COVID-19 Preparedness Plan for the International Owl Center – 11 June 2020

The International Owl Center is committed to providing a safe and healthy workplace for all our staff and visitors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among all staff and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

All staff are responsible for implementing and complying with all aspects of this Preparedness Plan.

Our staff are our most important assets. We are serious about safety and health and keeping our staff working at the International Owl Center. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by inviting their input into and review of this plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

• hygiene and respiratory etiquette;
• controls for social distancing;
• housekeeping – cleaning, disinfecting and decontamination;
• prompt identification and isolation of sick persons;
• communications and training that will be provided to staff; and
• management and supervision necessary to ensure effective implementation of the plan.

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

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 before going in to the Center and while at the Center. If experiencing symptoms of COVID-19 staff should not enter the Owl Center building or should go home immediately if symptoms are noticed while at the building. Staff should email, text or call the Executive Director if they notice they may be having symptoms, even if they are just working from home.

The International Owl Center has paid time off (PTO) so staff may stay 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.

The International Owl Center has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the
required amount of time. If exposed, staff will be notified immediately and asked to self-isolate following CDC guidelines.

Known symptoms of COVID-19 are:

- A new fever (100.4°F or higher), or a sense of having a fever
- A new cough that you cannot attribute to another health condition
- A new sore throat that you cannot attribute to another health condition
- A new shortness of breath that you cannot attribute to another health condition
- A new muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)
- Chills or shaking with chills
- New loss of taste or smell
- Headache

**Handwashing/Hand sanitizing**

Basic infection prevention measures are being implemented at our workplaces at all times. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon arriving at the building, prior to any mealtimes, after using the toilet, and just prior to leaving. Turn off the tap with a paper towel after hand have been dried. Hand sanitizing stations will be provided for visitors in the front and rear of the building, plus the restroom is available for handwashing. Any injured birds should be handled outside the building.

**Masks**

Staff and visitors are required to wear a mask when in the building when others are present except while staff are eating.

**Respiratory etiquette: Cover your cough or sneeze**

Staff 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 if there are in a situation when not wearing a mask. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

**Social distancing**

All staff and visitors are asked to remain at least six feet apart at all times. A grid of marks will be placed on the floor to indicate this distance. A clear shield will be provided at the gift shop counter to separate staff from visitors. Education staff will stand behind the counter by the owls when possible in between
programs. Staff will arrange chairs for the upcoming program based on registered household sizes so that households maintain at least six feet of distance between them during the program.

Staff should not use other staff’s phones, computer equipment, desks, or other personal work tools and equipment.

Karla will provide all owl care on her own property so other staff do not need to visit that site.

**Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms after use. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc.

Upon arrival staff should wash hands and use a disinfectant to wipe down interior door handles, railing, bathroom surfaces (toilet seat, flush handle, water tap handles), and water tap handles in the handwashing sink in the bird area due to potential that the handyman may have been in the building without our knowledge.

In between scheduled groups staff will clean with a disinfectant:

- All door handles and stair railings, inside and outside.
- Bathroom, including grab bar, door handles (both sides), toilet flush handle, soap dispenser, water tap handle and sink. *(Be advised that toilet cleaner should not come into contact with any other cleaning products due to potential for harmful fumes.)*
- All audience chairs
- All table and counter surfaces

At the end of the day staff will clean with a disinfectant everything mentioned above plus:

- All work stations used, including gift shop countertops, office table area, printer, shipping area countertop, tape measure, pens, scissors and shipping tape dispensers.

Staff should carry and use their own pen, which should be left at their own desk and not in a shared workspace.

**Visitors**

In order to make sure the Owl Center does not exceed the capacity set forth by the governor, everyone will be required to purchase a ticket or reserve a space in a specific time slot on a specific date online.
No walk-ins will be allowed. As part of this process visitors will be required to note how many households they are registering for and how many people are in each household. Staff will arrange chairs prior to the time slot to make sure all chairs are appropriately distanced in the program area.

Those reserving spaces to visit the Owl Center will be required to agree to a waiver to hold the Owl Center harmless.

Visitors over the age of two will be required to wear masks at all times. If they do not bring a mask they will be required to purchase one from the gift shop. If they refuse to wear a mask they will be refused entry without refund.

There will be a thirty-minute period between groups so staff are able to sanitize surfaces between groups.

Visitors will enter through the front door and exit through the side door.

Arrows on the floor will indicate one-way flow through the live bird area. Marks on the floor will indicate six foot spacing.

Visitor expectations and reminders will be posted on the entrance door and other prominent locations.

**Programs**

Programming will be limited to non-interactive programs.

Live owls will not be walked around during programs except for very small groups that allow for adequate distancing.

**Facilities**

Audience chairs will be replaced with plastic or metal chairs that can be sanitized.

All touchable displays will be removed.

All tablecloths will be covered with clear plastic covers that can be sanitized.

**Staff**

Staff will be asked to wear launder their clothing every day.

Only one person will work in the gift shop area each day. If relief is required, the station will be sanitized between changes of staff.
Communications and training

This Preparedness Plan was emailed to all staff on 6/12/2020. Additional communication and training will be ongoing via email and in person. Staff are to work through this new program together and update this document as necessary. This Preparedness Plan has been certified by the International Owl Center management and was posted at the Center 6/12/20. It will be updated as necessary.

Certified by:
Karla Bloem
Executive Director

And the International Owl Center Board of Directors