WELCOME

DOUG LOON
PRESIDENT

MINNESOTA CHAMBER OF COMMERCE
COVID-19 PREVENTION BEST PRACTICES

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. As companies operate and should return to a sustainable level without jeopardizing employees’ or customers’ 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. Those businesses have detailed strategies to protect their workforce from the spread of COVID-19 while ensuring continued operations.

Based on the best practices shared by employees in these critical industries, the Minnesota Chamber of Commerce provides the following guidelines for businesses to consider:

- **Social distancing:** Ensure that employees maintain a distance of at least six feet from one another. Consider staggered shifts or rotating work schedules to limit the number of people in the workplace at any given time.
- **Personal protection and facilities cleaning, sanitizing:** Ensure that all employees have access to hand sanitizer and face masks. Regularly disinfect high-touch areas and frequently used equipment. Provide face masks and hand sanitizer for employees to use throughout the day.
- **Personal protective equipment (PPE):** Require employees to wear PPE when necessary, such as face masks, gloves, and eyewear.
- **Cleaning and disinfection:** Regularly clean and disinfect common areas, equipment, and surfaces. Use HEPA filters and ensure proper ventilation. Consider hiring a cleaning service.
- **Ventilation:** Ensure proper ventilation in all workspaces. Open windows and doors when possible. Consider the use of air purifiers and HEPA filters to improve air quality.
- **Hygiene practices:** Encourage employees to wash their hands frequently and use hand sanitizer. Provide soap and paper towels in restrooms.
- **Symptom monitoring:** Encourage employees to report any flu-like symptoms. Consider offering sick leave and sick pay.
- **Health education:** Provide information on COVID-19 prevention and symptoms. Encourage employees to stay home if they are sick.
- **Remote work options:** Consider offering remote work options as a viable alternative to in-person work.

By implementing these best practices, businesses can help mitigate the spread of COVID-19 and protect the health and safety of employees and customers. The Minnesota Chamber of Commerce encourages businesses to continue to monitor local and state guidelines and adjust operations as necessary.
TODAY’S SPEAKERS

DOUG LOON
MINNESOTA CHAMBER OF COMMERCE

ERIC GIBSON
INDIGO SIGNWORKS, INC.

RONDA BAYER
LIBERTY DIVERSIFIED INTERNATIONAL

ANGELA CHRISTMAN
MARVIN
Who is Indigo Signs?

A regional commercial sign company that does design, fabrication, installation and service for customers in the upper Midwest

- 145 employees
- Offices in Minot, Bismarck, Grand Forks, Fargo, Alexandria, St. Cloud and Chanhassen
- Production in Chanhassen, MN and Fargo, North Dakota
- $20-25 million in annual revenue
How we spent the two weeks

Office
- 6 feet
- Masks
- Work from home
- Lunchroom
- Entrance

Production
- Start times
- Layout
- Gloves
- Identify cross-training

Installation
- Teams
- Customer contact
- Documentation
- Masks
Community Support
Communication

Management
- Home contacts
- CEO Updates
- Back to Work protocol

Customers
- Free signs to hospitals
- At cost signs to small business
- Email and website

Employees
- EAP reminder
- Open email
- Questions to manager
Indigo Signworks: Getting Back to Work

Indigo Signworks: Minnesota employees have spent the past two weeks in compliance with Governor Tim Walz’s Executive order 26-20 to Stay at Home. Now it is time to get back to work with the confidence that we did the right thing and our entire team has minimized our risk by practicing social distancing, washing our hands, limiting contact, just isolating family and not going out in public except to get necessary food and household items.

Here is what you can expect on April 15th when you return to work and how you can help us continue to meet our customers’ needs while protecting yourself, your colleagues and the rest of Minnesota:

1. Start Time: Please return to work at your normally scheduled time on the 15th unless specifically instructed to do something different. Your supervisor will find you and discuss any changes you will need to make to your schedule or work habits to ensure a safe and productive work environment.

2. Personal Protection: The CDC has now recommended that everyone wear a mask to limit potential contamination. You will be required to wear a mask on site. These will be provided. We recognize that this can be hot and uncomfortable so if you need to step outside, lower your mask and take a break please do so. Just remember, a mask does not make you completely immune to spreading or contracting the virus so you will need to continue to practice the personal hygiene guidelines of washing your hands, coughing and sneezing into your sleeve,スタイング at least 6 feet apart and not coming into work if you feel poorly. Recent CDC information has pointed out that losing your sense of taste or smell can be an indicator of the virus as well. This is in addition to a fever, chills and/or a dry cough or difficulty in breathing.

3. Work from Home: Some of you may not need to come in if your supervisor has already spoken with you about working from home. Your direct supervisor will speak with you on Monday if you have been selected and can work from home. This will provide all employees with the opportunity to return to work in a safe manner.

Vinyl Decals:

TEMPORARILY CLOSED
We are currently closed at the direction of state and local authorities to help mitigate the spread of COVID-19. Please check our website for updates on reopening.

Thank you

Drive-Thru Only
Until Further Notice

Thank you

22” x 36” temporary adhesive backing, exterior grade vinyl decals

Back to Work Policy
6/29/2020

Customer Communication
RONDA BAYER
LIBERTY DIVERSIFIED INTERNATIONAL
Getting Back to Work in Industrial Setting

Ronda Bayer
Policies

- Implemented Visitor and Travel Restrictions
  - Limited visitors to critical contractors (e.g., Maintenance, Trades)
  - Suspended all business travel
  - Quarantine employees returning from Level III Countries and Cruises

- Updated Leave and PTO Policies
  - Emergency Paid Sick Leave Act (EPSLA)
  - Emergency Family and Medical Leave Expansion Act (EFMLEA)
  - Employees with a fever or respiratory illness symptoms instructed to stay home
POLICIES

• Maintain Social Distancing
  – Removed chairs from conference rooms and break rooms to limit capacity
  – Staggered shifts and break times
  – Adjusted assembly lines to maintain 6’ distance

• Employee Communication
  – Intranet COVID page
  – CEO videos
  – Health Team Updates
• Increased cleaning and disinfecting practices
  – Frequent cleaning/disinfecting of high touch surfaces
  – Utilize plastic wrap on control panels
  – Installed keyboard covers for shared computers

• Identified 3rd Party Contractors for Deep Cleaning
  – Use 3rd party contractors for deep cleaning if positive case of COVID-19
Temperature Screening Process

- Hired 3rd Party Medical Staff
  - Use non-contact thermometers to screen temperature before each shift
  - Wear mask, gloves, and safety glasses when screening

- Evaluating using internal resources for temperature screening

- Piloting Infrared Cameras to speed up temperature screening process
QUESTIONS?
THANK YOU!