

COVID-19 Preparedness Plan for Change Inc.

As we navigate back to in-office work, Change Inc. understands that employees are concerned about safety and risk associated with COVID-19. Our employees are critical to our mission and we are fully committed to keeping each of you healthy. We want to ensure you that we take the well-being of our employees 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, federal OSHA standards related to COVID-19 and Executive Order 20-56, MN Dept. of Labor (DOL) 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 primarily spread from person to person. You can become infected by coming into close contact with a person who has COVID-19. You can become infected from respiratory droplets when an infected person coughs, sneezes or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose or eyes. COVID-19 symptoms can range from mild (or no) symptoms to severe illness.

Since this is a new virus, there are still things we do not know, but we are learning and researching about COVID-19 each day. Minnesota's public health community is working to slow the spread of COVID-19 in our state.

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: cough or trouble breathing OR at least two of these symptoms: fever of 100.4F or above, chills, repeated shaking, muscle pain, headache, sore throat or new loss of taste or smell. 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 and are waiting for COVID-19 test results

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

- Notify their supervisor
- The supervisor will then contact Jody Nelson at jnelson@thechangeinc.org

Employees who are experiencing symptoms and seeking (or have sought) a diagnosis will be eligible for Emergency Paid Sick Leave under the Families First Coronavirus Response Act.

Health Screening Upon Entering Office

Upon entering one of our Change Inc. office locations, including GAP School and the Tyler office, employees will provide self-screening answers for COVID-19 symptoms and potential exposure.

1. Do you have any of the following symptoms?
 - a. A fever of 100.4F or higher?
 - b. Chills?
 - c. A new cough?
 - d. Shortness of breath?
 - e. A new sore throat?
 - f. New muscle aches?
 - g. New headache?
 - h. New loss of smell or taste?
2. Have you had contact with anyone with confirmed COVID-19 in the last 14 days?

If an individual answers "YES" to any of these questions, they are instructed to notify their supervisor and return home and isolate as required.

A touchless, digital thermometer is provided for all temperature checks.

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.

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 Jody Nelson, Ed.D, LMFT, and ED of Change Inc. via jnelson@thechangeinc.org or 612-581-9811
 - 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 Emergency Paid Sick Leave under the Families First Coronavirus Response Act

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.

Change Inc. has established 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. The Families First Coronavirus Response Act (FFCRA) provides employees with job-protected leave and emergency paid sick leave.

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, and MPS guidelines for rules regarding COVID-19 safety. Suzanne Callinan, the COVID safety coordinator, will contact the 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 an MPS site but could have had contact with others that were. Change Inc. understands that MPS reserves the right to withdraw permission to access MPS property if safe distancing practices or COVID-19 best practices are violated.

Phase 2 MPS Guidelines

- Only 1:1 student/family meetings are allowed in Phase 2
- MPS reserves 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 the answer to any of the three questions below is YES, the staff member will not be allowed on MPS property.
 1. Temperature/fever of 100F or above?
 2. Cough?
 3. Shortness of breath?
- 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 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 (100.4 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 MPS guidance for parent/guardian drop-off or transportation. Unless attending a family counseling session, only the client who is scheduled for a session will be admitted into the building. All other individuals must remain outside of the building or at home. Change Inc. Will follow MPS guidelines on maximum group size allowed at the time.
- The therapist will meet the client at the front door of the school building and escort them to and from their office.

- 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 an 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 take their temperature before coming to each appointment. If it is elevated (100.4 degrees Fahrenheit or more), or if they have other symptoms of the Coronavirus, the appointment will be cancelled.
- 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.

As required by the Minnesota Department of Health, Change Inc. will notify MDH @ 1-800-657-3504 if a service recipient is diagnosed with COVID-19.

Arrivals and departures

Points of entry have been limited to the main entrance for all visitors, including service recipients. Each visitor must call prior to visiting, and are required to provide the following self-screening answers upon arrival:

1. Do you have any of the following symptoms?
 - a. A fever of 100.4F or higher?
 - b. Chills?
 - c. A new cough?
 - d. Shortness of breath?
 - e. A new sore throat?

- f. New muscle aches?
 - g. New headache?
 - h. New loss of smell or taste?
2. Have you had contact with anyone with confirmed COVID-19 in the last 14 days?

If an individual answers “YES” to any of these questions, 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

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

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

Minnesota Department of Health (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

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Handwashing

MDH: Handwashing video translated into multiple languages – 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

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

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

Social distancing

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

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

Janitorial

CDC: 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

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

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

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

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