

COVID-19 Preparedness Plan for the Hormel Foods Corporation *SPAM*® Museum

Hormel Foods Corporation is committed to providing a safe and healthy workplace for all our team members and museum visitors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. *SPAM*® Museum team members are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in the *SPAM*® Museum, which requires the full cooperation of everyone. Only through this cooperative effort can we establish and maintain the safety and health of our team members and visitors.

All *SPAM*® Museum team members are responsible for implementing and complying with all aspects of this Preparedness Plan. *SPAM*® Museum management and team members have the company's full support in enforcing the provisions of this policy.

Our inspired team members are our most important assets. We are serious about safety and health and keeping our team members working at Hormel Foods Corporation. Team member involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Following the lead provided by the Return to Work Task Force made up of a cross-functional group of Hormel Foods Corporation team members, museum leadership has customized our preparedness plan to meet the needs of our unique situation. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Our visitors that visit the museum;
- Communications and training that will be provided to museum employees and visitors; and
- Management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for team members and visitors exhibiting signs and symptoms of COVID-19

Team members:

Team members have been informed of and are encouraged to self-monitor for signs and symptoms of COVID19. The following policies and procedures are being implemented to assess the health status of team members prior to entering the museum, and for team members to report when they are sick or experiencing symptoms. Team members must not come to the museum if a they or member of their household is exhibiting symptoms, has exhibited symptoms within the past 14 days, or if the team member or if any member of the household has been in contact with anyone who has tested positive for COVID-19 in the past 14 days. They must stay home, contact their healthcare provider to determine if they need to be tested for COVID-19, contact their HR representative and notify the *SPAM*® Museum manager. Team members who test positive, must follow the guidance of their health care provider and contact their HR representative, who will notify the necessary team members while maintaining the privacy of their personal health information.

Team members must self-monitor for symptoms of COVID-19 and take their temperature at home prior to coming to work each day. If any of the CDC symptoms to watch, summarized as of the date of this policy below, are observed, the team member must stay home, contact their healthcare provider to discuss their symptoms and determine if they need to be tested for COVID-19, contact their HR representative and notify the *SPAM*® Museum manager.

- Fever of 99.5 or higher;
- Cough;
- Shortness of breath;
- Sore throat;
- Body aches;
- Headache;
- Chills;
- Fatigue;
- Diarrhea;
- Loss of smell and/or taste.

If a team member is unable to take their temperature at home, or they do not have a reliable thermometer at home, they must take their temperature before reporting to their designated work area. Team members that need to take their temperature at the must follow these instructions:

1. Temperature taking will be one person at a time upon first entering the museum each day.
2. If another person arrives at the same time as you, make sure all social distancing protocols are adhered to in order to minimize exposure between you and the other individual.
3. Prior to entering the building, confirm that you do not have any of the CDC symptoms to watch, as summarized:
 - a. Cough;
 - b. Shortness of breath;
 - c. Sore throat;
 - d. Body aches;
 - e. Headache;
 - f. Chills;
 - g. Fatigue;
 - h. Diarrhea;
 - i. Loss of smell and/or taste;
 - j. If you have any of these, do not enter the building and contact your healthcare provider to discuss your symptoms and determine if you need to be tested for COVID-19, your HR representative and your manager. It would be acceptable to do this via email or text if you have the capability to do so.
 - k. If you do not have any of these symptoms, you may proceed into the building.
4. Enter the building and remove your coat, hat, etc.
5. Walk into the *SPAM*® Museum office that is the designated area for temperature taking.
6. The infrared (IR) thermometer will be located on the table in the designated area. Follow these steps to take your temperature:

