
 - Allow 30-minute buffers between shifts if possible so that employees don't come into contact during transition.
 - Cross-train teams, so that teams can better stagger shifts.
- Provide visual markers on floors for six-foot distancing, per CDC guidance.
- Stagger breaks and lunch schedules.
- Offer lunch breaks in vehicles instead of shared cafeterias or break rooms.
 - Employees need to bring their own meals and be able to eat them without use of microwave.
- Restrict movement between departments and/or functions (e.g. don't allow traffic between production and office workspaces).
- Conduct phone/email/virtual meetings instead of in-person meetings, even when at office.
- Limit meetings to no more than 10 individuals, provided appropriate spacing is possible.
- Hold meetings in large spaces where people can spread out at six-foot intervals.
- Space out desks and work stations; construct temporary walls between workstations.

Vendor engagement

- Request health and travel assessments for vendors/contractors coming on-site.
- Separate contractors and vendors from the workforce (have them use separate bathrooms, entrances if possible).



TERESA THOMPSON

FREDRICKSON & BYRON

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Returning Minnesotans to Work: Best Practices

By Teresa Thompson

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April 23, 2020

Fredrikson
& BYRON, P.A.

Where have we been?

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Where we have been?

- Safety of workers
- Cost saving measures
 - Furloughs, layoffs, unemployment
- Emergency legislation
 - FFCRA, CARES Act, unemployment
- Essential workers

Current Issues

Workers of Essential Business

- Fear
 - Employees afraid to come to work
- Unemployment
 - Employees refusing to come back to work
- Safety of the workplace
 - Reports to Minnesota OSHA
- How does this help us forecast what is to come?

Preparing for Return to Work

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What will be the new normal?

- More remote workers
 - Requests to continue working from home
- More protected leaves of absences
- Changed office environments
 - Focus on safety
- Changed employment relationships

How can you prepare?

- Create a recall plan and protocol
 - Employees
 - Clear communication and policies
 - Who comes back and who stays home?
 - Safety guidance for return to work
 - In office
 - Sick employees

How can you prepare?

- Create a recall plan and protocol
 - Workplace
 - What will it look like?
 - Meetings
 - Social spaces
 - Employee Scheduling
 - How will you keep it safe?

How can you prepare?

- Review employment relationships
 - At-will employment presumed
 - Review and modify employment contracts
 - Review and modify employment policies and practices

Key Takeaways

- Be prepared to be nimble and make adjustments
- Communicate with your workers
- Be vigilant and follow health agency recommendations
- Be prepared for another outbreak



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COVID-19 RESPONSE TIMELINE

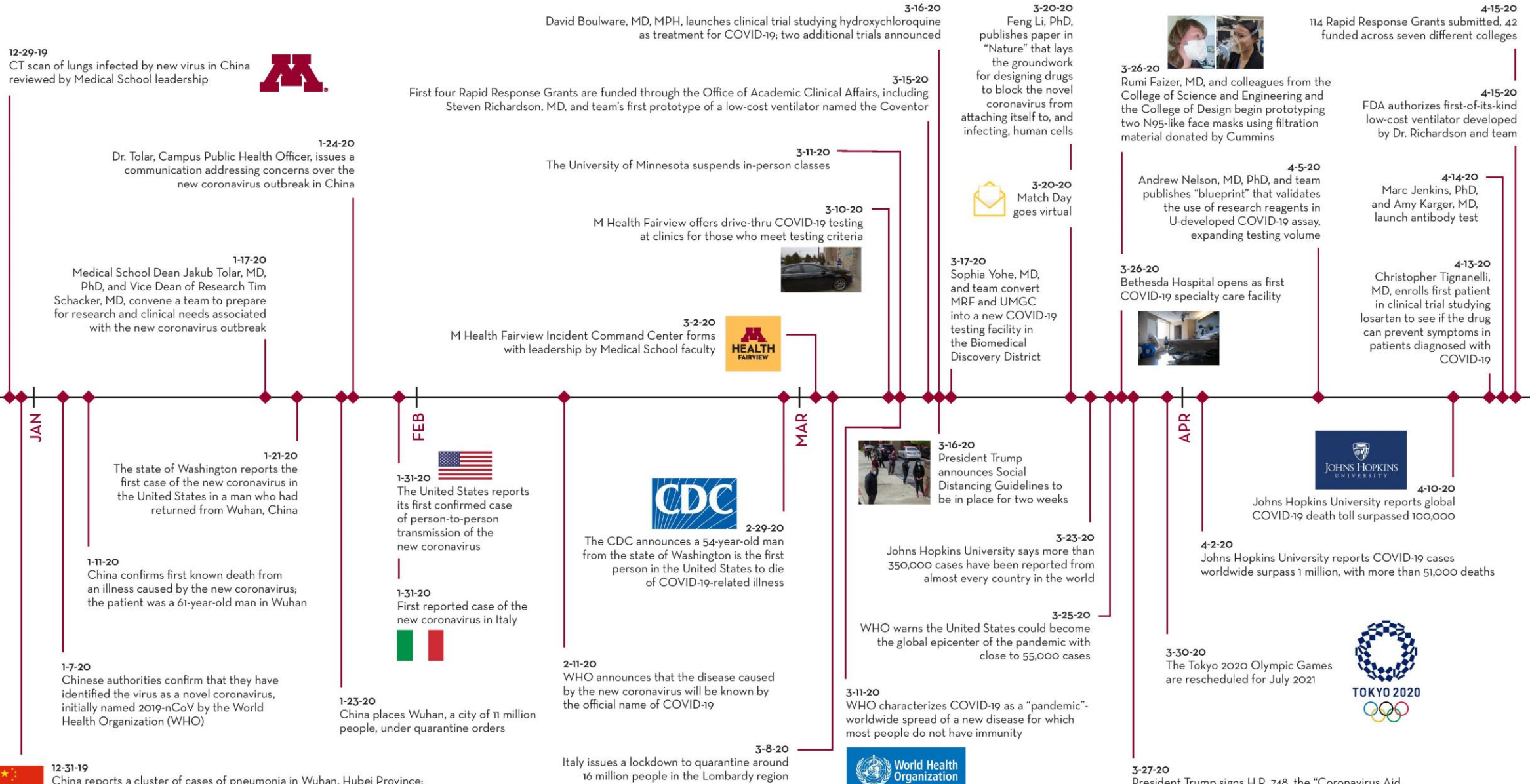


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Our Impact



DIAGNOSTICS/TESTING

Repurposed Microbiology Research Facility and created a fully validated Coronavirus test in 5 days. Microbiology faculty assisting clinical labs with reagent preparation, training, and sample management.



TREATMENT

Randomized clinical trials to prevent infection (Hydroxychloroquine), prevent disease progression (Losartan), and treat severe infection (Remdesivir). Cell based trials under development to treat severe disease.



EQUIPMENT

Collaboration with Colleges of Engineering and of Design to develop N95s that can be mass produced; prototypes being tested. Collaboration with Engineering to design, test, and produce easy to build ventilators; prototypes tested and 10 units under construction.



CLINICAL CARE

COVID19 hospital, telemedicine, "Battle Buddy" peer support for health care workers, CUHCC, the Minnesota COVID19 Ethics Collaborative (MCEC) to manage scarce resources and triage patients.



RESEARCH

Repurposed HIV Laboratories to receive, process, and distribute all clinical research samples. Basic science teams developing a serology assay, treatment antibodies, vaccine, biophysical modeling, and a lung culture model to assess potential new therapies. Awarded 29 rapid response grants to stimulate innovative research into COVID19.

QUESTIONS?

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THANK YOU!



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