# COVID-19 Preparedness Plan for Metro Baseball League.

Metro Baseball League is committed to providing a safe and healthy workplace for all our workers, member associations and customers. To ensure that, we have 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 in our workplaces and communities, and that requires full cooperation among our workers, management, member associations and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Administrators and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Metro Baseball League Administrators and employees have our full support in enforcing the provisions of this policy.

Our workers and member associations are our most important assets. We are serious about safety and health and keeping our workers working at Metro Baseball League. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by listening and responding to employee requests by; providing weekly business updates , providing personal protective equipment (which includes but is not limited to masks, gloves, eyewear) to our frontline employees, allowing 75% of employees to work remote and ensuring handwashing and/or hand-sanitizer items are readily available and stocked. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

* recall procedure;
* screening policies, including prompt identification and isolation of sick persons;
* hygiene and respiratory etiquette;
* engineering and administrative controls for social distancing;
* housekeeping, including cleaning, disinfecting and decontamination;
* travel guidance/restrictions/recommendations;
* customer controls, protections and changes; and
* communications and training that will be provided

## Recall procedure

Employees currently working remotely will be recalled according to the needs of Metro Baseball League and based on the following (subject to change):

1. Phase-in approach:
   1. Phase 1 (June 1st) – those operating at less capacity being remote and employees who voluntarily choose to come back
   2. Phase 2 (November 2nd) – all employees will be recalled back to office

All recall communication will be communicated directly by Metro Baseball Board President. Any special requests, concerns, issues must be directed to MBL Administrators; this includes but is not limited to childcare concerns, pre-existing medical conditions, taking care of family-member(s), etc.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

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 workers’ health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

* Employees will complete a health screening questionnaire prior to entering the workplace. Signs will be displayed at all entrances
* Stay home when sick. Employees will follow the Metro Baseball League handbook on how to properly report an illness to their manager.
* If an employee begins to experience symptoms while at work, they must immediately notify Metro Baseball League Board President by phone and immediately leave the premises. If an employee cannot immediately leave the premises, they must isolate themselves in their office.
* If an employee tests positive or has displayed coronavirus symptoms, they will be asked to self-isolate for 10 days, which is in agreeance with CDC recommendations.
* An employee who is sent home, both voluntarily and involuntarily, will be paid accordingly under the FFCRA.
* MBL Board President will be in direct communication with those who may have been exposed to a person with COVID-19 at their workplace, and communicate all necessary protocols.

Metro Baseball League 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be discussed on a case-by-case basis; please communicate directly with Metro Baseball League Board President.

The following are the policies as referenced above:

* Families First Coronavirus Response Act (FFCRA):
  + Emergency Paid Sick Leave Act (EPSL) - Refer to the US-DOL and/or posters displayed for further details
  + Emergency Family and Medical Leave Act (EFMLA) - Refer to the US-DOL and/or posters displayed on internet for further details
* Remote Worker Policy – refer to specific policy and handbook for further details and accommodations available
* PTO policy – refer to specific policy and handbook for further details and accommodations available
* FMLA policy – refer to specific policy and handbook for further details and accommodations available

## Hygiene (handwashing) and respiratory etiquette (cover your cough or sneeze)

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 toilet. All visitors to the facility will be required to wash their hands immediately upon entering the facility using the provided hand sanitizers located at the front desk. Where hand soap may not be readily available, sanitizers of greater than 60% alcohol can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

* hand soap, sanitizer and hand towel quantities will be obtained prior to opening with adequate amounts to support 60 days, with replenishment orders on a need be basis.

Workers and visitors 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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash 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 and visitors.

Employees will be reccomended to wear face masks whenever they are away from their personal workspace and/or interacting with others. This includes, but is not limited to, walking the hallway, using the restrooms, entering the breakroom, meetings in conference rooms, etc.

* posters will be displayed on how to properly wear PPE
* if you refuse to follow Metro Baseball League’s PPE guidelines (which coincide with the CDC guidelines), you will be sent home and be required to use PTO (once PTO is exhausted, your time away will be unpaid). You will be able to return to work once you can abide by the policy. Failure to comply with the policy for an extended period of time, may result in disciplinary action, up to and including termination.
* We will follow government guidance on when and how to ease restrictions over time.

## Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Workers, visitors and customers are prohibited from gathering in groups where six-feet in-between individuals is not feasible. Workers and visitors are prohibited from gathering in confined areas and from using other workers’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Establish physical distancing measures within the workplace by doing the following:

* Stagger shifts and lunch/rest breaks. If able, eat lunch/take breaks outside or at your own personal workspaces. If you must use a shared space, remain 6-feet apart and when possible.
* Move workstations to increase separation distance when necessary.
* Implement one-way traffic patterns throughout workplace; signage and/or instructions will be displayed.
* Maximum of 10 people in large conference room at one-time. Doors should remain open, when possible, to increase ventilation.
* Maximum of 4 people in breakroom at one-time.
* Refrain from handing paper and other physical objects directly to another person. Instead, utilize mailboxes, send electronic documents, set objects down outside of office space, etc.
* Refrain from entering others workspaces (offices and cubes). Instead, call, email or text. If you must enter another person’s workspace, email or call them beforehand letting them know you will be coming, and make sure you are wearing appropriate PPE and remain six-feet away.
* One person in the bathroom at a time.
* Restricting business travel:
* Essential travel only (essential travel will need to be discussed and approved by the MBL Board of Directors).
* There will be no riding in or sharing of vehicles.
* We will follow government guidance on when and how to ease restrictions over time.

Customer and/or visitor contact protocols:

* Direct customer traffic through workplace; signage and/or instructions will be displayed.
* Limit the number of customers in any area at one time.
* No handshake greetings; remain 6 ft. apart.
* Using video or telephone conferencing instead of in-person client meetings when available.
* Provide contactless pickup and delivery of products.
* Continue to keep front door locked and utilize the Ring doorbell.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, delivery equipment, etc. Name of cleaning company will continue to clean the offices on [day(s) of the week] which will now include the frequently touched, common areas. Metro Baseball League will ask that every employee disinfect their workstations at the beginning and end of the working day.

Establish good housekeeping measures within the workplace by doing the following:

* Regularly disinfect surfaces that are frequently touched, counters, phones, door handles, etc.
* Employees are discouraged from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
* If an active employee is identified as being COVID-19 positive by testing, Metro Baseball League will close for at least 24 hours and conduct a COVID-19 “deep-cleaning”. This cleaning will be done by an external company who specializes in this form of cleaning.
* PPE, hand soap, sanitizer and hand towel quantities will be obtained prior to opening with adequate amounts to support 60 days, with replenishment orders submitted every two weeks

## Travel guidance, restrictions and recommendations

Business Travel Guidance:

As previously mentioned, Metro Baseball League will be restricting all business travel to essential travel only (essential travel will need to be discussed and approved by the Metro Baseball League Board of Directors.

If you must travel for business reasons, you will be asked to self-isolate for 10-days upon your return. Payment for this time in isolation will be discussed on a case-by-case basis.

Personal Travel Guidance:

At this time, Metro Baseball League would prefer employees defer any nonessential domestic/international travel, especially via airplanes. Travel increases your chances of getting and spreading COVID-19. If you must travel, make sure you are aware of and adhere to restrictions for your destination and place of return. Within the United States, check the state and territorial health department websites for the latest information.

If you choose to travel via airplane, for personal reasons, upon your return, you will be asked to self-isolate for 10-days. With prior MBL Board approval, upon your return you may work remotely. If you are unable to work remotely, as determined by MBL Board Presidentr, you will be required to utilize all available PTO for these self-isolation days. If available PTO becomes exhausted, the remainder of the self-isolation would be unpaid.

We will follow government guidance on when and how to ease restrictions overtime.

Precautions If You Must Travel:

* During travel, take the appropriate precautions to protect yourself and others:
* Wash your hands often with warm soap and water for at least 20 seconds. If you can’t wash your hands, use an alcohol-based hand sanitizer.
* Avoid touching your eyes, nose, and mouth.
* Remain at least six feet from others.
* Wear a cloth face covering.
* If you develop symptoms during or after travel, notify your Primary Care Provider.

## Customer controls, protections, and changes

The following controls, protections and changes have been made or will be made to each location:

* Increase ventilation – Set the fan operation mode to on to run contiuously
* Potlucks, company-wide lunches, and BBQ’s will not take place. Following government guidance.
* Limit the number of customers allowed in the MBL Offices (5).
* Warehouse doors will remain open to increase ventilation.
* Local LTL drivers will be instructed to open their truck door and wait by the entrance/exit doors, outside, or in their truck as they are unloaded. When the unload is complete, the individual leading the unload, will provide their name verbally so the driver can sign for them and place the BOL on the product before exiting the building.
* When receiving FedEx, UPS or other packages that require a signature, verbally ask the individual to sign for you.
* No customers will be allowed to enter through the back/dock doors.
* All visitors will be required to sign-in at the front desk. Visitors will be asked to use their own pen when signing in, if they do not have their own pen, a pen will be provided. Once visitor is done with pen, it will be sanitized immediately thereafter.
* All visitors will be recommended to wear a mask while on Metro Baseball League premises. Visitors may wear a mask from home.

## Communications and training

Any training videos we need to create prior to employees returning?

* How to get from A to B video, made by someone at Metro Baseball League (video showing someone entering the workplace and best practice on how to navigate around)
* OSHA and CDC have videos on; proper way to use PPE and proper way to clean

This Preparedness Plan was communicated via email and posted on the company grounds to all workers on [date] and necessary training was/will be provided when necessary (posters, webinars, manger instruction, etc.). Additional communication and training will be ongoing and communicated by MBL Board President.

Instructions have been communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. MBL Board Membersand employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Metro Baseball League Board of Directors and was posted throughout the workplace [date]. It will be updated as necessary.

Employees can direct any questions or concerns regarding this Preparedness Plan to Kim Eul; MBL Administrator @ [keul@mbl.bz](mailto:keul@mbl.bz)

Certified by:  
Mark Foss   
Metro Baseball League Board of Directors President

Remove appendix before posting to employees

## Appendix A – Guidance for developing a COVID-19 Preparedness Plan

### General

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

MDH Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

### Businesses

CDC Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

MDH Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](https://www.cdc.gov/handwashing/index.html)

<https://youtu.be/d914EnpU4Fo>

### Respiratory etiquette: Cover your cough or sneeze

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### Employees exhibiting signs and symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

### Training

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)

### People at higher risk

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

The EEOC advises that either the employee or a third party, such as the employee’s doctor, must let the employer know that s/he needs a change for a reason related to a medical condition, in this scenario, the underlying condition. The request may be made in conversation or in writing. Neither the employee nor the third party need to use the term "reasonable accommodation" or reference the ADA, but they may do so. The employee or her representative should communicate that she has a medical condition that necessitates a change to meet a medical need. After receiving the request, the employer may ask questions or seek medical documentation to help determine whether the employee has a disability and whether there is a reasonable accommodation, barring undue hardship, that can be provided (such as working remotely).

### MRA & Gallagher Resources

<https://www.mranet.org/covid-19-updates#workforce-planning-and-recovery>

<https://image.info.ajg.com/lib/fe3b15717564047b751d73/m/2/1a72e206-491e-4645-88a3-47fe0495ece9.pdf>