



# Federal Executive Board of Minnesota

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## Federal Executive Board of Minnesota Training and Event COVID-19 Preparedness Plan

The Federal Executive Board of Minnesota (FEB-MN) is committed to providing a safe and healthy environment for all event participants. To ensure we have safe and healthy classrooms and meeting spaces, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in at FEB-MN events and trainings, and that requires full cooperation among all attendees.

The policies and precautions outlined in this plan are to be considered the minimum guidelines for participating in FEB-MN events. Because FEB-MN events are held in spaces owned and managed by other Federal Agencies, there are times where event attendees may be asked to adhere to additional policies. Event participants will be notified of any other requirements or recommendations before the event.

### Policies for participants exhibiting signs and symptoms of COVID-19

FEB asks that all training participants adhere to [CDC guidelines](#). Participants are required to self-certify they are not experiencing any COVID-19-like symptoms prior to attending and FEB event. Participants should not attend training if they:

- feel ill, have a fever, cough, or other COVID-19 symptoms.
- have had close contact with an individual diagnosed or showing symptoms of COVID-19.
- have been directed to self-isolate or quarantine by their health care provider or a public health official.

If a participant becomes ill during the course of a training, FEB will request that they return home.

### Social Distancing

Participants, instructors, and other staff will observe social distancing by sitting a minimum of 6 feet apart whenever practicable. Seats and tables will be arranged to facilitate social distancing whenever possible.

### Handwashing

FEB will make announcements at the beginning of all in-person trainings to inform participants of the location of bathrooms and handwashing facilities. We ask that all participants follow [CDC Handwashing Guidelines](#). FEB will also provide hand sanitizer at events and trainings.

### Respiratory Etiquette and Facial Coverings

FEB-MN asks all participants to observe [CDC-recommended respiratory etiquette](#) at events, including coughing or sneezing into a tissue, or coughing or sneezing into your elbow, if necessary. After coughing or sneezing, wash hands for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer. When social distancing is not practicable, participants must wear cloth face coverings or another form of mask to reduce potential spread of COVID-19. Participants must wear face coverings when moving within the classroom, hallways and any other space designated by the training facility. FEB-MN requires that participants bring their own facial coverings to events.

### Cleaning and Sanitation

Because the MN FEB utilizes conference spaces managed by Federal Agencies, cleaning and sanitation procedures will depend on the policies of each individual host agency. When setting up and taking down from trainings, FEB-MN staff will wipe down surfaces used to minimize chances of viral transmission.