



Coronavirus Action Plan

Effective Date: July 23, 2020
Revision Number: 1

Furball Farm Pet Sanctuary

To help slow the spread of COVID-19 and safeguard our staff, Furball Farm Pet Sanctuary has created an action plan for responding to COVID-19. This plan, which is based on the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidance, Occupational Safety and Health Administration (OSHA) statutes, rules and standards and Minnesota's relevant and current executive orders highlights the responsibilities of the leadership team and volunteers and outlines the steps Furball Farm Pet Sanctuary is taking to address COVID-19.

RESPONSIBILITIES

When it comes to ensuring a safe workplace during the COVID-19 outbreak, everyone at Furball Farm Pet Sanctuary has a role to play. The following is a breakdown of the responsibilities for Furball Farm Pet Sanctuary leadership and volunteers.

Leadership Team

Furball Farm Pet Sanctuary leadership, including all Board of Directors should familiarize themselves with the details of the action plan. Above all, leadership must be prepared to answer questions from volunteers and set a good example by adhering to the guidance prescribed in the plan. This involves wearing face coverings, practicing social distancing and good personal hygiene.

Volunteers

Volunteers play a critical role in Furball Farm Pet Sanctuary's COVID-19 prevention efforts. To protect everyone in our facility, Furball Farm Pet Sanctuary has a number of best practices volunteers should follow:

- **Understand the signs and symptoms of COVID-19, and stay home if you are feeling sick**—Any volunteer who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms are also instructed to consult guidance from the CDC on seeking medical care.
- **Practice good hygiene**—Volunteers should clean their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and volunteers should wash their hands with soap for at least 20 seconds. In addition, volunteers should avoid touching their face and cough into their arm.
- **Practice social distancing**—Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness.

BUSINESS OPERATION PROTOCOLS

In order to keep staff safe and prevent the spread of COVID-19, Furball Farm Pet Sanctuary has implemented the following workplace protective measures:

Social Distancing Protocols

Volunteers are asked to follow social distancing best practices throughout Furball Farm Pet Sanctuary's facilities, including, but not limited to the house and sanctuary. Specifically, volunteers are asked to:

- Wear a face covering at all times. The only exception to this rule is if you are alone in the facility, but you must have your face covering on your person and ready to wear in the event another person arrives.
 - Types of face coverings can include a paper or disposable mask, a cloth mask, a neck gaiter, a scarf, a bandanna, or a religious face covering.
 - A face covering must cover the nose and mouth completely. The covering should not be overly tight or restrictive and should feel comfortable to wear.
 - Any mask that incorporates a valve that is designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because

they allow droplets to be released from the mask.

- Stay 6 feet away from others.
- Avoid job tasks that require face-to-face work with others where possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others where possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Avoid touching their face.
- Take breaks throughout the facility, limiting the number of individuals congregating together.
- Avoid nonessential gatherings.

General Safety Policies

- Volunteers and visitors who exhibit signs or symptoms of COVID-19 as subsequently stated in this document are directed to immediately leave the facilities.

Facility Entrances

- Volunteers and visitors must self-screen prior to entrance to our facilities and must not enter if they answer “Yes” to any of the following questions:
 - **Do you or anyone in your household within the last 48 hours have any of the following symptoms?**
 - Fever: (100.4° F [38.0° C] or greater using an oral thermometer), have signs of a fever without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
 - Shortness of breath (not severe)
 - Cough
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - **In the last two weeks have you:**
 - Had contact with someone diagnosed with COVID-19 or in the process of being tested?
 - Lived in or visited a place where COVID-19 is spreading?

Volunteer Exhibits Symptoms of COVID-19 Before Entering the Facility

- Volunteers who report symptoms per the following list prior to entering Furball Farm Pet Sanctuary facilities are directed to stay at home and speak with their health care provider accordingly.
- Volunteers who experience symptoms while at Furball Farm Pet Sanctuary are immediately directed to leave the facility.
- List of symptoms:
 - A fever of 100.4 F or higher
 - Shortness of breath or difficulty breathing
 - A cough
 - A sore throat

- A stuffy, runny nose or congestion
 - Diarrhea, body aches, vomiting and headaches
- If, after an evaluation, the volunteer is not exhibiting COVID-19 symptoms, they may return to volunteer work at the discretion of the Leadership Team.

Self-quarantining and Return to Volunteering

Volunteers who test positive for COVID-19 or believe they have been infected are instructed to follow the advice of a qualified medical professional and self-quarantine.

Notably, volunteers who are symptomatic or who have tested positive should not return to volunteering until the conditions outlined in the table below are met:

Return to Volunteering Considerations	
Volunteer was symptomatic but was not tested for COVID-19.	Volunteer was tested for COVID-19.
<p>The volunteer may return if:</p> <ul style="list-style-type: none"> ● They have not had a fever for at least 72 hours, and have not used fever-reducing medication during that time. ● Coughs and other symptoms have improved. ● Seven days have passed since they first experienced symptoms. 	<p>The volunteer may return if:</p> <ul style="list-style-type: none"> ● They no longer have a fever. ● Coughs and other symptoms have improved. ● They have received two negative COVID-19 tests in a row.

When a volunteer tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, volunteers who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

- Volunteers who report symptoms per the following list prior to entering Furball Farm Pet Sanctuary facilities are directed to stay at home and speak with their health care provider accordingly.

Volunteers who report symptoms are immediately directed to leave the facility.

PLAN COMMUNICATION

- This plan is shared with all personnel.
- This plan is communicated to new volunteers as part of their onboarding process.
- This plan is posted at our facility.

QUESTIONS

If volunteers have any questions regarding the content of this action plan, they should speak with Julie. Furthermore, while the strategies highlighted in this document can protect volunteers from COVID-19, it's important to follow CDC guidance at all times.