

## COVID-19 Preparedness Plan for Change Inc.

As we navigate back to in-office work, Change Inc. understands that employees, volunteers, contractors, clients, and participants are concerned about safety and risk associated with COVID-19. You all are critical to our mission, and we are fully committed to keeping each of you healthy. We want to ensure you that we take everyone's well-being seriously.

To ensure we maintain a safe and healthy workplace, we have developed a preparedness plan specifically in response to COVID-19.

The COVID-19 Preparedness Plan for Change Inc. follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, and federal OSHA standards related to COVID-19 and addresses:

- Staff and volunteers exhibiting signs or symptoms;
- Prompt identification and isolation of sick persons;
- Service recipients exhibiting signs or symptoms;
- Arrivals and departures;
- Prevention including social distancing and face-coverings;
- Cleaning and disinfection; and
- Communication and training

### **About COVID-19**

The Coronavirus Disease 2019 (COVID-19) is a respiratory illness in people caused by a new (novel) virus. COVID-19 is highly infectious and can spread from person to person, including through aerosol transmission of particles produced when an infected person exhales, talks, vocalizes, sneezes, or coughs. The virus that causes COVID-19 is highly transmissible and can be spread by people who have no symptoms. Particles containing the virus can travel more than 6 feet, especially indoors and in dry conditions (relative humidity below 40%), and can be spread by individuals who do not know they are infected. - OSHA

Vaccines authorized by the U.S. Food and Drug Administration in the United States are highly effective at protecting most fully vaccinated people against symptomatic and severe COVID-19. We highly encourage all staff members, contractors, and volunteers to get vaccinated against COVID 19 as it is our best tool in preventing the spread of this virus.

While we are dedicated to helping slow the spread of COVID-19, we also play an important role in the community of serving those experiencing barriers, and inequities daily. Our goal is to mitigate the risk for transmission of COVID-19 in our workplaces while continuing to serve our communities. Through cooperative effort we can maintain the safety and health of our workplaces and continue to achieve our mission.

## Employees exhibiting signs and symptoms of COVID-19

All Change Inc. employees have been asked 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 experiencing symptoms while at the workplace.

### Symptoms

**COVID-19** related symptoms/diagnosis include the following:

- More common: fever of 100.4 degrees Fahrenheit or higher; new cough or a cough that gets worse; difficulty/hard time breathing; new loss of taste of smell
- Less common: sore throat; nausea; vomiting; diarrhea; chills; muscle; extreme fatigue/feeling very tired; new severe/very bad headache; new nasal congestion/stuffy or runny nose

Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.

These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19.

### Employees who experience symptoms outside of work or who have been exposed to someone with COVID-19

The Minnesota Department of Health has developed a decision tree to determine what steps to take if you experience any symptoms associated with COVID-19 or have been exposed to someone who has tested positive for the virus. Recommendations vary based on your vaccination status and what symptoms you experience.

If you have only one symptom from the list of less common symptoms and feel well enough to work, you are permitted to enter the office/school. If you do not feel well enough to work with one of the less common symptoms, we recommend getting an evaluation from your healthcare provider and getting a COVID-19 test.

If you have one more common symptom or at least two less common symptoms or decided to get an evaluation from a doctor or other health care provider and/or get a COVID-19 test, then you should stay home until you receive a negative COVID-19 test result.

If the COVID-19 test is negative, you can return to the office/school 24 hours after symptoms have improved.

If the COVID-19 test is positive, you should stay at home for at least 10 days from the time the symptoms started and until symptoms have improved including no fever for 24 hours without using fever-reducing medications. If you tested positive for COVID-19 without symptoms, you should stay home 10 days from the day you were tested.

### Quarantine Guidelines

For vaccinated individuals: If you have been in close contact with someone who has tested positive for COVID-19, you do not need to quarantine, but should monitor for symptoms.

For unvaccinated individuals: If you have been in close contact with someone who has tested positive for COVID-19, then you must stay home for 10 days from the last day of contact with that person. If you start to experience any symptoms, then we recommend you get tested for COVID-19. Your quarantine time may need to be extended if you experience symptoms.

### What is Considered Close Contact?

A close contact is any person who lives in the same household as a person who tested positive for COVID-19 OR someone who has been within about 6 feet of a person who has COVID-19 for a total of 15 minutes or more throughout the course of a day (24 hours).

Any employee who is waiting for COVID-19 test results is required to:

- Notify their supervisor
- The supervisor will then contact Peter Sauser Denesia at [pdenesia@thechangeinc.org](mailto:pdenesia@thechangeinc.org)

### **How to Report COVID-19 Symptoms**

Any employee who begins to experience symptoms **while at work** is required to:

- Immediately separate yourself from other people and go directly home
- Inform your supervisor via email or phone call. The following information will be compiled:
  - Information on persons who had contact with ill employee during the time the employee had symptoms and 48 hours prior to symptoms
- Supervisors will communicate any employee's symptoms and/or diagnosis of COVID-19 to Peter Sauser Denesia via [pdenesia@thechangeinc.org](mailto:pdenesia@thechangeinc.org) or 612-462-5889.
  - Change Inc. will notify MDH when there is a confirmed case of COVID-19 within our agency by calling 651-297-1304 or 1-800-657-3504 (Mon. – Fri. 8 a.m. – 5 p.m.)

