

Jobs Plus COVID-19 Preparedness Plan

Updated 6-19-2020

Purpose

This Action and Prevention Plan is meant to provide an overview of Job Plus's policies and procedures due to the pandemic. Our goal is to prevent and minimize hazards to human health as it relates to COVID-19 Pandemic. This document is prepared to describe implementation of precautionary and response measures to ensure the safety of Jobs Plus employees and persons served.

This plan will be a living document, to be updated as often as relevant information about the pandemic arises. This plan will adhere to Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC) guidelines on COVID-19. This plan will be posted at each site and will be readily accessible to employees and persons served and a copy will be offered to each employee, person served, their legal representative and their case manager.

This plan attempts to capture specific actions, prevention plans, and procedures to address emergencies resulting from COVID-19. The provisions of this plan will be implemented on site and emergency action will be taken during any event that may threaten human health at Jobs Plus locations or any of the community group employment sites where Jobs Plus employees or persons served are employed.

The DHS Commissioner has temporarily modified Minnesota Statutes, sections 245D.04, subdivision 2 pertaining to a person's service related rights by adding a new clause: A person's service-related rights include the right to make an informed choice about whether to receive services in the community or to "stay-at-home" and not receive days services in the licensed facility or in the community 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" under Emergency Executive Order 20-55, paragraph 2.

Current Guidance

- Employees who can perform their job functions remotely must do so.
- Because service availability is limited during the COVID-19 pandemic, Jobs Plus plans on offering remote support as a service delivery option in accordance with DHS guidelines. This supports the ability to ensure health, safety and well-being of people who receive services.
- For employees who are working remotely, and for persons served in licensed programs, return to Jobs Plus sites will be based on current/updated guidelines for social distancing and hygiene outlined by state government or other local authorities. For persons served, the determination will be made on an individual basis talking into consideration each persons ability to adhere to the current guidelines and Jobs Plus's ability to provide adequate support staff to assist persons served in maintaining current social distancing/hygiene guidelines.
- Visitors will be limited at Jobs Plus at this time. It is limited to "essential business only" and are restricted from interactions with our employees.
- Persons served and support staff who are not working remotely and employed at community sites will be evaluated individually, and if determined to be safe, may be allowed to return to work only with the approval of the Executive Director. The following will be used to evaluate workplace safety:

- If a staff or person served has indirect contact with someone or is living with someone who tests positive for COVID-19, current guidance states you will notify Jobs Plus and self-quarantine for 14 days.
- Plan to return to the site will be determined on an individual basis. The Executive Director will work with the site to determine next steps.

Social Distancing

- To help ensure social distancing strategies can be implemented, at Rise MN programs we will serve no more than 50% of our licensed capacity or a maximum of 50 people at a time, including staff, whichever is smaller. Employees who are not required on site to deliver services must work remotely.
- At Jobs Plus we will deliver services in shifts, with a maximum duration of 3 hours throughout the day for each person receiving services. Jobs Plus will document the start and end time of each shift and the staff who worked those shifts and will ensure the facility is cleaned and disinfected between shifts.
- Jobs Plus will work to the best of its ability to maintain consistent cohorts of the same staff and persons receiving services to minimize cross contamination between areas. Individuals will be assigned to a specific area for the day and should remain in that area, with the exception of using the restroom. Individuals will be discouraged from walking throughout the building, including those who work in offices. Cohorts will consist of 10 or fewer people, including staff and will be maintained throughout the program day, including mealtime, and will be maintained during the programming week whenever possible.
- Seating space will be arranged to maximize the space between person receiving services with at least 6-feet between seats. Whenever possible, seating will be turned in the same direction (rather than facing each other) to reduce transmission caused from the virus-containing droplets created when people talk, cough, or sneeze.
- Signs will be posted throughout Jobs Plus buildings to remind employees about guidelines and expectations, responsibilities. External signs will also be posted on doors alerting visitors to restrictions on entry and movement in and around facility as well as any applicable guidelines and expectations.
- A 6-foot minimum distance shall be maintained between all individuals while on site.
- Visual aids (e.g. painters tape, signs, stickers) will be used to illustrate traffic flow and appropriate spacing to support social distancing.
- During mealtimes, staff and the individuals will stay in their assigned areas to eat and maintain a 6 foot distance. Microwaves are temporarily off limits therefore individuals should bring cold lunches.

