

COVID-19 Preparedness Plan for Stevens County DAC

The Stevens County DAC is committed to providing a safe and healthy workplace for all our staff and persons served. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff, persons served and work/program spaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Stevens County DAC managers and supervisors have our full support in enforcing the provisions of this policy.

Our staff and persons served are our most important asset. We are serious about safety and health and keeping everyone participating at the Stevens County DAC. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process through frequent email updates, virtual staff meetings, by responding to concerns and implementing ideas expressed verbally or in writing, and through direct involvement in developing procedures and practices that are integral to this plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, Horizon Public Health (HPH) guidelines 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;
- temporary licensing requirements;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and procedures for employees and persons served exhibiting signs and symptoms of COVID-19

Staff and persons served have been informed of the symptoms of COVID-19 and strongly encouraged to self-monitor for signs and symptoms of COVID-19 prior to leaving home. The following procedures are being implemented to assess staff and persons' served health status prior to entering the workplace and for individuals to report when they are sick or experiencing symptoms. If a staff person has symptoms of COVID-19 and is at home they should stay home and follow the normal protocol by calling or messaging the Program Director and the Executive Director. If a staff person is experiencing COVID-19 symptoms and is seeking a medical diagnosis or have been advised by a health care provider to self-quarantine related to COVID-19 they should inform the Executive Director and Business Office Manager who will assist with following procedures as

outlined in the Families First Coronavirus Response Act (FFCRA). Upon arriving at work all staff must complete the health screening. Any staff person who answers "Yes" to 1 or more questions on the screening document will be asked to leave, self-isolate and contact their primary medical provider. A staff person who becomes sick while at work will be expected to transfer their service related duties to assure the safety of service recipients and then immediately leave the facility contacting the DAC nurse, Program Director or Executive Director by telephone or messaging. In either case the worker is encouraged to contact their primary care provider and follow the CDC COVID-19 "What to Do If You Are Sick" guidelines. Persons served are strongly encouraged to self-monitor for signs and symptoms of COVID-19 prior to leaving their residence. They may receive assistance, as needed, from family members or residential providers. Stevens County DAC COVID-19 screening document sheets will be made available and will need to be filled out by the person served or their family member or residential provider prior to entering a DAC vehicle or the DAC building. The DAC nurse or her replacement may perform additional screening during the program day.

The Stevens County DAC has implemented leave policies that promote workers staying at home when they are sick, when household or family members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented based on the sick leave policy and at the discretion of the Executive Director.

The Stevens County DAC has also implemented a procedure for informing staff persons and persons served, their residential provider and their guardian, if any, when they have been exposed to a person with COVID-19 or a person suspected of having COVID-19 at the DAC or community site during the DAC program day and requiring them to quarantine for the required amount of time. Notification will be made by the executive director, and/or program director, and/or nurse (who become the "Notification and Response Team") by telephone or in person using established social distancing guidelines. If a staff or person served has close contact with someone or is living with an individual who tests positive for COVID-19, current guidance states you will notify the Stevens County DAC and self-quarantine, including staying away from the Stevens County DAC, for 14 days after the last exposure to the person. If a staff or person served has close contact with someone or is living with someone who is suspected of having COVID-19 then they may be asked to self-quarantine, including staying away from the Stevens County DAC for 14 days or until the person suspected of having COVID-19 tests negative. The decision regarding self-quarantine will be dependent upon the duration and type of exposure following guidance from Horizon Public Health and the DAC nurse. Reporting confirmed or suspected cases of COVID-19 and returning to the DAC will follow the guidelines in "Reporting Confirmed or Suspected Cases and Returning to Work guidelines".

In addition, a procedure has been implemented to protect the privacy of DAC staff persons' and persons' served health status and health information. Health screening documentation of DAC staff will be kept in a separate file at the DAC in the possession of the staff person. Health screening documentation of persons served will be kept in separate individual files

by the DAC nurse. In both cases this information will be treated as private information but will be available to the executive director, program director and nurse to assure that procedures are being followed and for licensing purposes. Health information related to possible exposure to an individual who has COVID-19 or is suspected of having COVID-19 will be shared only as needed to prevent the spread of COVID-19 following guidance from the Minnesota Department of Health and Horizon Public Health (320-208-6670).

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. DAC staff and persons served 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. Everyone will be required to sanitize or wash their hands immediately upon entering the facility. Hand sanitizing wipes are available at each entrance and hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are available at the main entrance, west entrance and in the dining room. These can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. However, everyone is encouraged to wash their hands after entering the DAC as the preferred option. Replenishing of supplies of hand sanitizer, soap and paper towels will be included in the procedure and routine of cleaning and disinfecting.

Respiratory etiquette: Cover your cough or sneeze

DAC staff, persons served and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles available to all workers and visitors. Replenishing of supplies of tissues and emptying of trash receptacles will be included in the procedure and routine of cleaning and disinfecting.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls. Work stations, chairs and table settings are separated by a minimum of 6 feet. DAC staff are required and persons served are encouraged to wear face coverings in compliance with Governor Walz's Executive Order 20-81 (Face Covering Requirements) including at all times when in the DAC building or in a DAC vehicle unless alone. Seated at a work station, walking through the building, or working on building cleaning is not considered "alone" even if socially distanced because there are no physical barriers (walls higher than face level). The only times a staff person can be in the building or in a DAC vehicle without a face covering is if the staff person is alone in an office or vehicle or while eating or drinking **and** socially distanced. Face coverings are also required when outside when working with a service recipient when social distancing cannot be assured which includes taking people for

walks. Persons served will be provided with transportation individually or only with people they with whom they live unless social distancing can be assured. DAC staff, persons served and visitors are prohibited from gathering in groups and confined areas, and from using other people's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment unless these items and areas are cleaned and sanitized between uses. The staff mailboxes have been moved out of the copy room to reduce crowding in this area. The mail boxes are now in the Guest office. The telephone has been removed from the dining room area due to difficulty with monitoring usage and assuring cleaning and sanitation. Persons served will be assisted with accessing a telephone as needed and desired to assure that the phone is cleaned and sanitized before and after use and that they have privacy during their phone call as desired. If using phones in shared space (copy room, shared offices, etc.) use the hands free option. This can be done by simply pressing the "speaker" button to answer and the "release" button to hang up. If the hand held receiver is used clean and sanitize the phone, as soon as you are done. The water fountains have been turned off and bottled water is freely available near the water fountains. Reusable water bottles need to be thoroughly washed prior to refilling at the water dispenser in the break room. DAC staff and persons served are discouraged from bringing food to share. For now we are discouraging food preparation in the non-commercial kitchen areas at the DAC and no food preparation in the commercial kitchen except by certified staff. We are very fortunate to have the new HVAC system which is designed to assure air exchange for health purposes. The fans are set to run continuously. This was done to help reduce exposure to Covid-19 by maximizing the air exchange in the building. Please do not turn your thermostat "Off". When the thermostat is "Off" there is no air exchange. Movement through the building should be kept at a minimum. Whenever possible contact co-workers by phone, intercom and email. Persons served will be encouraged to stay in their work or program area throughout their service day. Larger gatherings, such as staff meetings, need to respect social distancing guidelines and, preferably, will be conducted using Zoom or a similar format. All visitors are being asked to use the main front entrance, check in at the front office, and wear a face mask while visiting at the DAC. Disposable face masks are available in the front office for those who do not have a face mask. All customers are expected to ring the doorbell at the Workshop pedestrian door and will be served "curbside". Signs have been posted on all doors guiding customers and visitors.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. Guidelines for cleaning and disinfecting have been developed. In addition, checklists have been developed for each area of the DAC building and annex. These checklists will be available when assigned cleaning duties. Cleaning duties may be assigned to any and all staff depending on availability and other duties each day. DAC staff are expected to assure that their office and/or program/work spaces are cleaned and sanitized on a regular basis.

Temporary licensing requirements

Starting on 5/29/2020 and until the end of the peacetime emergency, or as amended by

the MN Department of Human Services, the following modifications to licensing requirements will be implemented.

