**Twig Infectious Disease Preparedness and Response Plan**

The guidance from the CDC recommends businesses adopt a plan the assess our level of risk and put it place policies and practices that can mitigate that risk. This plan will implement workplace controls at multiple levels: engineering controls, administrative controls, safe work practices, and PPE. Engineering controls reduce the hazards in the workplace without relying on worker behavior. Administrative controls are changes in work policies or procedures to reduce or minimize exposure to a potential hazard. Safe work practices include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. PPE can be helpful in certain situations to prevent certain exposures. The types of PPE should be selected based on the hazard to the worker.

After reviewing the OSHA’s Guidance on Preparing Workplaces for COVID-19, I have determined that we are in Lower Risk category, especially since we plan to control the number of customers in the shop at any one time. This assessment is the basis for my policy recommendations.

**Engineering Controls**

We plan to review our HVAC system with a consultant to look at the possibility of bringing in outdoor air to the shop. We will make sure we are using high-efficacy filters and increase the ventilation rate by running the fan constantly when the shop is open.

**Administrative Controls**

No volunteer will be allowed to work if they have any symptoms of COVID-19.

In the interest of reducing the duration of exposure to a potential hazard, no Twig will be able to work a double shift until further notice. Only assigned Twigs should come to the shop to work unless requested by the Weekly Shop Chair.

A video will be provided to demonstrate the proper way to remove gloves. Signage will remind Twigs of the need to practice hand washing/hand sanitizing as well as social distancing.

A committee will be formed to explore online sales for Special Sales items.

**Safe Work Practices and PPE**

Each Twig will be given a clean apron at the beginning of the shift. At the end of the shift this apron will be placed in a hamper for washing.

All Twigs will be required to wear face masks while in the shop. The face mask can be brought in from home. We will also have face masks available in the shop.

Gloves are also advised but not required, except for anyone handling money. These will be provided at the shop.

Face shields will be available at the shop and will be required for the Twig that is managing the door. These will be optional for the Twigs working behind the checkout counter.

Three Twig will work on the first floor, two behind the checkout counter and one monitoring the admission of our clients. Social distancing will be encouraged for Twigs and customers.

To be admitted to the shop our customers must wear a mask and be afebrile. The Twig at the door will check the temperature of the customer and offer them hand sanitizer. For the time being, we will limit the number of customers in the shop to ten or less as allowed by current Virginia and CDC guidelines.

Frequently touched surfaces will be wiped down at the end of each shift and each morning. The Square should be wiped off with a microfiber cloth that has been lightly moistened with a special cleaning fluid that will be under the checkout counter. Wipes for the checkout counter will also be under the counter.

Initially, the basement will not be open due to the lack of ventilation.

We will monitor the number of cases in the region daily. If there is an upward trend of new cases and hospitalizations suggestive of a surge, the shop will be closed again until such time that it is safe to reopen. The health and safety of our volunteers and customers is our primary concern.

These guidelines can be modified as conditions dictate.

Draft May 20, 2020