Any employee who has been diagnosed with COVID-19 is required to:

- Follow CDC-recommended steps:  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Quarantine for at least 10 days after their symptoms first appeared and resolution of fever for at least 24 hours, without the use of fever reducing medications, and with improvement of other symptoms
- Work remotely or use personal time off or vacation days.

Change Inc. will:

- Follow guidance from the MN Department of Health to inform staff regarding COVID-19 exposure in the workplace

Health information is protected under the Health Insurance Portability and Accountability Act (HIPAA); therefore we are unable to share who the person with COVID-19 or COVID-19 like symptoms is. In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

## Service recipients

All clients who obtain in-person services with Change Inc. will receive an informed consent document to complete and sign before their visit. In addition, all clients will receive verbal and electronic notice that our Preparedness Plan is available upon request at any time. Therapists will inquire with clients if they have any concerns about the upcoming in-person visit.

### In school protocol for therapists and clients

Change Inc. staff will adhere to all CDC, MDH, SPPS, and MPS guidelines for rules regarding COVID-19 safety. Peter Sauser Denesia, the COVID safety coordinator, will contact the Saint Paul Public Schools (SPPS) or Minnesota Public School (MPS) Health Services Director if any staff, volunteer or student is suspected of having COVID-19 or tests positive for the virus. This includes workers that may not have been at a SPPS or MPS site but could have had contact with others that were. Change Inc. understands that SPPS and MPS reserve the right to withdraw permission to access MPS property if safe distancing practices or COVID-19 best practices are violated.

Staff members who will be on MPS property are required to:

- Perform a daily health screen before arriving on-site. If have any of the following symptoms, you should not enter MPS property:
  - Fever, difficulty breathing, loss of taste or smell, muscle pain, nausea, diarrhea or vomiting, chills, cough, runny nose or congestion, sore throat, headache, or fatigue.
- Use CDC compliant Personal Protective Equipment (PPE) according to manufacturer's direction. Shared use of PPE is strictly prohibited.
- Follow CDC cleaning guidelines for a safe working environment, including disinfecting any touched office items <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.
- Adhere to MDH guidelines <https://www.health.state.mn.us/people/handhygiene/why/index.html> for washing hands and/or using hand sanitizer including but not limited to the following situations: upon arrival, departure, preparing food, restroom use, blowing one's nose, coughing, sneezing, and after touching objects with bare hands that have been handled by other people.
- Follow SPPS and MPS guidance for parent/guardian drop-off or transportation.

The following protocols are for all clients (students and their families) receiving in-person services:

- Clients are required to perform a daily health screen before arriving on-site. If your temperature is elevated (100 degrees Fahrenheit or more), or if you have ANY other symptoms of the Coronavirus including a cough or shortness of breath, you must cancel your appointment. You will not be charged for canceling for this reason.
- Wait in your car of the designated waiting area until five or less minutes before your scheduled appointment.

- When arriving at the school, please follow the instructions given to you by your Change Inc. provider for entering the building. Change Inc. Will follow SPPS and MPS guidance for parent/guardian drop-off or transportation. Each school may have different restrictions, so please consult with your Change Inc. provider further information.
- The therapist will have extra masks available to provide, in the event a client arrives without one.
- All clients are required to sign in and out daily. Sign-in sheets shall be made available to the District if requested.
- Upon arrival, wash your hands or use alcohol-based hand sanitizer. A sanitizing station is available at the entrance.
- Wear a mask in all areas of the building. All Change Inc. staff will wear face coverings at all times while inside a SPPS or MPS building unless there is an exemption per current MDH guidelines.
- Adhere to the safe distancing precautions set up in the waiting room and meeting area. Please don't move or rearrange chairs.
- Greet others, including your Change Inc. therapist, from a distance of 6 feet.
- Avoid touching your face or eyes with your hands. If you do, immediately wash or sanitize your hands. Sanitizer is available in all rooms where clients are served.
- Each client seen in the school office will have a designated bin of items that will only be used by them in session. Any common surfaces will be disinfected immediately after each session. Any items within the school therapy office that cannot be easily disinfected will be removed.

#### **In home protocol for therapists and clients**

- Prior to an appointment, staff will confirm with their client(s) and their family that all individuals residing in the home are symptom free. Staff will only attend in-person appointments if they and their client(s) are symptom free.
- Staff will wear a mask during the session and maintain a distance of 6 feet from others.
- For in-home services, all clients are required to wear a face covering if they intend to be in the same room while the session is occurring.
- For any objects that the staff bring with them to the in-home visit, the staff will sanitize the object before and after each session. When possible, each client will have separate items used for them specifically, to avoid as much cross contamination as necessary.

## **Arrivals and departures**

Points of entry have been limited to the main entrance for all visitors, including service recipients. Each visitor will be asked to sign in and will be asked if they have any symptoms of COVID 19. If the answer is "YES" they will be instructed to leave the building immediately and self-quarantine as necessary.

All visitors are required to wear face-coverings, and to wash or sanitize their hands upon arrival. Visitors will be escorted to the main entrance upon departure.

Deliveries will be through curbside pick-up or dropped off at the front reception area.

## Prevention

### Handwashing

Basic infection prevention measures are being followed at our workplaces at all times. Handwashing is one of the best ways to protect yourself and your family from getting sick. Handwashing facilities are available and disinfected daily and hand-sanitizer dispensers have been placed in high traffic areas. Hand sanitation supplies are also provided to each employee as they enter the building.

Follow these five steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

### Face-coverings and Respiratory Etiquette: Cover your cough or sneeze

All Change Inc. employees and visitors are required to wear a protective mask while in community gathering places on the property, and when conducting in-home services. Employees are also instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing; hand washing is required of all individuals. Disposable masks and tissue are provided to each employee and/or visitor upon entrance.

For in-home services, all clients are required to wear a face covering if they intend to be in the same room while the session is occurring.

### Social Distancing

Change Inc. will adhere to the Minnesota Department of Health guidance on physical distancing. Social distancing means avoiding large gatherings and maintaining distance of at least 6-feet from others when at all possible. If a close contact (less than 6 feet) is required, the contact must be for 15 minutes or less. Strategies that we are utilizing include:

- Flexible worksites:
  - Telework
  - Tyler office space
  - GAP School
- Flexible work hours:
  - GAP School building hours allow for staggered work shifts to reduce the number of people in the building at one time
- Increasing physical space between employees while at the worksite
- Flexible meeting options (e.g., virtual meeting platforms)
- Hallway floors are marked with X's six feet apart
- Elevator: limit to one person per use

- Restrooms: limit to one person per use; paper towels available for operating door
- Mail: daily mail will be dropped off and picked up at the back door for contactless delivery

Hand sanitizer, disposable masks, gloves and anti-bacterial wipes are provided to each employee upon entering the building and are readily available throughout the day.

## Cleaning, disinfection, and ventilation

Regular custodial 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, offices, classrooms, therapy spaces, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles, elevator panels, railings and copy machines.

Our janitorial team is required to wear PPP while in the building and will be cleaning daily with procured CDC approved products. All workplace areas will be disinfected according to CDC guidelines. All unused offices and/or classrooms have been disinfected and locked. Air filters have been professionally cleaned and sanitized.

## Communications and training

This COVID-19 Preparedness Plan was communicated via email and public posting to all employees. Additional communication and training will be ongoing as needed and provided to all employees who did not receive the initial Preparedness Plan.

Management and employees are to work through this plan together and communicate any concerns to Jody Nelson.

All Change Inc. service recipients, and as appropriate, their parents, legal guardians, or case workers, may receive this COVID-19 Preparedness Plan upon request. Employees will communicate verbally to all clients that we have a COVID-19 Preparedness Plan and may request a copy at any time.

This COVID-19 Preparedness Plan has been certified by the Change Inc. senior leadership team and will be placed throughout the workplace. It will be updated as necessary.

Certified by:

**Jody Nelson, Ed.D., LMFT**

**Executive Director**

## Updates Made to Prior Versions of this Plan

- August 24 – Added MPS guidelines for phase 2
- September 15 - Removed language around Executive Order 20-56
- September 15 – Updated brief description of COVID with OSHA website’s description of COVID
- September 15 – Added vaccine recommendation
- September 15 – Updated classifications of symptoms
- September 15 – Replaced “Health Screening Upon Entering Office” with decision tree
- September 15 – Replaced plan to contact ED Jody Nelson regarding symptoms/testing with HR Specialist Peter Sauser Denesia
- September 15 – Removed language regarding The Families First Coronavirus Response Act and Emergency Paid Sick Leave
- September 30 – Updated symptoms MSP requires individuals to monitor before entering MSP property
- September 30 – Removed MSP phase 2 language
- September 30 – Removed protocol that is no longer being used: asking specific symptom questions before entering facilities; staff taking temperature before an in-home appointment; requirement for visitors to call before entering facilities; call MDH if services recipient is diagnosed with COVID- 19.

## Appendix A – Guidance for developing a COVID-19 Preparedness Plan

### General

OSHA <https://www.osha.gov/Publications/OSHA3990.pdf>

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (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/workplaces-businesses/index.html](http://www.cdc.gov/coronavirus/2019-ncov/community/workplaces-businesses/index.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)

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

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

### Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

### Face-covering and respiratory etiquette: Cover your cough or sneeze

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

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

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



### **Social distancing**

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

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

### **Janitorial**

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

### **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)