- A. Services may be provided remotely to any service recipient authorized to receive services (DHS waiver CV43). Various forms of electronic supports to deliver services via telephone or virtual platforms are encouraged.
- B. At risk persons are strongly urged to stay home or in their place of residence except to engage in necessary activities for health and wellbeing (Emergency Executive Order 20-55). The decision to stay home and receive no services, stay home and receive remote services, or resume community based and/or center-based services will be up to the individual service recipient.
- C. A new clause in people's service-related rights will be implemented to include the right to "make an informed choice about whether to receive day services in the licensed facility/community or to "stay-at-home" and receive no day services or receive services remotely during the peacetime emergency to minimize their exposure to COVID-19. This right exists even if the person does not meet the definition of an "at risk person".
- D. No more than 50 people will be present in the facility at a time including persons served, staff and visitors.
- E. Services will be delivered two shifts. The morning shift may start as early as 8 A.M. and ends at Noon. The afternoon shift may start as early as 12:30 P.M. and ends at 4 P.M. The maximum duration of services throughout the day for any service recipient will be 3 hours. The facility will be cleaned and disinfected between shifts (see "Housekeeping" above).
- F. Service recipients and staff are required to use hand sanitizer or wash their hands upon arrival. In addition, service recipients will be encouraged and assisted as needed to wash their hands at the beginning of their shift, at the beginning of their mid-shift break, prior to leaving for the day, when using the restroom and as needed. Pod supervisors and/or the person assisting with personal cares will provide assistance.
- G. Work/activity groups (pods) will consist of 10 or fewer people including staff and service recipients. Pods will be separated from each other through the use of separate rooms or other physical barriers. Pods will be scheduled with the goal of maintaining consistency of the pod throughout the service day and throughout the week. Exceptions will be made to meet the needs of the service recipients and staff. Appropriate social distancing within the pod will be encouraged by defining spaces through the use of designated seating and work space, visual aids such as painters tape, and through the use of verbal guidance. Whenever possible seating will be turned in the same direction (rather than facing each other) to reduce transmission of the virus. The executive office suite,

lobby, and locker rooms will not be available for service recipients and will be roped off. Arrival times of service recipients will be staggered to prevent congregating at the front door and entry area. All service recipients will arrive at the main door where they will be screened by the DAC nurse or her replacement. Service recipients will then be encouraged and guided to go immediately to their work/activity location where they will wash their hands and begin their work/activity. Breaks will be taken in their work/activity location with a beverage provided. Water bottles will be available for free access by service recipients in each pod as water fountains have been turned off. Service recipients will be encouraged to use the restroom closest to their work/activity location. When assisting service recipients with personal cares staff must wear a 3-ply disposable mask (can be worn with or without a cloth face covering), a face shield and disposable gloves. If a service recipient needs services provided by the DAC nurse then the nurse will be paged and will come to the service recipient to provide the services. Exceptions may be made in emergency situations. Meals will not be served to service recipients. Staff must maintain social distancing from each other when eating meals. Whenever possible, when transportation is provided using DAC vehicles, service recipients will be transported by the same staff for each ride given daily and this schedule will remain consistent throughout the week. Social distancing will be maintained during transportation between service recipients who are not from the same household. Mask wearing during transportation will be required of staff and encouraged for service recipients as tolerated. Vehicles will be sanitized after each route.

H. Non-essential volunteers and visitors will not be allowed in the building.

Communications and training

This updated Preparedness Plan was communicated during a staff meeting to all DAC staff on 8/11/2020 and necessary training was provided. Additional communication and training will be ongoing through staff meetings and email updates and will be provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by direct observation and are expected to communicate any concerns to the executive director. All DAC staff are expected to work through this new program together, provide feedback and information to improve this plan and update the training as necessary. This Preparedness Plan has been certified by Stevens County DAC management and was posted throughout the workplace. It will be updated as necessary.

Certified by:

A handwritten signature in black ink, appearing to read 'Charles Oakes', is written over a horizontal line.

Charles Oakes, Executive Director, Stevens County DAC