

## **Jobs Plus COVID-19 Preparedness Plan**

Revised: 6-4-2021

Jobs Plus is committed to providing a safe and healthy environment for all persons served and our employees. To ensure that, our COVID 19 Preparedness Plan has been updated in response to the evolving changes with the pandemic. All employees and persons served are responsible for implementing this plan. Our goal is to reduce the transmission of COVID-19 in our workplace, and it requires full cooperation and effort so we can continue to maintain a safe and healthy environment for all of us. Jobs Plus will continue to monitor the COVID-19 data in our state/region. Thus, this plan will serve as a living document and will be updated as needed to stay responsive with changes. All management and staff are responsible for implementing and complying with all aspects of this plan. It must be acknowledged that the nature of our services require frequent employee to client contact, there are group work crews, activities and transportation, and congregate programs. Also, social distancing will be a challenge for employees supporting persons served and for persons served who, because of their cognitive disability, will not understand or comply. Jobs Plus will continue to encourage all individuals to maintain a distance apart but it may be less than 6 ft. All employees and persons served have had the opportunity to be vaccinated and Jobs Plus will honor the decision of any employee or person served to decline the vaccine. The decision will not affect their employment or service plan. It will be the responsibility of each employee to choose if they will report to work given the nature of our services or if working in this environment is something they choose not to continue and voluntarily resign.

### **Rights of Persons Served**

A person's service-related rights 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 applies to all persons served.

**This plan serves as notification that Jobs Plus considers this right a temporary addition to our "Rights of persons served policy."**

On May 14<sup>th</sup>, 2021, the Governor of Minnesota issued Executive Order 21-23 that substantially changed requirements for fully vaccinated people. After reviewing our updated COVID-19 Preparedness Plan, persons served (and team members) will decide when it makes sense for them to return and we will do our best to address concerns and incorporate their suggestions into plan updates.

### **Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19**

The following policies and procedures are being implemented to assess an employee's health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms:

Employees and persons served should only report to work if they are symptom free, or symptoms are attributable to another condition. Employees will monitor their own symptoms/temperature at home if they are feeling ill. If any person has a fever of 100.00 or more, you should not report to work and speak with your supervisor. Staff will visually assess individuals prior to them entering the vehicle or speak with a residential support staff and note any symptoms they visually see. If a person served is not feeling well or has a fever of 100.00 or higher they should consult with their staff before reporting to work. Jobs Plus will monitor the health and for any symptoms of all person served throughout the

program day and report to their supervisor if any concerns arise. The supervisor may instruct the employee to stay home/go home until permitted to return by their physician/clinic.

Persons served or employees who begin to show signs and symptoms of COVID-19 at home should STAY HOME and call their supervisor with the following information:

- Onset of symptoms and type of symptoms experiencing

- If a test has been given, and if so, the results of the test.

If a person is tested for COVID-19, with documentation that the results are negative, they may return to work the next day unless their physician/clinic advises them to stay at home because of another medical condition.

If a person served becomes ill while at work and requires supervision, supervision must be provided until a caretaker arrives to bring the person home. The ill person should wear a mask if able and the staff supervising them should wear PPE (gloves, mask, goggles/faceshield). All individuals who show signs/symptoms of COVID-19 must be quarantined in an area away from others and have access to a private bathroom for the person to use.

Employees or persons served with a positive COVID-19 test result can return to work 10 days after the test date, or onset of symptoms, if they have not had a fever within the last 24 hours without using fever reducing medications, and symptoms have improved.

Employees or person served that have not been vaccinated and live with someone that has tested positive or you have had close contact (15 minutes or longer -less than 6 ft apart) with someone within 48 hours of their positive test result date will be sent home. The employee will be encouraged to get tested 5 days after exposure. If a person is tested on day 5 or after and it is negative and there are no symptoms of COVID 19, they may return to work. If a person chooses not to get tested and have no symptoms, they can return after 7 days from exposure date.

Unless one or more of COVID symptoms are present (fever, chills, fatigue, new cough, shortness of breath, loss of taste or smell, new sore throat, new muscle or body aches, new headache, congestion or runny nose), there are no restrictions and/or quarantine requirements for employees returning to work after travel out of state/country.

All employee related instances of COVID 19 in the workplace should be reported directly to MDH at 651-201-5414 or complete a survey online at

<https://redcap-c19.web.health.state.mn.us/redcap/surveys/?=H8MT9TTNCD>. A supervisor should be in charge of doing this. The supervisor will maintain communication and gather information from employees who may be ill and ensure their privacy is protected and provide all related information to the Executive Director who will keep documentation on file, notify any employees/or persons served that may have had close contact.

According to the CDC, employees/persons served not fully vaccinated that previously tested positive and recovered do not need to undergo repeat quarantine in the case of another COVID-19 exposure within 3 months on their initial date of testing positive. The employee/person served is strongly encouraged to wear a face covering, practice social distancing and frequently wash their hands if exposed within the 3 month period. If exposed after 3 month period of having COVID, individuals shall follow quarantine process until tested on or after day 5 from exposure and have a confirmed negative result.

Employees/persons served who have had an exposure to someone with suspected or confirmed case of COVID-19, are not required to quarantine if they have met the following criteria:

- It has been 2 weeks following their second COVID-19 vaccine dose in a two dose series or 1 dose in a 1 dose series and;

- Have remained asymptomatic since the exposure.

