



**COVID-19 Training Preparedness Plan
CVMIC Training center**

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Purpose

To prepare for returning to training at the Cities & Villages Mutual Insurance Company (CVMIC) Training center for employees, visitors, and guests.

Procedure

These procedures have been put in place to communicate proactively with CVMIC members attending training at the CVMIC training center. Members should feel comfortable knowing that CVMIC has taken proper precautions to keep training safe for everyone involved and prevent the spread of COVID-19.

CVMIC is committed to providing a safe and healthy workplace and training center. CVMIC has developed the following COVID-19 training preparedness plan. CVMIC staff is responsible for the implementation of this plan in partnership with our guests, members, and visitors who attend training. Our goal is to mitigate the potential for transmission of COVID-19 in our training center, and that requires full cooperation among employees, management, guests, and members. Only through this cooperative effort can we establish and maintain the safety and health of our training center.

CVMIC is a membership-based organization and our guests and members are our top priority. We are serious about safety and health and keeping our guests and members safe while training. Our COVID-19 Training Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Wisconsin Department of Health Services (WDHS) guidelines, federal OSHA standards related to COVID-19 and Executive Order 72, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- food and beverage service

If, after reading this document, there are any questions about this preparedness plan please contact CVMIC at 262-784-5666 or info@cvimc.com for more information.

Screening and Policies for Guests Exhibiting Signs and Symptoms of COVID-19

Guests and members should self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess guest's health status before entering the training space.

Check yourself before reporting to the CVMIC Training center for the following symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you develop any of these for COVID-19 get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you are sick or experiencing symptoms while at home, do not report to the CVMIC training center. If you start to experience these symptoms while at training, notify CVMIC staff and you will be released to go home.

Handwashing

Basic infection prevention measures are being implemented. Guests are asked 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 the training, before any mealtimes, and after using the toilet. All visitors to the facility will be asked to use hand-sanitizer immediately upon entering the office. Hand sanitizer stations have been placed in our training center for your convenience and guests are encouraged to use these when it is not practical to wash your hands. When practical, hand washing is the preferred method over hand sanitizer.

Respiratory Etiquette: Cover Your Cough Or Sneeze

Guests, members, employees, and visitors are being asked 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.

Social Distancing

Social distancing is being implemented in the training center. Training participants are asked to stay at their selected private desk in the training room as much as possible. When seeking food, beverage, or the restrooms, training participants are asked to maintain a minimum of six feet of distance between themselves and others.

Due to the prolonged nature of training, CVMIC requires that training participants wear a face covering or mask. CVMIC will provide a disposable mask to anyone who arrives at the training center without an appropriate face covering or mask. Guests are encouraged to bring their face coverings or masks whenever possible.

Employees, guests, visitors, and members are asked to prohibit from gathering in groups. Changes have been made at the CVMIC training center to prevent groups from gathering including food and beverage locations, bathroom availability, and physical spacing in hallways and common spaces. If the use of equipment cannot be avoided decontamination of such items must be done before use by another guest or employee.

Wearing a Mask

Aside from actively eating or drinking, wearing a mask will be mandatory in the CVMIC training center. If you would prefer not to wear a mask during training, please consider our virtual training options available via Learning Link. CVMIC reserves the right to enforce this policy.

To wear a mask, keep these things in mind:

- Before putting on a mask, clean your hands with soap and water or an alcohol-based hand rub.
- The mask should cover your mouth and nose with no gaps between your face and it.
- Do not touch your mask while wearing it; if you do, clean your hands with soap and water or an alcohol-based hand rub.
- Replace the mask with a new one as soon as it is damp.
- Always wear your cloth reusable mask with the same side facing outwards.

Please contact **Jean Cole, HR** (jmc@cvmic.com) if you are medically unable to wear a mask. CVMIC is happy to explore accommodations and opportunities to keep you and others safe.

Cleaning and Disinfecting

All cleaning and disinfecting will follow the CDC guidelines using products on List N of the Environmental Protection Agency for use against SARS-CoV-2, the virus that causes COVID-19. These products will be used following the manufacturer's guidelines.

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of high touch areas, including restrooms, hallways, training rooms, and food serving areas. The second floor (aka CVMIC training center) will be cleaned before and after each training program. The cleaning team has been especially focused on sanitizing as much as possible with each visit, considering recent events with the virus.

Frequent cleaning and disinfecting will be conducted in high-touch areas throughout the day of training.

Food & Beverage Service

Typically, during a full-day training program, food and beverage are provided by CVMIC as part of program registration. Food and beverage will continue to be served following the guidelines established by the CDC.

Food will not be offered publicly via buffet or serving line. Rather, food and beverage selections will be made individually with a CVMIC staff member and provided directly to the training participant. Each food and drink item will be individually wrapped as appropriate. CVMIC staff will serve the food and beverage after properly cleaning hands and in compliance with mask and gloves guidelines.

Food options will be communicated in advance for nutrition and dietary planning purposes. As always, training participants are welcome to bring their food if they are unable or unwilling to eat what is provided. Please note there will be no toaster, toaster oven, oven, or microwave available during the day of training so please make your food choices accordingly. CVMIC staff will be happy to store and retrieve your lunch box/bag from our private refrigerator.

Restroom Use

The CVMIC training center bathrooms will remain open and available. In each bathroom, certain fixtures, urinals, and stalls have been closed to limit the number of individuals who can use the facilities simultaneously. Guests will be encouraged to use the bathroom individually throughout the day to maintain social distancing.

The high-touch surfaces in and near the restrooms will be cleaned regularly throughout the day.

APPENDIX A – GUIDANCE FOR DEVELOPING A COVID-19 PREPAREDNESS PLAN

GENERAL

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

DHS Coronavirus – <https://www.dhs.wisconsin.gov/covid-19/index.htm>

State of Wisconsin COVID-19 Information <https://govstatus.egov.com/wi-covid-19>

BUSINESSES

CDC Resources for businesses and employers – 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

Wisconsin Businesses and employers: COVID-19 – <https://www.dhs.wisconsin.gov/covid-19/employers.htm>

Wisconsin Department of Workforce Development - <https://dwd.wisconsin.gov/>

Federal OSHA – www.osha.gov

HANDWASHING

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

<https://www.dhs.wisconsin.gov/covid-19/protect.htm>

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

SOCIAL DISTANCING

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

<https://www.dhs.wisconsin.gov/publications/p02620b.pdf>

HOUSEKEEPING

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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

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 <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm>

<https://211wisconsin.communityos.org/>