- a.** Wipe the thermometer down with a sanitizing wipe (sanitizing wipes will be provided).
- b.** Click the IR probe trigger to turn the unit on and verify that the unit is working.
- c.** Point the probe at your forehead, keeping the probe 1 - 3 centimeters away from your forehead.
- d.** Hit the IR probe trigger and observe your temperature. Your temperature will read in Fahrenheit.
 - i.** You will see a green backlight if your temperature is less than 99.4F. This is a normal temperature and you are clear to enter the building. Be sure to sanitize the thermometer and table using the sanitizing wipes provided, and to wipe down the door handle as you leave the room.
 - ii.** You will see an orange backlight if your temperature is greater than 99.4 F and less than 100.4 F. This is a cautionary temperature and you will need to recheck your temperature.
 - iii.** You will see a red backlight if your temperature is 100.4 F or greater. This is a high-risk temperature and you will need to recheck your temperature.
 - iv.** If your temperature reads “Lo,” wait two minutes and recheck your temperature.
- e.** Recheck temperature procedure
 - i.** Your temperature may be high due to a variety of factors, so calmly wait in the designated room for a minimum of three minutes before rechecking your temperature. Please sit down and rest and do not drink hot beverages during this time.
 - ii.** After a minimum of three minutes, hit the IR probe trigger and observe your temperature again.
 - 1.** You will see a green backlight if your temperature is less than 99.4 F. This is a normal temperature and you are clear to enter the building.
 - 2.** You will see an orange backlight if your temperature is greater than 99.4 F and less than 100.4 F. This is a cautionary temperature and you must leave the building immediately. It is important to note that you should not go collect any items or go anywhere else. You must contact your healthcare provider to discuss your symptoms and determine if you should be tested for COVID-19, your HR representative and your manager. It would be acceptable to do this via email or text if you have the capability to do so.
 - 3.** You will see a red backlight if your temperature is 100.4 F or greater. This is a high-risk temperature and you will need to leave the building immediately. Please do not go into the work area to collect any items or go anywhere else. You must contact your healthcare provider to discuss your symptoms and determine if you should be tested for COVID-19, your HR representative and your manager. It would be acceptable to do this via email or text if you have the capability to do so.

iii. When you are finished taking your temperature, be sure to sanitize the thermometer and table using the provided sanitizing wipes. You must also wipe down the door handle as you leave the room.

iv. If leaving the building, keep the sanitizing wipe so you can wipe down all door handles that you touch as you leave the building.

If you begin experiencing any of the CDC symptoms to watch, as summarized below, at work:

- Fever of 99.5 or higher;
- Cough;
- Shortness of breath;
- Sore throat;
- Headache;
- Chills;
- Fatigue;
- Diarrhea;
- Body aches;
- Loss of smell and/or taste.

You must immediately report your symptoms to the museum manager by phone, email or text if necessary. If you feel well enough, immediately return home avoiding others while leaving the building and using hand sanitizers or sanitizing wipes before and after touching any door handles. Once home, contact your healthcare provider to discuss symptoms and determine if you need to be tested for COVID-19 and then contact your HR representative.

If a team member does not feel well enough to go home, they should report to the designated isolation room (the loading dock) in the building and notify the museum manager or the COVID-19 phone number listed in the isolation room to report the illness. Local EMT services should be called to transport the team member to the local hospital for evaluation.

Hormel Foods Corporation has implemented leave policies that promote team members staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Our temporary pay program to help support people who are not able to work due to COVID-19 covers up to 15 workdays (not to exceed 120 hours based on a 40-hour work week). The pay will be 100 percent of your base salary. Team members who have tested positive, are exhibiting any of the main symptoms or have been directed by a medical provider or our company to self-quarantine for COVID-19 will be eligible. For people who qualify for this special pay, there are no unpaid waiting periods or additional eligibility requirements. Contact your HR representative for more information about this pay program.

Hormel Foods Corporation has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. If a positive case at the SPAM® Museum is identified, the HR team will contact the team member and identify anyone they have had close contact with, ensure team members who may have had a potential exposure are notified and given guidance, and maintain close contact with public health. The team member's health care provider will notify the CDC of the positive case. If any other team members are determined to have had close contact with the individual, and out of an abundance of caution, these team members will be in self-quarantine for 14 days.

In addition, Hormel Foods Corporation continues to adhere to the requirements of the privacy rules under the Health Insurance Portability and Accountability Act (HIPAA) protecting the privacy of team members' health status and health information.

Visitors:

Upon entering the museum all visitors will follow several check in measures and policies that have been implemented at the museum. The *SPAM*® Museum website, social media, and inquiry phone calls will also be used to educate visitors on the steps being taken for their protection and the protection of our team members.

These measures will include a short verbal questionnaire, having temperature taken and provide their name and email address in order that we may communicate if any issues arise on the date of their visit, and hand washing.

The temperature screening will take place prior to being allowed to tour the museum. This will be conducted one person at a time as they enter the vestibule of the museum. If their temperature is greater than 99.4 F they will not be allowed entry into the museum. They will be referred to CDC's What to Do if You are Sick or Caring for Someone Who is Sick guidance (www.cdc.gov/coronavirus/2019ncov/if-you-are-sick/index.html).

Visitors will then receive a sticker with the time for their visit as all visitors need to have scheduled appointment. That appointment should be for that day.

All potential visitors that are in a "high risk" category are asked to consider postponing their visit to the *SPAM*® Museum at this time. Persons who may be at higher risk for severe illness should consider scheduling a virtual museum tour or check out the prerecorded online tour.

Prior to their visit visitors to the museum will be informed that if they do not feel well or have any symptoms compatible with COVID-19, they will not be allowed into the museum. They will also not be allowed into the museum if they have a household member experiencing symptoms compatible with COVID-19. They will be referred to CDC's What to Do if You are Sick or Caring for Someone Who is Sick guidance (www.cdc.gov/coronavirus/2019ncov/if-you-are-sick/index.html).

Museum visitors will have access to screening information prior to their visit on our website. Information on the screening questions that they will be asked will also be available. The questions are from the Visitor and Employee Health Screening Checklist (www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf).

If visitors begin to feel unwell while in the museum, they must leave immediately and isolate themselves at home. See CDC's Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020 (www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html).

Handwashing

Team members and visitors will be instructed to wash their hands for at least 20 seconds with soap and warm/hot water frequently throughout the day, but especially at the beginning and end of their day or

shift, prior to any mealtimes and after using the bathroom. All museum visitors will be required to wash their hands immediately upon entering the facility.

Handwashing can be performed in the restrooms and occupants are required to following social distancing guidelines. The janitorial and/or maintenance staff for the facility will be responsible for maintaining and replacing the supplies and providing cleaning and sanitizing of the restrooms daily. Hand sanitizer stations mounted throughout the museum will also be maintained by the janitorial and/or maintenance staff for the facility.

Respiratory etiquette: Masks and cover your cough or sneeze

Museum team members will always be required to wear masks and face shields when working in the museum. They are not required to wear masks if they are on break in the break area AND they maintain adequate social distancing (greater than 6 feet).

SPAM® Museum visitors will be required to wear a mask upon entering the SPAM® Museum. There are some exceptions such as children under the age of 2 years old, or anyone who has trouble breathing, is incapacitated or otherwise unable to remove the mask without assistance.

Social distancing

Social distancing is being implemented in the museum through the following engineering and administrative controls:

- Museum capacity will start with less than 20 percent occupancy to facilitate proper social distancing.
- There must be adequate supplies of sanitation and PPE equipment readily available for the facility.
- During check-in the configuration and the space between the team member and the patron must allow for physical distancing of at least 6-feet.
- Social distancing in the museum will remain in place until further notice. We will continue to review recommendations by the federal, state or local government but reserve the right to continue safety precautions deemed necessary to provide a safe and healthy environment for our team members and visitors.
- The Return to Work Taskforce and museum management will continue to monitor the situation and will guide future opening procedures and controls based upon government guidance and changing conditions in the COVID 19 situation.
- Team members should not use other team members' equipment where possible.
- All desktop items must be wiped down and the beginning and end of being used. We will require team members to remove personal and decorative items from their workspaces.

Restroom facilities:

Social distancing in the restrooms will be accomplished by taking every other urinal out of service in the restrooms for men. Every other sink/faucet will also be disabled to allow for appropriate distancing.

General building use and circulation:

