

COVID-19 Preparedness Plan for Stevens County DAC

The Stevens County DAC is committed to providing a safe and healthy workplace for all our staff and persons served. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff, persons served and work/program spaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Stevens County DAC managers and supervisors have our full support in enforcing the provisions of this policy.

Our staff and persons served are our most important asset. We are serious about safety and health and keeping everyone participating at the Stevens County DAC. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process through frequent email updates, virtual staff meetings, by responding to concerns and implementing ideas expressed verbally or in writing, and through direct involvement in developing procedures and practices that are integral to this plan. Our COVID-19 Preparedness Plan follows the [COVID-19 Universal Guidance for All Businesses and Entities \(PDF\) \(staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf\)](https://staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) developed by the state of Minnesota, available at the [Stay Safe Minnesota website \(https://staysafe.mn.gov\)](https://staysafe.mn.gov), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders.

Prevent the spread of COVID-19

We know COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets can be breathed in by other people; land in their eyes, nose, or mouth; or land on surfaces that people touch. See

(<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>).

There are several key strategies that can reduce the risk of getting sick or transmitting the virus.

- Get vaccinated. Vaccination is one of the best things you can do to prevent getting or spreading COVID-19. For more information about what you can do when vaccinated, visit COVID-19 Vaccine (www.health.state.mn.us/diseases/coronavirus/vaccine/index.html).
- Stay home when sick
- Practice good hand hygiene
- Wear a face covering when recommended by MDH or CDC.
- If you are not vaccinated, follow social distancing guidelines.
- Follow a cleaning and disinfection routine
- Increase and maintain ventilation indoors.

Health screening, isolation, and quarantine

Staff and persons served have been informed of the symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) and strongly encouraged to self-monitor for signs and symptoms of COVID-19 prior to leaving home. The following procedures are being implemented to assess staff and persons' served health status prior to entering the workplace and for individuals to report when they are sick or experiencing symptoms. If a staff person has symptoms of COVID-19 and is at home they should stay home and follow the normal protocol by calling or messaging the Program Director and the Executive Director. If a staff person is experiencing COVID-19 symptoms and is seeking a medical diagnosis or have been advised by a health care provider to self-quarantine related to COVID-19 they should inform the Executive Director and Program Director. Upon arriving at work all staff must complete the Stevens County DAC screening document. Any staff person who answers "Yes" to 1 or more questions on the screening document will be asked to contact the Executive Director, Program Director, or Nurse who will assess the situation. The staff person may be asked to leave, self-isolate and contact their primary medical provider. A staff person who becomes sick while at work will be expected to transfer their service related duties to assure the safety of service recipients and then immediately leave the facility contacting the DAC Nurse, Program Director or Executive Director by telephone or messaging. In either case the worker is encouraged to contact their primary care provider and follow the CDC COVID-19 "What to Do If You Are Sick" guidelines, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>. Persons served are strongly encouraged to self-monitor for signs and symptoms of COVID-19 prior to leaving their residence. They may receive assistance, as needed, from family members or residential providers. Stevens County DAC screening document sheets will be made available and will need to be filled out by the person served or their family member or residential provider prior to entering a DAC vehicle or the DAC building. The DAC nurse or her replacement may perform additional screening during the program day.

The Stevens County DAC has implemented leave policies that promote workers staying at home when they are sick, when household or family members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

The Stevens County DAC has also implemented a procedure for informing staff persons and persons served, their residential provider and their guardian, if any, when they have been exposed to a person with COVID-19 or a person suspected of having COVID-19 at the DAC or community site during the DAC program day. See the "Close Contacts and Tracing: COVID-19" guidance from MDH (www.health.state.mn.us/diseases/coronavirus/close.html). Notification will be made by the Executive Director, and/or Program Director, and/or Nurse (who become the "Notification and Response Team"). Reporting confirmed or suspected cases of COVID-19 and returning to the DAC will follow the guidelines in "Quarantine Guidance for COVID-19" (<https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf>) and "COVID-19: When to Return to Work" (<https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf>) from

MDH.

