

## **The Maine Event Employee/Volunteer Safety and Health Policies**

The Maine Event (TME) is a non-profit organization under IRS 501c3. And, although TME does not have any employees or office, its volunteers act as 'staff' when it has cat related events such as cat show. As part of its responsibilities, TME provides a safe and healthy environment for its volunteers.

### **General Requirements**

TME ensures social distancing practices for staff and control customer flow; frequent and adequate hand-washing, facilities and surface sanitations; and ensure sick staff stay home or go home if they are ill. TME also provides basic workplace hazard education about coronavirus and how to prevent transmission in English.

To prevent infection and to slow transmission of COVID-19, TME ensures staff complies with the following:

- Wash your hands regularly with soap and water, or clean them with alcohol-based hand rub.
- Maintain at least six feet distance between you and people coughing or sneezing.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.
- Stay home if you feel unwell.
- Refrain from smoking and other activities that weaken the lungs.

### **Mandatory Social Distancing**

TME will comply with the following mandatory social distancing practices:

- TME membership meetings will be conducted online (such as Zoom), Facebook or text messaging.
- At shows, TME will:
  - Control the number of people entering the building.
  - Participant benching areas will be farther apart (at least 6 feet) from one another.
  - Make provisions to prevent close contact between staff and others (coworkers and the participants) when transferring items, tools, or materials.
    - Check-in will be done one-at-a-time with 6 feet separating participants.
    - Floor markings will be provided to distinguish appropriate spacing for people waiting in lines or in front of service counters.
    - TME will have one staff assigned as the 'physical distance monitor' to ensure social distancing practices are consistently followed.
  - Stagger meal schedules to minimize occupancy and maintain social distancing at the food service counter.

### **Handwashing**

- Provide enough hand washing stations at the show hall venue so staff and participants can wash their hands frequently with soap and hot/cold running water.
- Provide an adequate supply of soap, water, and single-use paper towels.
- TME will have regularly scheduled checks to ensure it has frequent restocking of supplies and emptying of trash.
- Staff are to wash hands frequently and effectively when they arrive at the show hall, leave their benching area, use the bathroom; before and after they eat or drink or use tobacco products, and after touching any surfaces suspected of being contaminated.
- Provide supplemental hand sanitizing stations, wipes or towelettes to facilitate more frequent handwashing after handling objects touched by others.
- Single use gloves will be provided to staff. The supply will be at the front door and in the food service area.

### **Routine and Frequent Cleaning**

- TME will establish a housekeeping schedule for each cat show to address the needed, regular, frequent, and periodic cleaning of the facility.
- Work with the show venue facility management to provide appropriate and adequate cleaning supplies for scheduled, and when necessary, spot cleaning, and cleaning after a suspected or confirmed COVID-19 case.
- Work with show venue facility to make sure high-touch surfaces are properly disinfected on a frequent basis using a bleach solution or other EPA-approved disinfectant. Material Safety Data Sheets (MSDS) are to be on premises.

- Follow cleaning guidelines set by CDC. [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### **Procedures to Address Sick Volunteers / Participants**

- Conduct daily COVID-19 symptoms checks and perform temperature checks using a contactless thermometer.
- TME will require sick volunteers/participants to stay home or go home if they feel or appear sick.
- Identify and isolate workers who exhibit signs or symptoms of COVID-19 illness.
- TME will follow cleaning guidelines set by CDC to deep clean after reports of a staff member has suspected or confirmed COVID/19 illness. (See link to guidelines above).
- Keep volunteers/participants away from areas being deep cleaned.

### **Employee Education**

- Staff will be provided with basic workplace hazard education about coronavirus in English. Topics include:
  - Signs, symptoms, and risk factors associated with COVID-19 illness.
  - How to prevent the spread of coronavirus at show hall venues, including steps being taken to establish social distancing, frequent handwashing, and other precautions.
  - The importance of hand washing and how to effectively wash hands with soap and water for at least 20 seconds.
  - Proper respiratory etiquette, including covering coughs and sneezes, not touching eyes, noses, or mouths with unwashed hands or gloves.
  - Post Readable signs in prominently locations throughout the show hall with messages about social distancing, frequent hand washing, respiratory etiquette, and illness reporting.
  - Post relevant information from DOSH, OSHA, local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.
  - Provide ways for staff/participants to express any concerns and ideas to improve safety.

### **Personal Protective Equipment (PPE)**

- TME will encourage personal protective equipment when social distancing and other protective measures are infeasible or not effective.
- Face shields can prevent direct exposure to sneezes or coughs; they also provide protection from cleaning chemicals and disinfectants.
- Approved respirators such as N95s are not normally recommended, but may be appropriate where staff must remain in very close proximity to others.
- Loose-fitting face masks or cloth face covers (e.g., scarves and homemade masks) may be voluntarily worn by staff as a best practice measure to prevent the wearer from transmitting droplets from coughs and sneezes; but they do not prevent inhalation of the aerosols and are not protective in close proximity.
- Staff should not touch their mouth, nose, eyes, and nearby surfaces when putting on, using and removing PPE and masks.
- Respiratory Protection Program – TME will comply with the Respirators Rules (Chapter 296-842 WAC) to ensure proper use and care when respirators are necessary.