



COVID-19 Preparedness Plan for Rosetree Events

Rosetree Events is committed to providing a safe and healthy workplace for all our planners and clients. To ensure we have as safe and healthy workplace at events, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Planners and assistants are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at our events, and that requires full cooperation among our planners and clients. Only through this cooperative effort can we establish and maintain the safety and health of our planners and events.

Our planners and assistants are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Rosetree Events planners and assistants have our full support in enforcing the provisions of this policy.

Our planners and assistants are our most important assets. We are serious about safety and health and keeping our planners working at Rosetree Events. Planner involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our planners in this process by directing all concerns to be emailed directly to the business owner. Planners have signed off on this preparedness plan and have contributed feedback to ensure that we are taking measures that our planners are comfortable with. Any feedback has been heavily considered and incorporated in an appropriate manner.

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:

- hygiene and respiratory etiquette;
- engineering and administrative controls for physical distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to planners and assistants; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery;
- communications and instructions for clients and guests.

Screening & policies for Team Members exhibiting signs or symptoms of COVID-19

Planners and assistants 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 planners' health status prior to entering the workplace and for planners to report when they are sick or experiencing symptoms. Planners and assistants will be asked to report any abnormal symptoms of sickness 24 hours before working an event. Planners will also report their temperature and will communicate with our business if they are sick or experiencing symptoms prior to working an event. Planners will report if they are sick or experiencing symptoms while at an event to Rosetree's owner, and they will work with the business to quickly find a replacement planner to take over at the event. Planners will be isolated at the event until they can be sent home.

Planners with underlying medical conditions or who have household members with underlying health conditions are given the choice whether or not to work events. This is to be determined at the discretion of the planner and is to be communicated to the business as soon as possible.

Rosetree Events has also implemented a policy for informing planners 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 Rosetree becomes aware that any planner has been exposed to COVID-19, the planner will be contacted immediately via phone and email.

In addition, a policy has been implemented to protect the privacy of planners' health status and health information. When planners report in their health status before working an event, this information will be kept completely confidential and only seen by necessary personnel.

Handwashing

Basic infection prevention measures are being implemented at our events at all times. Planners and assistants 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 clients and guests to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are to be placed at entrances of events and other 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.

Rosetree Events will provide each planner with a mask, mini hand sanitizer that can be carried with them throughout the event, and planners will be allowed to take ample breaks to wash their hands. With the provided mask, planners have also been given thorough instructions on how this should be properly worn.

Hand hygiene for guests will be provided at the discretion of each client and will vary per event. Each event must provide guests with ample hand washing supplies and Rosetree will help coordinate this with each client.

Respiratory etiquette: Cover your cough or sneeze

Planners, clients and guests 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 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 planners, clients and guests. These instructions and reminders will be communicated via the pre-event survey that all guests will be required to complete before entering the event.

Physical distancing

Physical distancing of six feet will be implemented and maintained between planners, clients and guests at events through the following engineering and administrative controls. Planners, clients and guests will be required to follow CDC guidelines of remaining six feet apart during the entire event, especially if not wearing a mask.

Planners, guests and clients will be prevented from gathering in groups in common areas and confined areas, including elevators. Guests will be required to be seated during the reception and practice physical distancing when moving about the room.

Commonly used surfaces such as, cocktail tables, bars, chairs, catering areas, vendor stations, phones, pens, and other surfaces or objects that are used by more than one person, need to be cleaned and disinfected between users. Planners and assistants will not be allowed to ride in a car with clients or guests.

Communications plans will be posted throughout the event areas to address planner, guest and client questions and concerns. If a concern of proper protocol arises, it will be at the discretion of the venue, caterer, planner and client to address this in a timely manner.

Guidance for events by order of the Governor:

Rosetree Events will comply with all guidelines provided by the Governor's office in the most updated executive order. As of June 12th, 2020 this is as follows:

Food and beverages

- Food must be prepared and served in accordance with applicable rules and regulations guiding the specific event. Follow the Minnesota Food Code, as applicable.
- Self-service food and beverage areas are allowed as long as the COVID-19 Plan includes protections such as oversight of the self-service area to ensure social distancing is maintained, hands are being sanitized, and participants or customers are strongly encouraged to wear face masks in the self-service area. Best practice would be to prepackage food ahead of time as much as possible. Please refer to the Minnesota Department of Agriculture guidance Customers Best Practices For Reusable Bags & Food Takeout Containers (www.mda.state.mn.us/sites/default/files/inline-files/COVID-19%20Reusable%20Bags-Takeout%20Containers%20BPs%20Mar%202020.pdf).

Protocols for managing occupancy

- Ensure a minimum of 6 feet of distance between participants not in the same family unit throughout the event.
 - “Household or family unit” means all the people living in the same home or residence, including a shared rental unit or other similar living space.
 - If it is not possible to maintain social distancing throughout the event or activity, then you should only participate in that activity with members of your household.
- Limit indoor and outdoor occupant capacity to no more than 25% up to 250 persons.
- If seated, limit table to 4 persons, or 6 if part of one family unit.
- All customers must be seated, including at bars.
- Require workers to wear masks at all times and strongly encourage attendees to wear masks when not eating or drinking.
- Post signage at the venue entrance outlining established protocols.
- Event planner must limit number of participants, customers and clients as necessary to allow for the required social distancing and not exceed allowed percentage of occupancy where required.

- Provide controlled flow of participants as much as possible, including upon start and at end of the event.
- Number of participants or customers at any one time is limited to the number for whom physical distancing of 6 feet can be maintained.
- Bands are allowed but must maintain social distancing even during performance.
- Activities that generally involve close contact between persons, such as dancing, should be modified to safely increase physical distance between persons from different households.
- Do not carpool to events or venues with people other than those in your household. Similarly, only use equipment that is sanitized between uses and maintain social distancing when around people from outside of your household.
- Avoid congregating in common areas like entryways, restrooms, or hallways.
- See also the guidance on how to Stay Safe MN (<https://staysafe.mn.gov/>).

Protocols to lower the risk of exposure to COVID-19

- Encourage participants, customers, and clients who are considered “high risk” to consider not attending the event.
- Have participants, customers, and clients respond to the screening survey questions (see item 4, below) upon arrival and check-in, and verify that they have read the screening-survey and can respond “no” to all questions.
 - Advise participants, customers, and clients of the added COVID-19 precautions that will be taken prior to arrival at the site. Use websites, social media, pre-appointment phone calls and confirmations, and other outlets to educate participants, customers, and clients on the steps being taken for their protection and the protection of workers.
 - Email or text a screening survey on the day of the event or reservation and/or post screening questions at the entrance.

- Have participants, customers, and clients respond to the screening survey questions upon arrival and check-in, and verify that they have read the screening-survey and can respond “no” to all questions.
- Decline to allow participation in event if there is any suspicion that they are sick or symptomatic, and advise them to leave the facility.
- Face coverings are strongly encouraged whenever one is gathering or in a setting with others from outside their household. Face coverings help to keep the person wearing the covering from infecting others. Evidence suggests that the virus causing COVID-19 can be spread by respiratory droplets when a person who has COVID-19 coughs, sneezes, sings, speaks, or breathes, even if the infected person is not showing symptoms.
 - MDH: Facemasks and Personal Protective Equipment (PPE) (www.health.state.mn.us/diseases/coronavirus/guidance.html#ppe)
 - CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)
- Event attendees and employees/volunteers should not attend if they or someone in their household are experiencing symptoms of COVID-19.
 - See the Minnesota Department of Health (MDH)’s Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf).
 - The checklist is also available in Hmong, Somali, and Spanish at MDH: Businesses and Employers: COVID-19 (www.health.state.mn.us/diseases/coronavirus/businesses.html).

Cleaning, disinfection, and ventilation

Rosetree will ensure that one of vendors at each event will do the following:

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of all event surfaces used by clients, guests and workers, including restrooms, elevators, catering supplies, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as tables, chairs, phones, bars, cocktail tables, restrooms, touch screens, door handles, elevator panels, railings, etc.

If someone is deemed infected with COVID-19 at an event, we will oversee the thorough cleaning of all surfaces and highly touched areas.

Rosetree will ensure that one of the vendors at each event have purchased appropriate and effective cleaning and disinfectant supplies have been 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. This vendor is to ensure that these cleaning products are up to effectiveness standard in accordance with the CDC.

Communications and training

This COVID-19 Preparedness Plan was communicated through staff meeting and email to all planners Friday, July 2 and necessary training was provided. Additional communication and training will be ongoing and provided to all planners who did not receive the initial training. Instructions will be communicated to clients about how we will conduct in-person meetings, venue tours, menu tastings, and other planning meetings. Clients and guests will also be advised not to attend in-person meetings if they are experiencing symptoms or have contracted COVID-19. We will email clients one day prior to all in-person meetings to remind them to not attend meetings if they have had any symptoms of sickness. Planners are to monitor how effective the program has been implemented by ensuring that the entire checklist has been signed off on by the vendors and clients. Planners and assistants are to work through this new program together and update

the training as necessary. This COVID-19 Preparedness Plan has been certified by Rosetree Events owner and was posted at all events and sent to all employees on Monday, June 22. It will be updated as necessary.

Certified by:

Jenn Rosen

Owner and Lead Planner