In addition, a procedure has been implemented to protect the privacy of DAC staff persons' and persons' served health status and health information. Health screening documentation of DAC staff will be kept in a separate file at the DAC in the possession of the staff person. Health screening documentation of persons served will be kept in separate individual files by the DAC Nurse. In both cases this information will be treated as private information but will be available to the Executive Director, Program Director and Nurse to assure that procedures are being followed and for licensing purposes. Health information related to possible exposure to an individual who has COVID-19 or is suspected of having COVID-19 will be shared only as needed to prevent the spread of COVID-19 following guidance from the Minnesota Department of Health and Horizon Public Health (320-208-6670).

All customers or visitors are being asked to use the main front entrance or the doorbell by the workshop door. Customers or visitors will be asked to leave if their responses to health screening indicate that they may pose a health risk to the DAC staff or persons' served. Signs have been posted on all doors guiding customers and visitors.

Hand hygiene practices

Basic infection prevention measures are being implemented at our workplaces at all times. DAC staff and persons served 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. Everyone will be required to sanitize or wash their hands immediately upon entering the facility. Hand sanitizing wipes are available at each entrance and hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are available at the main entrance, west entrance and in the dining room. These can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. However, everyone is encouraged to wash their hands after entering the DAC as the preferred option. Replenishing of supplies of hand sanitizer, soap and paper towels will be included in the procedure and routine of cleaning and disinfecting. See Hand Hygiene (www.health.state.mn.us/people/handhygiene/index.html).

Respiratory etiquette: Cover your cough or sneeze

DAC staff, persons served 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 supported by making tissues and trash receptacles available to all workers and visitors. Replenishing of supplies of tissues and emptying of trash receptacles will be included in the procedure and routine of cleaning and disinfecting.

Face Coverings

As directed by the Minnesota Department of Human Services, the Stevens County DAC will follow and comply with MDH's strong recommendation that when indoors all unvaccinated service recipients and staff wear face masks and, regardless of vaccination status, face masks should be worn at all times by people with compromised immune systems. Fully vaccinated people are not required to wear face masks indoors or outdoors, unless in a DAC vehicle with people regardless of vaccination status. Mask wearing during transportation will be required of staff and encouraged for service recipients as tolerated. A person is fully vaccinated for COVID-19 when they have had two doses of vaccine in a two-dose series or one dose in a one-dose series, and it has been at least two weeks since the final dose of vaccine. All visitors are asked to follow MDH's strong recommendation to wear a mask while visiting the DAC if unvaccinated. Disposable face masks are available in the front office for those who do not have a face mask and need one. Fully vaccinated individuals may continue to wear a face mask in situations where they are not required to.

Cleaning and Disinfecting

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. Guidelines for cleaning and disinfecting have been developed. In addition, checklists have been developed for each area of the DAC building and annex. These checklists will be available when assigned cleaning duties. Cleaning duties may be assigned to any and all staff depending on availability and other duties each day. DAC staff are expected to assure that their office and/or program/work spaces are cleaned and sanitized on a regular basis. Vehicles will be sanitized at least daily.

Facilities, utilities, and ventilation

We are very fortunate to have the new HVAC system which is designed to assure air exchange for health purposes. The fans are set to run continuously. This was done to help reduce exposure to Covid-19 by maximizing the air exchange in the building. Please do not turn your thermostat "Off". When the thermostat is "Off" there is no air exchange.

Additional information

- A. People continue to have a right to make an informed choice about the services they receive. People are encouraged to bring any questions or concerns about our programs' mitigation efforts to the Executive Director or Program Director.
- B. Over the next few weeks and months, we will work to rebuild our program and transition away from a pod style of service, allowing people to participate in a

- variety of work and activities of their choice as they become available.
- C. When assisting service recipients with personal cares staff must wear protective gear such as a face shield and/or face mask and disposable gloves due to the potential for close contact or prolonged exposure.
 - D. Some people might choose to not get vaccinated. Some people may choose to wear a mask when they are not required to. Choices are respected and safety is our number one concern.
 - E. In order for the Stevens County DAC to be able to properly follow isolation, quarantine, distancing, and source control guidelines, persons served and staff are encouraged to voluntarily share their vaccination status with the Executive Director and/or Program Director.

Communications and training

This updated Preparedness Plan was communicated during a staff meeting to all DAC staff on 6/2/2021 and necessary training was provided. