



Radisson Duluth Preparedness Plan

This plan addresses the following components of preparedness and will be posted publicly.

Worker Protections & Protocols - Make sure sick workers stay home

1. All employees will have their temperatures taken at the start of each shift, this information will be logged each day.
2. Workers with COVID-19 symptoms and those who have been exposed, will be immediately isolated and sent home.
3. Communication protocols for workers have been potentially exposed will be established and followed through on by department managers.
4. In the event a worker becomes sick or is exposed to COVID-19 they are required to report this to their manager. The manager is then responsible for identifying any other employees who may have been exposed and may be required to quarantine prior to returning to work.
5. Employees are encouraged to call in sick in the event they believe they are showing symptoms of COVID-19. They are asked to call at least four hours prior to their shift if at all possible. If they are still feeling ill before their next scheduled shift, they will be asked to see a doctor before working again.
6. We will provide special accommodations for employees who are in vulnerable age or health groups.
7. Sick leave policies are included in the union contract. Employees should speak with Frank Burcar, Human Resources manager in the event they have questions.

Social distancing — Workers should be at least six feet away from each other

1. Shifts and breaks will be staggered; employees are asked to not congregate when taking a break.
2. The company will evaluate traffic patterns to reduce crowding at entrances, in hallways, etc.
3. Gatherings of employees and managers will be limited.
4. The importance of physical distancing in the workplace, including at workstations and cook lines.
5. Employees should interaction with other employees when coming to, leaving and working.
6. Employees should maintain physical space between themselves and customers.

Worker Hygiene & Source Controls

1. Employees are encouraged to regularly wash their hands. Handwashing and/or hand-sanitizer facilities shall be maintained and stocked.
2. Radisson will provide recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, guards, shields, etc.
3. Radisson will post handwashing and “cover your cough” signs.
4. Employees will be required to wear masks, such including disposable and non-medical cloth masks.
5. Employees will not share any meals together and will not sample from a community plate.
6. Radisson will provide tissues for proper cough/sneeze etiquette and no-touch disposal receptacles.

Workplace Cleaning, Disinfection & Ventilation Protocols

1. Employees will routinely clean and disinfect all areas, such as dining rooms, bars, kitchen, waiting areas, common spaces, offices, restrooms, locker and changing rooms, shared electronic equipment, kitchen equipment, machinery, tools, controls, etc.
2. Frequently clean all high-touch items, such as tables, chairs, door knobs, countertops, railings, handles, light switches and other surfaces.
3. Personal equipment, tools and phones should not be shared or, if shared, should be disinfected after each use.
4. There will be routine cleaning and disinfecting of the workplace if a worker, customer or visitor becomes ill with COVID-19.
5. Radisson will ensure the needed supply of disinfectants – consider effectiveness and safety.
6. Managers and employees will review product labels and material safety data sheets, follow manufacturer specifications, and use required personal protective equipment for the product.
7. Engineering will maximize fresh air into the workplace, limit air recirculation, and properly use and maintain ventilation systems.
8. Engineering will also take steps to minimize air flow from units blowing across people and consider the use of portable HEPA filter units.

Additional Protections & Protocols for Pick-up of Takeout Orders:

1. Drop-off, pick-up or delivery of goods should be made using means that allow for at least six feet of distance between the worker and customer.
2. Order verification must also be made using means that allow for at least six feet of distance or a complete barrier between the worker and customer.
3. Payment will be accepted in a manner that allows for at least six feet of distance between the employee and customer. Managers will instruct employees how best to do this.
4. Customers should pre-order food & beverage.
5. Timing of outdoor drop-off, pick-up and delivery should be pre-arranged and arrival at the drop-off, pick-up or delivery location should be communicated through voice, text or email messaging.
6. Customers will be encourage to wear cloth face masks. If a customer requests, a facemask will be provided them from the Radisson’s supply of PPE.
7. Drop-off and pick-up locations should allow for six feet of social distance between customers and minimize contact with car surfaces.

Additional Protections & Protocols for Customer Interactions

1. Employees and customers must maintain physical distancing of six feet and dining room occupancy shall not exceed 50%.
2. At checkouts, space between checkout stations and between the customer and worker must allow for physical distancing of six feet or a physical barrier or flexible plastic divider should be installed.
3. Provide hand sanitizer at the entrance, point of purchase and prominent locations for customers.
4. Checkout and areas of congestion should be marked to provide for social distancing of six feet, including floor markers for distance, lane lines and marking of adjacent areas where customers may be waiting for store access.
5. Space, configuration and flow of the property will be evaluated to allow for physical distancing of six feet. Management will be responsible for implementing this protocol.
6. Customers are encouraged to wear cloth face coverings.
7. Communications to educate customers about the steps being taken for their protection to mitigate the spread of COVID-19 is encouraged, including posting of this protocol.
8. Instructions for customers will be posted at entrances to inform them:
 - a. that they should not enter if they are experiencing symptoms;
 - b. that they are encouraged to wear cloth face-coverings;
 - c. about the occupancy limits; and
 - d. that customers are asked to adhere to hygiene and social distancing instructions, signage and markings.

Training about Protocols

Managers will inform employees about policies and procedures surrounding safety protocols and practices, and monitor their adherence to such policies and procedures.