



COVID-19 PREPAREDNESS PLAN

(Updated 12.08.2020)

Legacy Funeral Home (Legacy) understands the severity and the risk involved with COVID-19. We are taking all necessary precautions to ensure that we are protecting the health of our community, the families we serve, and our employees. To ensure that your risk is minimized while attending an event at our facility we have put the following a COVID-19 Preparedness Plan into place:

Please note: Occupancy must be reduced to accommodate for the required social distancing of at least 6 feet between people or individuals who do not live in the same household. In indoor settings, occupancy must not exceed the total building capacity below. In outdoor settings, gatherings must not exceed 150 people.

FACILITY PREPAREDNESS AND OPERATIONS:

Building Capacity:

1. East and West Chapel (**255 Eaton St., St. Paul, MN**)
 - a. Total Building Capacity 25 People
 - b. Total Outdoor Capacity 150 People

2. Maplewood Chapel (**1310 Frost Ave., Maplewood, MN**)
 - a. Total Building Capacity 25 People
 - b. Total Outdoor Capacity 150 People

3. Minneapolis Chapel (**3720 East River Road, Fridley, MN**)
 - a. Total Building Capacity 25 People
 - b. Total Outdoor Capacity 150 People

*****Maintain a minimum of 6 feet physical distancing*****

Legacy Funeral Home, LLC | 1335 Pierce Butler Route | St. Paul, MN 55104

651.491.4699 (24 Hours) | 651.645.3907 (Fax) | www.legacyfh.com

East Chapel and West Chapel: 255 Eaton Street, St. Paul, MN 55107 | **Minneapolis Chapel:** 3720 East River Road, Fridley, MN 55421

Maplewood Chapel: 1310 Frost Avenue, Maplewood, MN 55109 | **Showroom:** 1331 Pierce Butler Route, St. Paul, MN 55104

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Building Ventilation:

1. The HVAC system will be set to provide continuously maximize fresh-air into the building.
2. Air flow from diffuser will be redirected from ceiling to floor to minimize air-flow from blowing across people.
3. Air filter will be changed on a more frequent basis.

Cleaning and Sanitation Procedures:

1. Legacy deep cleans and sanitizes all chapels after a service has been held, regardless of the number of people in attendance.
2. All areas and surfaces of the funeral home are sanitized based on the guidelines from the CDC.
3. Frequent deep cleaning and disinfecting will be conducted in high-touch areas, such as phones, countertops, microphones, speakers, controls, door handles, railings, copy machines, tops of chairs, etc.

Interior Layout and Control:

1. Main entrances have been sectioned off to designate exclusive Entrance and Exit doors.
2. Measures to reduce bi-directional foot traffic using tape or signs with arrows to establish walkways. Post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. restrooms, entrances, etc.).
3. Chairs have been preset in our chapels to follow the recommended social distancing standard (distance of 6 ft.).
4. Attendees should remain in their cars. If attendees are in cars with windows up, car may park immediately adjacent to one another. And if attendees are in cars with windows down, cars should park 6 feet apart.

Signages:

1. Cover their nose and mouth with a mask or cloth face-covering when six feet of social distance cannot be maintained.
2. Adhere to physical distancing instructions.
3. Report symptoms of or exposure to COVID-19, and how they should do so.
4. Follow hand hygiene and cleaning guidelines (Encourage participants to regularly wash and/or sanitize their hands signs.)

Face Mask:

1. Masks are required on our premises
2. Legacy staffs are required to wear face masks when working around others.

Food and Beverage:

1. Food and drinks are not allowed for indoor consumption.
2. Seating and table set-up must be in compliance with 6 feet of physical distancing.

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STAFF PROTECTIONS:

Screening and policies for employees exhibiting signs and symptoms of COVID-19. Legacy Funeral Home workers have been informed of and must self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

1. All staffs must conduct a self-check and must participate and review a screening survey.
2. Handwashing (Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet.)
3. Respiratory etiquette: cover your cough or sneeze.
4. Social distancing.
5. Must wear a mask when working around others.

If Staff reports being in close proximity with confirmed individuals, immediate actions must be followed:

1. Staff must be self-quarantine immediately.
2. Staff must report to testing location and be tested.
3. Staff will not be allowed back to work unless they been quarantined for 14 days, shows no sign or illness or their tests result is confirmed negative.

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