

COVID-19 Preparedness Plan for Minnesota Monthly's GrillFest

Minnesota Monthly's GrillFest is committed to providing a safe and healthy event for all our workers, guests and vendors. To ensure we have a safe and healthy workplace, GrillFest has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at our event, and that requires full cooperation among our workers, guests, and vendors. Only through this cooperative effort can we establish and maintain the safety and health of all persons attending GrillFest.

The COVID-19 Preparedness Plan is administered by Arthur Morrissey who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. GrillFest's managers and supervisors have full support in enforcing the provisions of this plan.

Our workers, guests, and vendors are our most important assets. GrillFest is serious about safety and health and protecting our workers, guests, and vendors. Worker, guests, and vendors involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by:

- Communication the industry guidance developed by the state of Minnesota.
- Incorporation feedback into this preparedness plan.
- Developing a training plan and schedule leading up to GrillFest.
- Adding this preparedness plan to GrillFestival.com.

Grillfest's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<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. It addresses:

- ensuring sick workers, guests, and vendors stay home and prompt identification and isolation of sick persons;
- social distancing – workers, guests, and vendors must be at least six-feet apart;
- worker hygiene and source controls, including face coverings;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Grillfest has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for Outdoor Venues. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and visitors;
- additional protections and protocols for face coverings and personal protective equipment (PPE);

- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Ensure sick workers, guests, and vendors stay home and prompt identification and isolation of sick persons

Workers, guests, and vendors 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 workers, guests, and vendors health status prior to entering the event and for workers, guests, and vendors to report when they are sick or experiencing symptoms.

- WORKERS:
 - Communication to all workers via email to stay at home if feeling sick.
 - Posted signs speaking to best practices (social distancing, masks, etc.).
 - Health Screening questionnaire upon entry.
 - Temperature scans for all workers.
 - Workers with 99.5 temp will be told they may not enter the event.
- GUESTS:
 - We encourage attendees to purchase electronic tickets in advance and will have contactless ticket scanners at the entrance.
 - Communication to all ticket holders via email to stay at home if feeling sick.
 - Ask high-risk guests to remain home
 - Posted signs speaking to best practices (social distancing, masks, etc.)
 - Health Screening questionnaire upon entry.
 - Temperature scans for all guests.
 - Guests with 99.5 temp will be told they may not enter the event.
- VENDORS:
 - Communication to all vendors via email to stay at home if feeling sick.
 - Posted signs speaking to best practices (social distancing, masks, etc.)
 - Health Screening questionnaire upon entry.
 - Temperature scans for all vendor staff.
 - Vendor staff with 99.5 temp will be told they may not enter the event.

GrillFest has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. GrillFest will not allow a worker or volunteer to work the event if and when they are sick, when household members are sick, or when required by a health care provider. Accommodations for

workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

GrillFest has also implemented a policy for informing workers, guests, and vendors if they have been exposed to a person with COVID-19 at the event and requiring them to quarantine for the required amount of time.

- WORKERS:
 - o Email, training, pre-screening, and website information.
- GUESTS:
 - o Email, website information, and pre-screening.
- VENDORS:
 - o Email, website information, and pre-screening.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. GrillFest will follow guidelines for protecting the privacy of worker's health status and health information by following the guidelines of the U.S. Department of Health & Human Services.

Social distancing – Workers, Guests, and Vendors must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers, guests, and vendors in the venue through the following engineering and administrative controls:

- WORKERS:
 - o All workers will be required to maintain 6 feet from guests and vendors when possible.
- GUESTS
 - o Groups of people attending together will not exceed 6 people in size.
 - o Co-mingling with other groups will not be allowed.
 - o A directional traffic flow for the event will be established for guests.
 - o We will use signage to indicate traffic flow.
 - o We will eliminate congestion and bottlenecking by using cueing and floor marking to maintain social distancing between groups.
 - o Congestion of multiple groups around a vendor space will not be allowed.
- VENDORS:
 - o We will space out the vendors to meet social distancing requirements.
 - o Person/staff at each vendor booth will be considered a group
- ALL:
 - o Grillfest will provide hand sanitizer, masks, and gloves to the workers, guests, and vendors. But they may bring their own supplies as long as it meets industry guidance developed by the state of Minnesota.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our event at all times. Workers, guests, and vendors are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All workers, guests, and vendors at the event are required to sanitize their hands prior to or immediately upon entering the event space. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations throughout the event so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- WORKERS:
 - o Will be required to use hand sanitizer between any interaction with guest or vendor when that interaction requires you to touch any items.
- GUESTS:
 - o Guests will be required to use hand sanitizer after eating, drinking or touching.
- VENDORS:
 - o Vendors will be required to use hand sanitizer when touching of an item occurs.
 - o Vendors will be required to use hand sanitizer between each group interaction.
 - o Vendors will be required to wear gloves.
 - o Vendors will be required to use plastic cups for serving food and beverage samples.

Source controls are being implemented at our event at all times.

- WORKERS:
 - o Workers will be required to wear a face mask at all times.
- GUESTS:
 - o Guests will be required to wear a face mask at all times unless seated in designated area for food and beverage consumption or when eating or drinking a small sample at a vendor table, where they will quickly pull-down mask and then replace their mask over their mouth.
- VENDORS
 - o Vendors will be required to wear a face mask at all times.

Workers, guests, and vendors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers, guests, and vendors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, guests, and vendors and other persons entering the venue.

- Signs throughout the event will communicate these guidelines.
- We will provide hand sanitizer around the venue with signage encouraging the use of sanitizer between vendor visits.

Event cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of event surfaces, including restrooms. Frequent cleaning and disinfecting is being conducted of high-touch areas, including walky-talkies, touch screen devices, door handles, railings, credit card readers, etc.

- There will be no self-serve options for guests or vendors. Guests and vendors will not be allowed to retrieve their own vendors supplies that are rented or provided by GrillFest. This includes plastic cups, masks or gloves. These items will be provided by a Grillfest worker.
- We will minimize the amount of touch surfaces during the event.
- We will provide sanitation stations next to each vendor booth for guests and vendors.

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.

- We will use WAVE hand sanitizer
- We will provide FRSTI facemask for those guests or vendors that do not have them.
- All food vendors will have handwashing stations with paper towels and soap, as well as a catch bucket for water per the Special Event Food Permit guidelines and checklist *attached*.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was and will be communicated through worker training sessions, on the event website, directly with the vendors, and by all workers and volunteers. Additional communication and training will be ongoing and will incorporate any state and CDC guidelines. Training will be provided to all workers and vendors who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, guests, and vendors about protections and protocols, including:

- 1) social distancing protocols and practices;
- 2) drop-off, pick-up, delivery and general in-store shopping;
- 3) practices for hygiene and respiratory etiquette;

4) requirements regarding the use of face-coverings and/or face-shields by workers, guests, and vendors. All workers, guests, and vendors will also be advised not to enter the event if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented.

- Recorded documentation.
- Communicating verbally and thru signs the guidelines.
- Completing incident reports of health and safety violations.

All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Minnesota Monthly management and the plan was posted and shared via email and on the event website and made readily available to workers, guests and vendors on __DATE__. It will be updated as necessary by Minnesota Monthly.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests, visitors;
 - Facemask required to be worn by all persons in venue.
 - Vendors will be required to wear gloves when interacting with product.
 - Signage will be posted around venue speaking to COVID safety and best practices.
 - Outdoor, open air event space.
 - Additional space between vendor spaces.
- additional protections and protocols for face coverings and personal protective equipment;
 - Facemasks made available to guests or vendors who do not have one.
 - Facemask required to be worn by all persons in venue.
 - Vendors will be required to wear gloves when interacting with product.
- additional protections and protocol for access and assignment;
 - One group at a vendor table at a time
 - Use of stations prior to entry to help maintain social distancing.
 - Track guest count to monitor capacity levels.
- additional protections and protocol for sanitation and hygiene;
 - Sanitizer on all vendor tables.
 - Guests are not allowed to touch vendor items unless the vendor can sanitizer those items between groups.
 - Signage will be posted around venue speaking to COVID safety and best practices.
 - Grillfest will provide plastic and disposable cups for consumption of beverage samples.
- additional protections and protocols for work clothes and handwashing;
 - Facemasks are mandatory.
 - Vendors will be required to wear gloves when interacting with food and beverage.
 - Wash/sanitize hands frequently and after using the restrooms.
- additional protections and protocol for distancing and barriers;
 - Use of stations at entrance to venue.
 - Floor markers to indicate social distance.
- additional protections and protocols for managing occupancy;
 - Counting guests at entry with ticket system to manage the venue capacity.
- additional protocols to limit face-to-face interaction;
 - Spacing.
 - Floor markers.
 - Social distancing signage.

- additional protections for receiving or exchanging payment; and
 - Online ticket purchases.
 - Touchless payment systems and ticketing systems.

Certified by:

[Signature]

[Date]

[Title of senior executive or management official]



Special Event Food Stand Checklist

Special event food stands (SEFS) must meet requirements of the Minnesota food code, and are inspected at events. To prepare for your inspection, use this checklist as a self-inspection.

- Obtain a license from the appropriate licensing agency prior to operating a SEFS. To find out which agency will issue a license, see the [Licensing](#) website.
- Designate a [Person in Charge](#) (PIC) who is responsible for foodborne disease prevention and overseeing safe food handling.
- Exclude employees who have been ill with vomiting and/or diarrhea for at least 24 hours after their symptoms end. [Illness Reporting for Food Establishments](#) summarizes the requirements.
- Obtain all food, beverages, water and ice from [Approved Sources for Food Products](#). Prepare food in the SEFS or at a licensed food establishment. Food cannot be prepared or stored in a home.
- Set up your handwashing station before beginning food preparation. [Handwashing for Employees](#) in a SEFS requires running water supplied either by gravity or under pressure through a faucet. Provide soap, individual disposable towels and a trash container.
- Employees shall wash their hands and exposed portions of their arms before working with food, clean equipment and utensils; after smoking, eating or drinking, or using toilet facilities; or any time hands become contaminated. Gloves, wet-wipes or hand antiseptics are not substitutes for handwashing. Wash at the handwashing station by lathering with soap for at least 20 seconds and rinsing with clean water.
- Prevent bare hand contact with ready-to-eat food by wearing disposable gloves or using utensils, deli tissue, spatulas, tongs or other dispensing equipment. [Preventing Contamination from Hands](#) summarizes the requirements and restrictions.
- Separate raw animal foods during storage, preparation, holding, and display from ready-to-eat food to prevent cross-contamination.
- Maintain cold time/temperature control for safety food (TCS) at 41°F or below.
- Provide mechanical refrigeration for cold TCS food held for four hours or longer. For less than four hours, dry ice or frozen freezer packs may be used as long as TCS food is maintained at 41°F or below.

SPECIAL EVENT FOOD STAND

- Cook TCS food to safe internal [Temperature and Time Requirements for Food](#).
- Maintain hot TCS food at 135°F or above.
- Verify cold holding, cooking and hot holding temperatures with an accurate thermometer.
- Provide three containers for [Cleaning and Sanitizing](#). Your containers must be big enough to wash, rinse and sanitize your largest piece of multiuse equipment.
- Mix sanitizer according to manufacturer's specifications. Verify correct concentration with a test kit.
- Store damp or soiled wiping cloths in an approved sanitizer at the required strength.
- Locate the SEFS away from possible environmental sources of contamination.
- Provide wall and ceiling surfaces to protect the SEFS from the weather and windblown dust and debris. Discontinue operation if protection fails.
- Set up the SEFS on a permanent or temporary surface that will effectively control dust and mud.
- Discard solid waste and wastewater properly. Provide an adequate number of receptacles for solid waste. Discarding wastewater onto the ground or into the storm sewer is not allowed.

Resources

[Minnesota Department of Health Food Business Safety
\(www.health.state.mn.us/foodbizsafety\)](http://www.health.state.mn.us/foodbizsafety)

[Licensing \(www.health.state.mn.us/communities/environment/food/license/index.html\)](http://www.health.state.mn.us/communities/environment/food/license/index.html)

[Person in Charge \(www.health.state.mn.us/communities/environment/food/docs/fs/picfs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/picfs.pdf)

[Illness Reporting for Food \(www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf\)](http://www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf)

[Approved Sources for Food Products \(www.health.state.mn.us/communities/environment/food/docs/fs/apprvdsrcefs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/apprvdsrcefs.pdf)

[Handwashing for Employees \(www.health.state.mn.us/communities/environment/food/docs/fs/handwashfs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/handwashfs.pdf)

[Preventing Contamination from Hands
\(www.health.state.mn.us/communities/environment/food/docs/fs/nohandcontfs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/nohandcontfs.pdf)

[Temperature and Time Requirements for Food
\(www.health.state.mn.us/communities/environment/food/docs/fs/timetempfs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/timetempfs.pdf)

[Cleaning and Sanitizing \(www.health.state.mn.us/communities/environment/food/docs/fs/cleansanfs.pdf\)](http://www.health.state.mn.us/communities/environment/food/docs/fs/cleansanfs.pdf)

SPECIAL EVENT FOOD STAND

Minnesota Department of Health
Food, Pools, and Lodging Services
PO Box 64975
St. Paul, MN 55164-0975
651-201-4500
health.foodlodging@state.mn.us
www.health.state.mn.us

Minnesota Department of Agriculture
Food and Feed Safety Division
625 Robert Street N
St. Paul, MN 55155-2538
651-201-6027
MDA.FFSD.Info@state.mn.us
www.mda.state.mn.us

JANUARY 2019

To obtain this information *in a different format*, call: 651-201-4500 or 651-201-6000. Printed on recycled paper.