In certain situations, such as when someone has an underlying immunocompromising condition, they may still need to quarantine after exposure regardless of their vaccination status.

**IF AN EMPLOYEE OR PERSON SERVED IS NOT VACCINATED AND DISPLAYS SIGNS/SYMPTOMS OF COVID-19 BUT DO NOT GET TESTED, THEY MUST QUARANTINE FOR 14 CALENDAR DAYS FROM WHEN THEIR SYMPTOMS FIRST APPEAR.**

### **Notification of Exposure to COVID-19**

Any employee or person served who has been in close contact (as defined in this document), with an individual at Jobs Plus who has been diagnosed with COVID-19 will be notified of their potential exposure as soon as there is knowledge of a positive COVID-19 result. Notification will be done via email, phone, text or personally told. For persons served, guardians, residential provider, and case manager will also be notified.

### **Hand Washing and Source Control**

Jobs Plus continues to implement basic infection control measures at all times at our facilities.

Employees and persons served are instructed to wash their hands for at least 20 seconds ( or use hand sanitizer if a hand washing sink is not available) frequently throughout the day, at least at the following times:

Upon arrival to the facility

Before eating or preparing food

After eating

After using the restroom

After blowing one's nose, coughing or sneezing.

Employees shall disinfect often countertops, tables, chairs, and other frequently touched surfaces such as doorknobs, light switches, railings, and telephones at the beginning and end of each day.

Jobs Plus has installed REME Halo Air purification systems at each facility. Air circulation fan systems are running at all times.

Hand sanitizer bottles are placed throughout the facilities and is available in each vehicle.

Personal Protective Equipment (PPE) continues to be available as needed. Gloves, goggles, aprons, plastic face shields are available and procedures identified in our Blood Borne Pathogens Policy shall be followed. Aprons, goggles, and face shields should be sanitized after each use.

### **Respiratory Etiquette**

Employees, visitors, and persons served are instructed to cover their mouth and nose with their sleeve, tissue or bend in the arm when coughing or sneezing and avoid touching their face, especially near the mouth, nose and eyes. They should dispose of tissues in the trash and immediately wash or sanitize their hands. Posters are displayed at each facility to illustrate how to cover cough/sneeze.

### **Masks**

Effective 5-28-21, individuals (staff and persons served) who are fully vaccinated are not required to wear a mask. It is your personal choice as to if you choose to wear a mask.

Masks should still be worn by individuals who are not vaccinated. People with compromised immune systems, even if vaccinated are encouraged to continue to wear a mask.

Unvaccinated employees, person's served, visitors who can tolerate mask wearing are to wear a mask any time they are in a shared space even if social distancing is possible, including vehicles, hallways, restrooms. Masks may briefly be removed to communicate with someone who has a hard time understanding someone when talking.

### **Social Distancing**

Effective 5-28-21, social distancing is no longer required. Jobs Plus will continue to practice social distancing as much as possible. Jobs Plus will also continue to provide activities in smaller groups.

Effective 5-28-21 maintaining cohort groups is no longer required. All persons served will continue to eat at their assigned work area/table. There is generally 1-2 people per table.

## **Transportation**

Masks for all employees and persons served are strongly encouraged on transportation routes, regardless of vaccination status. However, we understand that not everyone is able to comfortably wear a mask.

Vehicles will be sanitized by the driver before leaving for routes and upon return from routes in the afternoon.

Drivers or other staff who help passengers get in/out of a vehicle, fasten safety belts, secure wheelchairs in the vehicle, or handle passengers' belongings should use hand sanitizer after each interaction.

Ventilation in the vehicles will be improved by opening windows (weather permitting) or setting the air ventilation/conditioning on non-recirculation mode.

## **Housekeeping**

Employees will continue to do daily cleaning of bathrooms, kitchen/staff room, and program areas.

Each employee is responsible for disinfecting their work area tables/chairs before the beginning of each program day and at the end of the program day. More frequent disinfecting will take place throughout the program day. Jobs Plus has a sanitizing machine at each facility that can be utilized for disinfecting purposes.

All employees shall inform the Executive Director or Assistant Director if they are in need of disinfecting/sanitizing product if inventory is running low. All employees will assure they are mixing cleaning solutions per the recommendations provided on the bottle.

All drinking fountains will continue to be disconnected until further notice. Drinking water will be available to persons served and will be offered regularly to those who cannot request it independently.

Each person is encouraged to bring their own water bottle to use throughout the day.

## **Meals and Food Preparation**

Jobs Plus will prohibit all food and beverage sharing between persons served.

## **Voluntary Closure of Program**

Jobs Plus will continue to monitor the number of COVID-19 cases within our facilities, city and county.

Criteria that may be used to determine if a location should temporarily close include:

Inability to maintain required staff/client ratios due to employees needing to self isolate.

Number of positive cases within our facility and/or within our local community. The structure, space and groups of individuals varies at each site. They will be assessed on a case by case basis to determine if temporary closure is warranted.

## **Communication and Training**

This plan dated 6-4-21 will be reviewed at a staff meeting on 6-7-21. The plan will be reviewed each time there is a revision.

This plan will also be sent to persons served and or their residence, and is also available to guardians and case managers per their request.

This plan will also be posted in each facility and on our company website.

Supervisors have the company's full support in enforcing the provisions of this plan and employees are encouraged to ask questions, raise safety and health concerns, and offer suggestions related to the plan and its implementation.

I certify and affirm the company's commitment to implement and follow this plan.

