

# COVID-19 Preparedness Plan - Semcac



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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;
- Engineering and administrative controls for social distancing;
- Housekeeping, including cleaning, disinfecting and decontamination;
- Communications and training for managers and workers necessary to implement the plan;

Department specific plans and guidelines are attached.

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

*Note: This plan will be added to other agency policies/procedures, in the future. It will be available for employees, volunteers, the general public at the Semcac COVID-19 Updates webpage:*

<https://www.semcac.org/covid19updates/>

*It will also be available, with programmatic plans to staff in the agency's EWS time entry system, main page menu. (Available to all staff who log in to record their time, online.)*

# 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 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 (and future edited versions of this plan) will be completed with employees, including administration and management, in addition to the Semcac Board of Directors – with feedback encouraged.

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 Executive Order 20-48, and addresses the items listed in the Table of Contents.

## Screening Policies for Employees & Mitigating Spread of COVID-19

**Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.** The following policies and procedures are being implemented 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 this form. Temperature checking equipment will be made available at agency locations, whenever possible.

\*The staff's completed agency self-screening forms will be kept on-site, by the employee. If an employee has to leave work due to symptoms, this must be reported to their supervisor. The supervisor will inform their Department Director/Human Resources. However, if there is a program that has implemented an employee health screening form that is program-specific, **as long as the employee's symptoms are being checked on a daily basis**, that screening method can take the place of the agency self-screening form.

Employees need to leave the workplace immediately when symptoms appear 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.* The Human Resources Director has shared the COVID-19, FMLA and related information, with all staff; this includes the required Families First Coronavirus Response Act poster.

**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.

**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 (14 days). For other options, such as working at home or paid leave, the employee should contact their supervisor to discuss. Semcac will require staff exposed to a person with COVID-19 (Exposed = less than 6 feet for 15 minutes+) and symptomatic to quarantine for 14 days and to get a COVID-19 test. Semcac will respect the recommendations of medical provider/professional and encourage staff to follow their advice. Semcac may require written documentation from a medical provider regarding COVID status and when the employee can return to work.

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.

If a COVID-19 positive test result occurs for an employee it must be reported to Semcac Human Resources and the employee's supervisor.

## Handwashing

Basic infection prevention measures are being 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 time 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.

## **Respiratory Etiquette and Protective Face Covering**

Workers (employees and volunteers) 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 demonstrated on posters/flyers, via email reminders, in newsletters - and supported by making tissues and trash receptacles available to all workers and visitors.

Semcac will share CDC and the MN Department of Health recommendations with staff on a regular basis via email, newsletter, social media, etc. Please follow manufacturer guidance about wearing face coverings (masks, face shields, etc.). Semcac will provide protective face coverings for workers, and will provide guidance for proper use. Visitors will need to wear a face mask or protective face covering when entering a Semcac site or facility. Employees, workers, volunteers will also wear protective face covering when meeting with a visitor or consumer in person. Semcac will have signage/information posted at each site/office to inform constituents to utilize a face covering upon entry and not to enter if they have symptoms. Semcac will provide masks/face coverings to people at building entry points.

Any employee who has been exposed to a COVID-19 positive person will be required to wear a face covering while at work, for 14 days.

Additionally, Semcac has consulted with the Medical Director (MD) of Semcac Clinic, for agency-wide questions, when appropriate. Semcac staff will follow the MN Dept of Health and CDC guidelines for wearing face coverings.

### **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.

## Social Distancing

Social distancing is being 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.

## Housekeeping

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.

## Communications

This Preparedness Plan was 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 will be 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. This Plan will be available and updated on the Semcac COVID-19 webpage (<https://www.semcac.org/covid19updates/>). This COVID-19 Preparedness Plan has been certified by **Semcac’s Board of Directors and Executive Director**.

Certified by: Douglas Grout, Semcac Executive Director

Approved by: Semcac Board of Directors

Department Specific Plans are available to staff on the EWS website and via HR. Updates are posted and communicated if changes are made to these plans. Below is the staff’s daily health screening form, being utilized.





## Appendix A – Resources for this COVID-19 Preparedness Plan

### General

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

MDH Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://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](http://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](http://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](http://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](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://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](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