- Queuing marking points will be placed outside of the museum entrance as a reminder and marker to aid individuals and groups to maintain proper social distancing as they wait to enter the museum.
- The onsite visitor experience will have a limited access with a maximum capacity of 20 and family pod groups no larger than 6 persons.
- No food, including SPAM™ples will be prepared, served or provided in the museum.
- Movement throughout the building will be directed in a counterclockwise manner and arrows directing the direction of movement will be posted.
- Signs will be posted to remind team members and visitors to maintain social distancing, avoid touching surfaces unnecessarily, wash hands properly and regularly and wear a face covering.
- The number of team members in the break room will be limited by staggering break times.
- Team members are prohibited from bringing in food or drink for sharing with others.
- Team members and visitors are prohibited from gathering in groups and confined areas.
- Team members are prohibited from using other individuals' personal protective equipment, phones or other personal work tools and equipment.
- Recommended sanitation and PPE equipment will be readily available. All items will be ordered from the corporate purchasing department to ensure items provided meet current local regulations. All safety data sheets documenting the products being used in the museum for surface sanitizing and hand sanitizer will be maintained on premises in the MSDS book.
- Team members will be assigned to monitor social distancing, as well as support the orderly assignment to maintain social distancing and minimize congestion.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of surfaces, equipment, and areas in the museum (including restrooms, common museum space and the lunchroom). Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, etc.

Each team member is expected to follow the clean-in, clean-out protocol. When using a shared space, or device a team member must use the sanitizing wipes/spray provided in the area to disinfect the surfaces prior to and after use. Team members will be following the cleaning procedure checklist and the museum will close for each day to allow for a comprehensive cleaning of major interaction high-touch points within the museum.

Frequently touched surfaces:

- Light and power switches – Signs will be posted to keep switches on all day to avoid contact by multiple team members. In addition, disinfectant will be provided where light and power switches must be operated so they can be disinfected before and after use. The museum lights are all automatic.
- The communal drinking fountains will be disabled and not available for use. The touchless water dispenser will remain available for use.
- Paper towels and a trash receptacle will be available adjacent to individual restroom stall doors so that paper towels can be disposed of after being used to operate the doors.
- The microwaves, Merry Chef and the refrigerator will be frequently sanitized. In addition, clean-in, clean-out procedures must be followed for any team member using these areas. Hand sanitizer and sanitizing wipes will be readily available in areas where microwaves and breakroom/kitchen equipment are located.
- Doors will be affixed in an open position where possible.

Lobbies/entrances to the building:

- The number of entrances to the building will be reduced to a portion of the main entrance designated as the entry doors.
- A single exit door will be designated to allow for smooth directional movement and social distancing.
- Hand sanitizer will be in the lobby for use by everyone entering and leaving the building.
- Marking and signage for safe social distancing will be displayed for entry queues and waiting areas. In addition, seating will be reduced in these areas to allow for the appropriate distancing.
- Plexi barriers/screens will be installed at visitor sign-in areas to help reduce contact with visitors.
- The SPAM® Museum team members will wear face masks and face shields.
- Anyone entering the building will be required to wash their hands and use hand sanitizer and signage will be posted notifying team members and visitors of this requirement.
- Visitors will have access to limited areas within the building to avoid contamination.
- Electronic registration devices will not be used and a team member will log this information into the database instead.
- PPE will be provided to visitors where appropriate.

Restroom facilities:

Signage will be posted in all restrooms with recommendations on proper handwashing protocols. In addition, touchless fixtures have been installed where possible.

PPE and cleaning:

- Museum visitors will always be required to wear masks when they are in the building, with the exceptions identified in the “Respiratory Etiquette” section of this plan.
- Team members will always wear masks and face shields when they are in the building with the exception of when they are on break in the breakroom provided, they can maintain proper social distancing and separation from others.
- Receptacles will be provided for disposal of PPE.
- Daily cleaning and sanitizing of high touch points throughout the building will be conducted at least once per day by the janitorial company and logs will be kept for this activity.
- Cleaning and disinfecting frequently touched surfaces, equipment, and other surfaces will be increased.
- Hand sanitizer and sanitizing wipes will be readily available in areas where microwaves or other breakroom/kitchen equipment, touch screens, and buttons are located.
- Hand sanitizer solution will be placed in close proximity to touch screens, buttons, and vending machines to allow team members to disinfect their hands before and after use.
- CDC sanitizing protocols will be adhered to after any team member or visitor suspected or confirmed to have COVID-19 has been in the facility.

Communications and training

This Preparedness Plan will be communicated to all team members and necessary training will be provided. Additional communication and training will be ongoing through our intranet site, signage, shared drives and Aspire training platform. Managers and supervisors will monitor how effective the program has been implemented, will seek and share feedback, and will also receive additional training. Management and team members are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by Hormel Foods Corporation management and was posted throughout the museum July 6, 2020. It will be updated as necessary.

Certified by: