



Jenna Culley Events COVID-19 Preparedness Plan

Jenna Culley Events is committed to providing a safe and healthy working environment for all of its workers and clients. Because of that, Jenna Culley Events has developed a COVID-19 Preparedness Plan in response to the COVID-19 pandemic that is designed to keep workers safe and healthy.

This COVID-19 Preparedness Plan is put together by Jenna Culley, owner of Jenna Culley Events. She maintains the responsibility for the plan but workers are essential in the implementation and improvement of it. By working together and following the guidelines that are listed below, we will be able to help mitigate the spread of COVID-19 to our community.

Because our workers are our biggest assets, we want to ensure that workers are well aware of the policies and governmental mandates in place. For part-time or seasonal workers, they will be sent information the week prior to working an event or meeting with a client so that they have the most current information available. For those workers meeting and doing events regularly, they will be sent information as we receive updates about it.

Jenna Culley Events COVID-19 Preparedness Plan follows the industry guidance based upon the recommendations by the State of Minnesota which has received guidance from the Center for Disease Control (CDC), the Minnesota Department of Health (MDH), the Minnesota Occupational Safety and Health Administration and Minnesota's Current Executive Orders.

Below are the following guidelines:

- Mask Wearing
- Social Distancing while Working
- Handwashing & Hygiene
- Respiratory etiquette
- Cleaning & Disinfecting Protocols
- Identifying sick workers, isolating them and staying home when ill
- Duties while on an event site
- Communications and Training Protocols

Mask Wearing

Based on Executive Order 20-81 given on July 25, 2020, all Jenna Culley Events workers will be required to wear a mask while working indoors unless they are alone in a room or while eating or drinking on a break. Workers will also wear a mask if outside and not able to socially distance themselves. Masks will be provided by Jenna Culley Events if a worker is not able to provide one themselves. Additional masks will also be available to give to guests and clients that arrive to an event without a mask.

Social Distancing while Working

All workers are required to be socially distanced 6 ft from clients, guests, vendors and other personnel while performing their job duties. If it is not possible to socially distance then workers will not be able to perform those duties. If venues or clients are not following local guidelines and restrictions on venue occupancy requirements, workers will not be allowed to stay at that event.

Handwashing & Hygiene

All workers are asked to wash their hands for at least 20 seconds with soap and hot water frequently throughout the event day but especially at the beginning and end of a shift as well as after using the bathroom or eating and drinking. If workers come in contact with clients, guests, vendors and other personnel, they must stop what they are doing to wash their hands. If they come in contact with any food or drink items used by clients, guests, vendors or other personnel, they must stop what they are doing and wash their hands.

All workers are asked to wear their hair up and away from their face during wedding days. This is to decrease the need to touch one's face to remove hair.

Respiratory Etiquette

If a worker needs to cough or sneeze, they are being asked to cover their mouth with a sleeve or tissue and to avoid touching their face, eyes, nose or mouth with their hands. They should dispose of tissues and immediately wash their hands.

Cleaning & Disinfecting Protocols

Regular cleaning and disinfecting of work supplies and personal belongings is being implemented and trained on. Jenna Culley Events is asking that each worker provide their own PPE but will have masks, gloves, hand sanitizer and disinfecting spray available in our

emergency kits in case anything is forgotten or needed. Masks are required to be worn (see Mask section for specifics) and gloves are required when handling personal decor from clients.

Identifying sick workers, isolating them and staying home when ill

Workers are being asked to monitor their own symptoms at home prior to attending an event or meeting. They will be asked to sign a personal statement document (health screening), monitor their temperature and sign an assumption of risk and release policy.

Workers will not be permitted to work if they are reporting COVID-19 symptoms, have had COVID-19 within the last 15 days, have been around someone who has tested positive for COVID-19 within the last 15 days or has a temperature above 100.3.

If they fit any of the following above criteria prior to or during an event, they must notify Jenna Culley and she will find a suitable replacement.

Jenna Culley Events does not provide sick leave but does ask that you stay home when you or a family member is sick. If a worker or family member has underlying conditions, you will not be required to work but we do ask that you give Jenna Culley at least 3 weeks notice if you are uncomfortable moving forward with working an event.

If Jenna Culley Events is notified of an exposure to COVID-19 from an event or meeting, Jenna Culley will notify the worker immediately so they are able to self-quarantine for at least two weeks.

Duties while on event site

Jenna Culley Events is known for rarely saying no to doing a service a client needs. However, in this unprecedented times, there are certain duties that we may normally handle that we are not currently able to do or certain specifications must be in place for us to perform them. These are listed below:

Health Screenings

Jenna Culley Events will not require workers to take temperatures or monitor health screenings while at an event. The Lead Planner of any event must ensure either the venue or client is managing this if it is required for that particular event.

Food & Drink Items

Workers will not handle any used food items, plates, glassware, bottles, etc that have been used by guests and will not serve any food or drink items that are not individually wrapped. We must be able to set out food items while staying 6 feet away from any guest, client, vendor or other personnel.

Pinning Boutonnieres, Bustling Gowns, Etc

If we are performing duties that require us to be closer than 6 feet to another person such as pinning boutonnieres, bustling gowns, etc, the person we are performing these duties in close proximity to must be wearing a mask and have passed a self-administered temperature check and health screening. If they are exhibiting symptoms that suggest otherwise, workers may not perform those duties. It is the workers responsibility to ask the person to wear a mask and ask if they have done their health screening.

Communication and Training Protocols

We are committed to keeping our workers informed and trained on the proper procedures that will keep everyone safe.

Part-time or seasonal workers will be sent information the week prior to working an event or meeting with a client so that they have the most current information available. For those workers meeting and doing events regularly, they will be sent information as we receive updates about it.

This COVID-19 preparedness plan has been certified by Jenna Culley, was communicated to all workers as of July 29, 2020 and was posted on our Jenna Culley Events website as of July 29, 2020.

Certified By:

Jenna Culley
Owner