Staggered Activity Schedule

- Each day service facility has developed and will implement a schedule to minimize contact with others outside of their assigned cohorts.

Arrival and Departure to Facilities

- Each day service facility has staggered times in which individuals are picked up and dropped off at the sites. This will help the mitigation efforts. Staggering of arrival and departure times helps minimize congregating in groups at transition times.

Jobs Plus Transportation

- In order to address social distancing and mitigate efforts, mini vans will be allowed to transport up to 2 individuals at one time. Transit Vans can transport up to 3 individuals at one time and busses can transport up to 4 individuals at one time. Jobs Plus will make many efforts to routes are being mirrored as much as possible, meaning the route has the same people and driver in the morning as it does in the afternoon.
- Surfaces in the vehicle will be cleaned at the beginning, in between transporting passengers and the end of each route. Surfaces to be cleaned and disinfected include door handles, arm rests, seats, seat belt buckles, all types of control knobs and handles, windows as needed, ect.
- Jobs Plus employees and persons served will be required to wear a mask while on Jobs Plus transportation.

Handwashing

- Basic infection prevention measures will be implemented at all times. Employees and persons served are instructed to wash their hands for at least 20 seconds with soap and warm water frequently throughout the day, but especially at the beginning and end of their shift, prior to meal times and after using the restroom.

You can help yourself and others stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone who is sick
- **Before** and **after** treating a cut or wound
- **Before** and **after** providing routine care for another person who needs assistance
- **After** using the restroom
- **After** touching garbage
- **After** blowing your nose, coughing, or sneezing
- **After** feeding or touching an animal or animal waste

During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people such as door handles, tables, gas pumps, shopping carts, or cash registers/screens ect.
- Before touching your eyes, nose, or mouth because that's how germs get in our bodies.

Site Entry and Work Location Screening

Prior to obtaining access to Jobs Plus vehicles, **everyone** shall:

- Be wearing a face mask/covering
- Complete Safety Location Access Questionnaire
- Take temperature
- Be free of cold or flu-like symptoms, including fever, cough, sore throat, headache, chills, muscle pain, new loss of taste or smell, shortness of breath or difficulty breathing. This list is not all inclusive, please refer to www.cdc.gov for up to date details.

Upon entering Jobs Plus buildings or community sites **everyone** shall:

- Keep face mask/covering on until you reach your designated program area and 6-foot minimum distance can be maintained between all individuals
- Connect with your support staff
- Wash your hands

Additional workforce management procedures shall include:

- Face coverings shall be worn when social distancing is not possible. The following mask types will be allowed:
 - N 95 respirator without exhaust valve
 - Cloth or medical masks
 - Employer supplied face covering (if applicable and available)
 - Employee supplied face covering approved by the employer in the event other mask types listed are not available due to shortages
- Masks must continue to be worn until a 6-foot minimum distance shall be maintained between all individuals while onsite. EX: personal cares, transition times (breaks/lunch), transportation.

A 6-foot minimum distance shall be maintained between all individuals while onsite.

Symptoms will be monitored throughout the time services are delivered. To minimize cross contamination between areas, individuals will be assigned to a specific area for the day and should remain in that area, with the exception of using the restroom. Individuals will be discouraged to walk throughout the building, including those who work in offices.

All employees and persons served (or residential providers) shall provide notice of any individual who develops symptoms or are confirmed for COVID-19. If individuals are determined to have been potentially contagious while at Jobs Plus, protocol for confirmed or suspected cases will be followed as laid out in the following pages. All community sites at which Jobs Plus provides services shall provide notice of any employee or customer who develops symptoms or are confirmed COVID-19 following their visit to the community site. If individuals are determined to have been potentially contagious while at the community site, protocol for confirmed or suspected cases will be followed as laid out in this document.

Work Location Procedures and Precautions

The following are procedures and precautionary measures that will be implemented in the work location to mitigate the transmission of COVID 19 to all individuals.

- Any individual presenting respiratory symptoms, fever, and/or meet the criteria developed by Jobs Plus to be categorized as a risk to human health, as it relates to COVID-19, will be monitored at home. Affected individuals will be expected to follow CDC recommended precautions.
- Each individual entering Jobs Plus vehicles, buildings, or community sites shall have completed the Safety Location Access Questionnaire prior to obtaining access to these locations each day.
- All individuals will remain with their assigned cohorts during lunch, break, group meeting times.
- All individuals will be encouraged to participate in disinfecting tables, chairs, door handles, and other common touch points used following each visit.

Protocol for Confirmed or Suspected Cases

For each situation immediately notify the Executive Director or a member of management. Jobs Plus management will follow the MDH and CDC guidelines specific to the situation and program capabilities.

In the event of any of the following, reporting and response procedures will be followed to minimize the exposure and transmission of COVID-19. Notification of any of these events shall be conducted immediately.

- A confirmed case of COVID-19 for a person served, employee, or person living with a person served or employee.
- A confirmed or suspected case is discovered while at Jobs Plus location, vehicle, or community site.
- Symptoms will be reported and documented on the temperature log sheet

In the event of a confirmed or suspected case of COVID-19:

- If the affected person is offsite, the affected person will be instructed to inform their supervisor, stay home, monitor themselves for respiratory illness symptoms and consult their health care provider as needed.
- If the affected person had been onsite in the last 48 hours, protocols below will also be implemented.

Separation Procedure

If a person becomes ill during the day and requires supervision, supervision must be provided until a caretaker arrives to bring the person home. All sites must have a designated quarantine area for an individual to use until they are able to leave the building. The designated area should be away from other people and if possible, have access to a private bathroom for the person to use.

Responding

If an employee is reporting or displaying signs of COVID 19 such as fever, cough, sore throat, headache, or difficulty breathing, the individual will be directed to the quarantine area and the response steps below need to be adhered to.

If an individual is displaying **emergency warning signs** for COVID 19, **call 911 immediately**. Emergency warning signs include:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest or lower back
- New confusion or inability to wake up
- Bluish lips or face

PLEASE NOTE, THIS IS NOT EVERY EMERGENCY SIGN OR SYMPTOM. Please refer to www.cdc.gov for up to date details.

Response Steps

1. The caretaker needs to access appropriate PPP equipment before attending to the ill person. (Masks, gloves, face shields, gowns)
2. If the sick individual is not already wearing a mask, put one of them
3. Move the person to the designated quarantine area. If the person can drive, have them leave the location as soon as possible. If the person needs to be picked up, contact the residence, and obtain verbal confirmation of pick up time. Continue making phone calls until pick up time is confirmed. Continue supervision of the individual at all times.
4. Place the individuals belonging in a plastic bag.
5. Have the individual use the shortest route to exit the building.
6. Interview the person to gather who they had contact with, what areas of the building they had used and document their responses.
 - a. Any individual exposed to someone testing positive for COVID 19 will be required to quarantine for 14 days before returning to the program.
7. Jobs Plus Executive Director along with other members of management will gain an understanding of potential locations and individuals the affected person had been in contact with through a phone conversation with the individual or the individual's residential provider/guardian and will follow the Minnesota Department of Health reporting guidelines and recommendations as advised. **The MDH provider hotline number is (651-201-5414)**
8. After the investigation has been completed, individuals determined to not have been affected can continue to work and/or participate in onsite activities so long as it does not impact sanitizing efforts, there are adequate staff to meet the person served/staff ratios, and it is approved by the Executive Director
9. Follow cleaning and disinfection procedures for the quarantine room and all affected or potentially affected areas thoroughly.
10. Jobs Plus will notify all affected persons of possible exposure to COVID 19.

Confirmed and suspected cases may attempt to return to Jobs Plus or community site with the following criteria:

- The individual has been fever free for at least 72 hours (3 full days of no fever) without the use of medicine that reduces fevers
AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
- At least 10 days have passed since symptoms first appeared

Best Practices Being Continuously Implemented at Jobs Plus

- **Encourage sick employees to stay home:** Anyone with symptoms should notify their supervisor and stay home. Daily temperature monitoring is required prior to having access to vehicles, and Jobs Plus facilities and community sites.
- **Social Distancing:** Avoid congregating, large gatherings, and always maintain a minimum distance of approximately 6 feet from others.
- **Meetings:** Large mass meetings will continue to be held remotely
- **Mobile devices/Shared computers:** will be sanitized before and after each use
- **Lunch/Break:** All individuals must maintain a distance of 6 feet from others while eating lunch or taking breaks. All individuals will wash their hands with soap and warm water for 20 seconds

prior to eating. All individuals will remain in their area with their assigned cohorts during lunch and break times. No communal food shall be permitted on the jobsite until further notice. Microwaves will not be available for use at this time.

Hygiene

- Handwash stations will be maintained with soap, hand sanitizer, and paper towels.
- Employees and persons served will follow proper hand hygiene practices and wear disposable gloves when engaged in cleaning, disinfecting.

Cleaning and Disinfecting Guidelines

- Routine housekeeping practices are implemented in our vehicles and facilities which include routine cleaning and disinfecting of work surfaces, equipment, tools and areas in the work environment, including restrooms, break/lunch rooms, and meeting rooms.
- Cleaning and disinfecting will be completed between shifts.
- All individuals onsite will be encouraged to participate in extra cleanings for frequently touched surfaces (light switches, tables, chairs, door handles, etc.)
- High touch surfaces in common areas will be cleaned on a frequent basis. All other areas will follow a regular cleaning schedule or as the need arises.
- Workers responsible for trash removal will maintain proper PPE/hand washing practices.
- All individuals will be encouraged to wash their hands with soap and warm water more often.

Ventilation

- Jobs Plus will ensure that heating, ventilation and air conditioning systems are operating properly. HVAC fans will be set to run at all times to ensure continuous air circulation and proper ventilation. Where applicable, doors and windows will be opened throughout the day to provide fresh air and circulation.

Personal Protective Equipment (PPE)

- Do not share PPE
- Sanitize reusable PPE per manufacturer's recommendation. Cloth masks shall be cleaned in warm water and soap for 5 minutes and then air dry. All persons served will be instructed to clean their masks while at the site every couple of days.
- Ensure used PPE is disposed of properly.

Travel

- Staff are responsible for notifying their supervisor before returning to work from traveling to any of the level 3 warning notice locations on the CDC website. The updated list can be found here: <https://wwwnc.cdc.gov/trave/notices/>.

Compliance Monitoring

Jobs Plus employees and management will monitor and ensure Jobs Plus's plan/best practices are being continuously implemented at all locations (social distancing, hand/respiratory hygiene, proper usage of face coverings, cleaning and disinfecting). Training and coaching will be provided as needed.

Other Resources:

Centers for Disease Control and Prevention (CDC)

Minnesota Department of Health (MDH)

MN Employment and Economic Development

We appreciate everyone's help in ensuring these new practices are adhered to. It is important for all of us to do the best we can to protect each other during this time.

This plan has been certified by Jobs Plus Senior Leadership. If you have any questions, please don't hesitate to reach out to the Executive Director. You can contact me at kneeg01@hotmail.com.

Thank you

Katie Neegaard

Executive Director