

NMU STARBUCKS [MEDIUM RISK EMPLOYER'S] COVID-19 Preparedness and Response Plan

In accordance with Executive Order 2020-59, Northern Michigan University (Starbucks) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

Starbucks aims to protect its workforce by enacting all appropriate prevention efforts. Starbucks is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Employees with questions are encouraged to contact Human Resources via phone at 906-227-2470 and/or email at: hr@nmu.edu

1. Prevention Efforts and Workplace Controls

a. Cleanliness and Social Distancing

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Only critical infrastructure workers performing necessary work are directed to report on-site. For such workers, Company abides by the recommended social distancing and other safety measures and establishes the following:

- Face covering outlined by NMU (cover nose & mouth) must be worn at all times with exception when eating (still leaving at least 6 feet distance) or if in a room/office alone.
- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employees’ workstations are no fewer than six feet apart and are marked with tape on the floor for visual reminders. Six feet is maintained as much as possible, acknowledging there are times when employees will be within six feet when going from one workstation to fulfill orders/request/job duties. Option of face shield or eye protection if you feel you will need to be at times within six feet due to specific job task that needs two or more people within six feet.
- If more than one individual in a vehicle then facemasks must be worn along with face shield or eye goggles.
- If Dishwashing or using Pot Wash, Three Compartment Sink or Dish Machine- Proper PPE is gloves, apron, facemask and face shield or eye protection at all times
- Prior to wearing all face shields or eye goggles, wash and disinfect with Purell Food Processing Surface Sanitizer.
- Work hours, wherever possible, to limit the number of employees simultaneously working on-site;

- Employees' interactions with the general public are modified to allow for additional physical space between parties; this is accomplished using
 - Six feet distance markings on the floor from the Starbucks register back out into the Jamrich hallway, will be placed to maintain social distancing.
 - Plexiglas at the register to prevent risk of air droplets coming in contact with the employee, touchless card reader is placed on the customer side of the Plexiglas to avoid customer interaction. If credit card or cash is used, the Starbucks employee will immediately after returning credit card or change discard disposable gloves, sanitize hands and put on clean pair of gloves.
 - Once the customer's order is processed (this will include all condiments, napkins, utensils, beverages, etc.) the customer will wait in designated waiting area that has floor markings that are 6 feet apart to maintain social distancing. Designated waiting area is the dining area which will closed at this time.
 - No Self Service items will be used, to avoid cross contamination.
 - When the customer's order is ready for pickup, the product will be placed at the pickup table (table provides 6 feet distancing) by a Starbucks Employee (pick-up table is at far end of Starbucks), their name will be called and the customer will pick up their order.
 - All employees when dealing with customers will be wearing masks and disposable gloves (which they change after each customer if anything is touched that was touched by a customer).
- Non-essential travel is postponed or cancelled.
- Starbucks provides employees with, at a minimum, non-medical grade face coverings along with a coffee filter they can add to their mask. Training on how to wear and wash masks will be provided to ensure employees are properly wearing and washing their masks after each shift. In addition, we have disposable masks available if a mask is forgotten at home or should become contaminated at work to use for the remainder of their shift.
- Vendors are expected to follow handwashing and/or hand sanitizer protocol, wearing disposable gloves when in facility, six feet distancing, face covering, not coming into facility if sick and following their employee's protocol for COVID-19 related guidelines.

In addition, Starbucks is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work sites;
- Performing and assigning an employee (COVID-19 designate wearing proper PPE: safety goggles, gloves, and apron) to do routine environmental cleaning and disinfection, especially of common areas of frequently touched surfaces;
- Hand sanitizer in high-traffic are provided in multiple areas at Starbucks to include but not limited to: customer entrance/order area, employee entrance, break area, time clock, and work stations.
- Dining area for Starbucks will be closed at this time.
- and taking out trash, Melted Employee will have on a Mask, Disposable Gloves and Apron (disposable gloves and apron will be changed after task complete).
- Disposable dishware, utensil, glasses, etc. will be used at all times at the Starbucks until further notice.

- All self-service stations are closed at Starbucks until further notice. Condiments, creamer/sugar, salt/pepper, napkins, etc will be provide by the Starbucks employee.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each shift; (see attachments titled
 - Disposable gloves to be worn at all times when handling all packaging (cardboard/plastic/etc.).
 - Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
 - Employees, Guests or Customers are not to bring in disposable mugs, glasses, thermos, cups, Tupperware, plates, etc to avoid possible contamination.
 - Frequently washing hands with soap and water for at least 20 seconds
 - Utilizing hand sanitizer when soap and water are unavailable;
 - Avoiding touching their faces with unwashed hands
 - Avoiding handshakes or other physical contact;
 - Avoiding close contact with sick people
 - Practicing respiratory etiquette, including covering coughs and sneezes
 - Immediately reporting unsafe or unsanitary conditions on Company premises to NMU HR (227-2470);
 - Complying with Starbucks daily screening processes (see daily screen process below).
 - Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
 - Complying with self-isolation or quarantine orders.
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- **Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms (SEE NMU's COVID-19 Preparedness & Response Plan)**
 - **Identification and Isolation of Sick and/or Exposed Employees (SEE NMU's COVID-19 Preparedness & Response Plan)**
 - **Employees' Self-Monitoring (SEE NMU's COVID-19 Preparedness & Response Plan)**
 - **Daily Screenings (SEE NMU's COVID-19 Preparedness & Response Plan)**
 - **Return-to-Work Requirements (SEE NMU's COVID-19 PREPAREDNESS & RESPONSE PLAN.)**
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