

COVID-19 Preparedness Plan



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COVID-19 Preparedness Plan Introduction

Executive Order 20-48 issued by MN Gov. Tim Walz on April 30, 2020, requires each business in operation during the peacetime emergency establish a COVID-19 Preparedness Plan. This plan also addresses the July 25, 2020 Executive Order 20-81 issued by Gov. Walz.

A business's COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, federal Occupational Safety and Health Administration (OSHA) standards and Executive Order 20-48, related to worker and customer – if the business has customer-facing operations – exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry (DLI), in consultation with MDH, has the authority to determine whether a plan is adequate.

Semcac's COVID-19 Preparedness Plan includes and describes how we will implement the following:

- Screening policies and infection prevention measures including prompt identification and isolation of sick persons;
- Handwashing, sanitization and hygiene;
- Respiratory etiquette and protective face coverings;
- Delivery protections, drop-off, pick-up protocols;
- Building ventilation;
- Engineering and administrative controls for social distancing;
- Housekeeping, including cleaning, disinfecting and decontamination;
- Communications and training for managers and workers necessary implement the plan.

Reference: Checklist guidelines for creating a COVID-19 Preparedness Plan at www.dli.mn.gov/updates.

Note: This plan will be added to other agency policies/procedures. It will be available for employees, volunteers, the general public at the Semcac COVID-19 Updates webpage: <https://www.semcac.org/covid19updates/>

It is available, for staff in the agency's EWS time entry system, main page menu. (Available to all staff who log in to record their time, online.) Additionally, it is available on the agency SharePoint page with more COVID-19 information; accessible on the Semcac SharePoint Team site –left side menu of the main page "COVID 19".

This COVID-19 Preparedness Plan has been approved by the Semcac Board of Directors and Douglas Grout, Semcac Executive Director

COVID-19 Preparedness Plan Development

Semcac is committed to providing a safe and healthy workplace for all our workers and customers. To ensure this, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Management and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our Board of Directors, workers, management, volunteers, and consumers. Only through this cooperative effort, can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Semcac managers and supervisors have the full support of the agency in enforcing the provisions of this Plan.

Our workers are our most important resource. We are serious about safety and health in our workplaces. Involvement of all employees is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by: 1) developing an internal COVID Response Committee to address operations and employee communications, 2) developing a website page dedicated to COVID-19 updates to inform the staff, the public, volunteers, our constituents, our consumers, and our communities, 3) communicating with the public utilizing social media and via posted signage on Semcac buildings/locations, 4) following recommendations of our funding sources, as received and necessary, 5) allowing flexibility to staff, if they are able to work remotely, 6) purchasing laptops/technology, when available, to allow for more staff to work and meet remotely, 7) working directly with departments and programs, in order to address concerns and ideas (for each portion of our service area) with employee feedback, 8) developing this plan with employees, including administration and management, in addition to the Semcac Board of Directors – with feedback encouraged, 9) creating an internal document storage site for COVID 19 information, including this plan via SharePoint.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and MN Governor's Executive Orders 20- 48 & 20-81, and addresses the items listed in the Table of Contents.

Communications

This Preparedness Plan was originally communicated via email, through Semcac Directors/ Supervisors and Human Resources, to all employees 6/5/20 and related documentation was provided. Additional communication and training is ongoing and provided to all workers and volunteers. Instructions will be communicated to customers and customers about how drop-off, pick-up and delivery/services will be conducted. Managers and supervisors are to monitor the effectiveness of the Plan and communicate any barriers to the Human Resources Department or the Executive Director. Management, employees, and volunteers are to work through this new plan, together, with the understanding that updates will be necessary and communicated.

Mitigating Spread of COVID-19

Handwashing

Basic infection prevention measures are implemented at our workplaces. 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. All visitors to Semcac facilities will be required to use hand sanitizer upon entry. Semcac workplaces will have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Employees will be provided hand sanitizer and handwashing supplies, at each location. Employees must wash hands or sanitize after each client/customer interaction. Semcac will also provide hand sanitizing pumps, for clients/consumers/the public to utilize, throughout our locations.

Deliveries to Semcac locations should be handled with minimal person-to-person contact. Deliveries of in-kind donations are being set aside for a specified period, and staff may utilize gloves. Staff should wash or sanitize hands immediately after handling packages, donations, or mail. Staff should follow the guidelines provided by their program regarding deliveries.

Social Distancing – Workers must be at least six-feet apart

Social distancing is implemented in the workplace through the following engineering and administrative controls:

- Workers, volunteers, visitors and customers will maintain a distance of at least six feet from each other. Workers and visitors are prohibited from gathering in groups in confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices (without 6 foot distance available) or other personal work tools and equipment.
- Semcac is utilizing telework/remote work options with staff, whenever possible. Each program and department will work to stagger employee hours, workspaces, etc. (6 feet distance apart).
- Semcac will work, individually, with locations to provide Plexiglass (or similar) barriers installed/erected for the shielding and safety of staff and customers if at all possible. Semcac will work with each location in order to ensure that social distancing options are available.
- Semcac will follow recommendations of the state Governor regarding the number of people who can gather, in one area, at a time. (For example: 10 or less, 30 or less, etc.). Signage may be posted at each site to minimize the amount of people allowed in a space.
- Every effort will be made to minimize in-person contact, including for deliveries of purchases and mail as aforementioned.

- Semcac vehicles – During the social distancing recommendations, carpooling will be discouraged.

Respiratory Etiquette and Protective Face Covering

All staff and volunteers need to wear face coverings, properly, when in any communal setting, at all times. If anyone else is in the same room/space, face coverings need to be worn. See information about Executive Order 20-81, below.

Please follow manufacturer guidance about wearing face coverings (masks, face shields, etc.).

Executive Order 20-81 Face Coverings Required as of July 25, 2020

As of July 25, 2020, per the Governor's Executive Order 20-81, people in Minnesota are required to wear a face covering in all indoor businesses and public indoor spaces, unless you are alone. A face covering can include a paper or disposable mask, cloth mask, neck gaiter, scarf, bandanna, or a religious face covering. A face covering must cover the mouth and nose completely.

As directed by the Office of Governor Walz, in addition to the MN Department of Health, "Businesses must update their COVID-19 Preparedness Plan to align with the requirements of Executive Order 20-81. Businesses must also communicate to workers and customers that face coverings must be worn when required by the Executive Order—meaning, when indoors, for both customers and workers, and also when outdoors for workers, when social distancing cannot be maintained--unless circumstances allow for the temporarily removal of the face covering. At a minimum, businesses must communicate face covering requirements by clearly posting signage in places that are visible to all workers, customers, and visitors."

<https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html>

Semcac's Executive Director communicated to all staff regarding the Executive Order 20-81 on July 24, 2020 via email.

Cleaning & Disinfecting

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Semcac is providing disinfectant cleaning supplies for all Semcac sites. Employees will implement a regular cleaning schedule, following appropriate guidelines. Additional, professional cleaning services will be contracted, if available/possible.

Items that are unnecessary in designated 'waiting areas' will be removed, such as child/kid play area toys; magazines/books; games; any communal activities/entertainment items and the like.

Semcac vehicles – Semcac will implement a plan for agency vehicles to be regularly sanitized/cleaned; wipes will be provided in each vehicle, etc.

Workplace building ventilation

Operation of Semcac-owned buildings in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

Screening & Leave Policies

Workers have been informed of, and are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Self-Health Screenings: Staff and volunteers are required to complete a daily symptom checklist (Employee Health Screening Checklist) that serves as a self-check for COVID-19 symptoms, and to record the results prior to work. Directions are included on the form as to what to do if symptoms are present. The MN Dept of Health guides the required symptom collection information, and was utilized to create the form. Temperature checking equipment will be made available at agency locations, whenever possible.

Employees should submit/send their self-screening health form originals to the Human Resources office in Rushford, on a monthly basis. (Instructions are included on the agency's self-screening health form.) If an employee has to leave work due to symptoms, this must be reported to their supervisor. Supervisors should inform Department Director/Human Resources.

- If there is a department that has implemented a program-specific employee health screening form, as long as the employee's symptoms are being checked on a daily basis prior to work, that screening method can take the place of the agency self-screening form.

Employees need to leave the workplace immediately when COVID-19 symptoms appear (according to current MDH guidelines) and inform their supervisor. Employees with symptoms should not report to work, and should inform their supervisor. The supervisor/site manager/team at that location will clean/sanitize the symptomatic person's work area.

Semcac has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. (Reference Personnel Policy # 25 & 26 for Sick Pay procedures.) Contact the Human Resources staff at the main office if you have questions about where or how to charge your time due to COVID-19 related leave (ex: FFCRA -CARES Act, Extended FMLA, SICK, etc.).

Accommodations for workers with underlying medical conditions, or who have household members with underlying health conditions, have been implemented. Semcac employees have been encouraged to work from home/remotely if the position is able to do so – otherwise staff can utilize their Sick or Vacation pay, or Families First Coronavirus Response Act (CARES) pay. Employees have been informed about these options by the agency.

Exposure

Semcac will inform workers if they have been exposed to a person with COVID-19 at their workplace and require them to quarantine for the required amount of time (according to MDH guidelines). For other options, such as working at home or paid leave, the employee should contact their supervisor to discuss. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Semcac will keep employees' health status as confidential as possible. **The point person for any agency contact tracing is Pat Georgens, Human Resources Director.**

Close Contact Exposure Semcac will require staff exposed to a person with COVID-19 (Exposed = less than 6 feet for a cumulative amount of 15+ minutes) to quarantine for 14 days and to get a COVID-19 test. Semcac may request additional information regarding the close contact exposure.

- Close contact exposure can occur when people have repeated exposure (such as 3 instances of 5 minutes of contact = cumulative 15 minutes) over the course of time.
- Close contacts include those who are asymptomatic, but have tested positive.
- Timeline for defining Close Contact Exposure, includes: 2 days before the COVID positive person was symptomatic; if the COVID positive person was asymptomatic, then 2 days before the date of the positive test.

Semcac may require written documentation from a medical provider regarding COVID status and when the employee can return to work.

To help employees decide what to do if symptomatic, exposed or if they test positive for COVID-19, refer to the following 'What to do - decision chart'.

- If your medical provider's instructions and advice contradicts Semcac's, please contact Semcac Human Resources.
- If your program has more specific instructions regarding mitigation of COVID-19, please refer to those- provided by your department director.

WHAT TO DO - DECISION CHART – see next page

WHAT TO DO - DECISION CHART		
Employee's Situation	What is Policy? What should an employee do?	Requirements to Return to Work
A. Employee is asymptomatic (no COVID19 symptoms) & has tested positive for COVID19	-Do not allow employee to work at a Semcac establishment/site. -Employee shall stay home and monitor for symptoms. -If in 10 days the employee becomes symptomatic, they must continue staying home for at least 10 additional days from the date of the symptom onset. They also must meet the criteria listed in "Requirements to Return to Work" column.	May return to work after 10 days after they were tested if remain asymptomatic (without symptoms). If became symptomatic, they may return to work after meeting the following criteria: 1- Fever free for 24 hours without medication. 2- Symptoms have improved. 3- It has been at least 10 days since symptom onset.
B. Employee is sick with symptoms of COVID19, but has <u>not</u> been tested.	-Do not allow employee to work at a Semcac establishment/site. -Recommend employee be tested. If tested, stay home until test results return. -Employee needs to stay home until they meet criteria listed in "Requirements to Return to Work" column.	May return to work after all of the following apply: 1- Fever free for 24 hours without medication. 2- COVID 19 symptoms have improved. 3- It has been 10 days since their symptom onset. If employee is tested, follow Situation D or E depending on test results.
C. Employee is sick with symptoms of COVID19, has been tested but has not received results.	-Do not allow employee to work at a Semcac establishment/site. -Employee needs to stay home until test results return. (Then follow Empl. Situation D or E, depending on results)	Wait for results, then follow Employee Situation D or E depending on results.
D. Employee is sick with symptoms of COVID 19, has been tested and test results came back negative.	-Follow standard employee illness protocol before returning to work.	-A copy of the negative COVID19 lab result is not required, however a note from a medical provider may be requested to return to work based on employee illness policy.
E. Employee is sick with symptoms of COVID 19, has been tested and results came back positive .	-Do not allow employee to work at a Semcac establishment/site. -Employee needs to stay home until they meet criteria listed in "Requirements to Return to Work" column.	Employee may return to work <i>after</i> all of the following apply: 1. They have been fever-free for 24 hours (without the use of fever reducing medications) 2. Their other symptoms have improved 3. It has been at least 14 days since their symptom onset.
CLOSE CONTACT		
F & G. Employee has been in close contact with someone who shows symptoms but has not been tested OR	Employee can continue to work and self-monitor symptoms daily.	N/A

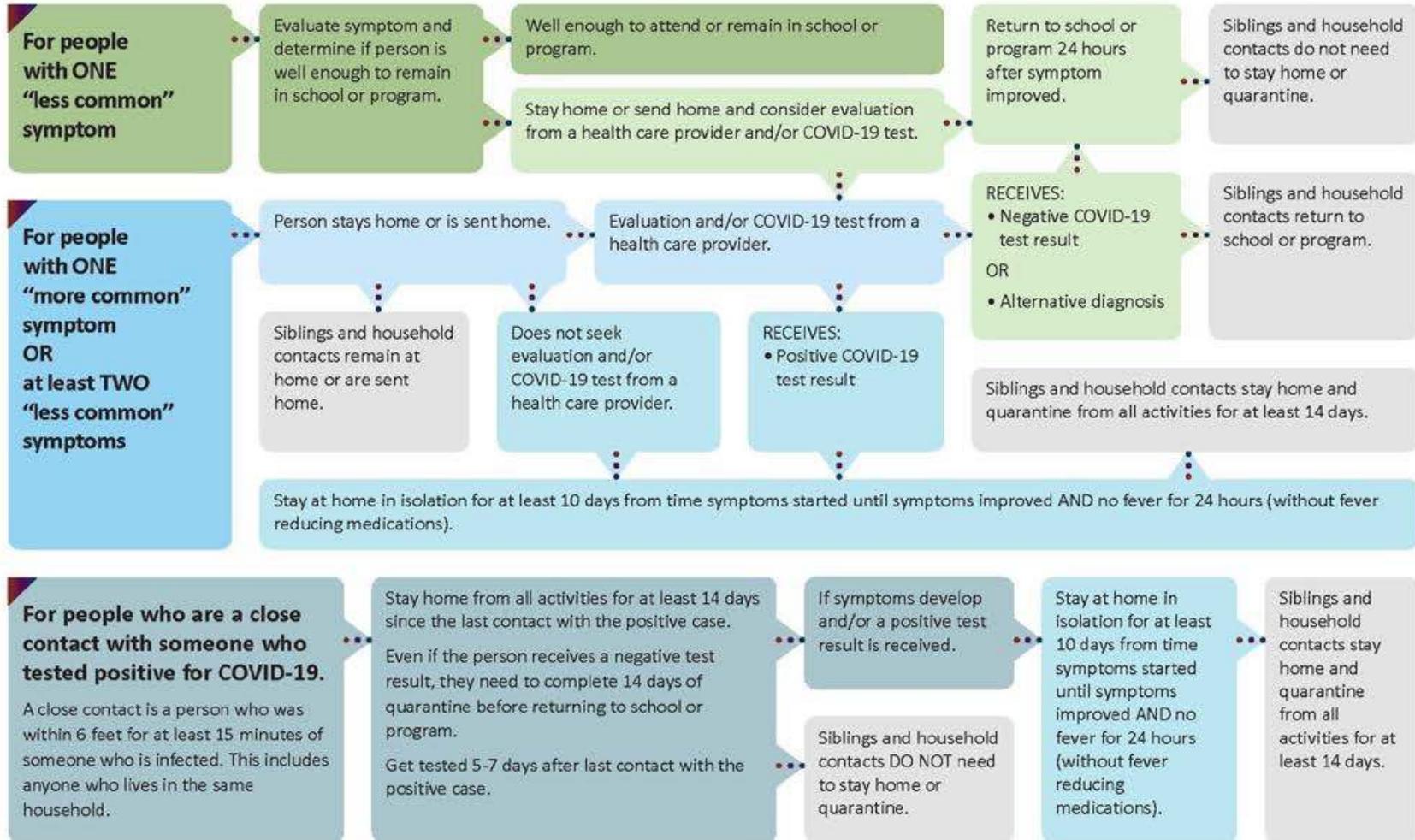
Employee has been in close contact with someone symptomatic who is waiting on test results		
H. Employee has been in close contact with someone who tested positive for COVID19 (symptomatic or asymptomatic)	<p>-Do not allow employee to work at a Semcac establishment/site.</p> <p>- Employee must stay home for the full 14 days after last contact with person and no symptoms arise.</p> <p>-If symptoms appear in the employee, they need to stay home until they meet criteria listed in “Requirements to Return to Work” column.</p>	<p>Employee may return AFTER the full 14-day quarantine is complete, even if the employee has a negative COVID-19 test during this time.</p> <p><i>If symptoms appeared in employee during quarantine, employee may return to work after all of the following apply--</i></p> <ol style="list-style-type: none"> 1. They have completed the 14-day quarantine period aforementioned. 2. They have been fever-free for 24 hours (without the use of fever reducing medications) 3. Their other symptoms have improved 4. It has been at least 10 days since their symptom onset.
I. Employee is living with someone who tested positive for COVID 19.	<p>-Do not allow employee to work at a Semcac establishment/site.</p> <p>-Employee should self-quarantine for 14 days after the last contact with the person who tested positive.</p> <p>-If symptoms appear in the employee, they need to stay home until they meet criteria listed in “Requirements to Return to Work” column.</p>	<p>May return to work AFTER 14 day quarantine is complete (even if the employee has tested negative for COVID 19 during this time.)</p> <p><i>If symptoms appeared in employee during quarantine, employee may return to work after all of the following apply--</i></p> <ol style="list-style-type: none"> 1. They have completed the 14-day quarantine period aforementioned. 2. They have been fever-free for 24 hours (without the use of fever reducing medications) 3. Their other symptoms have improved 4. It has been at least 10 days since their symptom onset
J. Employee is a close contact to someone who tested positive for COVID 19 <u>at work</u> .	<p>-Do not allow employee to work at a Semcac establishment/site.</p> <p>-Employee should self-quarantine for 14 days after the last contact with the person who tested positive.</p> <p>-If symptoms appear in the employee, they need to stay home until they meet criteria listed in “Requirements to Return to Work” column.</p> <p>-If employee is tested, stay home until test results return. Employee may not return until the full 14-day quarantine is complete, even if the employee has a negative COVID-19 test during this time. If they become symptomatic, they</p>	<p>Employee may return to work after all of the following apply:</p> <ol style="list-style-type: none"> 1. They have been fever-free for 24 hours (without the use of fever reducing medications) 2. Their other symptoms have improved 3. It has been at least 10 days since their symptom onset <p>PLUS they have quarantined for 14 days.</p>

	must follow the 3 symptom criteria for returning to work.	
K & L. Employee is a close contact to someone who has been exposed to another positive person. Or Employee lives with or cares for someone who has been exposed to another positive person.	Employee can continue to work and self-monitor symptoms daily.	N/A

COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

- **More common:** fever greater than or equal to 100.4° F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.
- **Less common:** sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.



The Decision Tree above, is for Head Start and Semcac Clinic program staff.

Appendix A – Resources for this Plan

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Known Exposure- Employees who have been exposed to someone with COVID-19

Head Start and Semcac Clinic programs are to follow the COVID-19 Decision Tree for People in Schools, Youth and Child Care Programs – Provided by the MN Dept. of Health – Stay Safe MN initiative. Health.mn.gov | health.communications@state.mn.us | 8/31/2020

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf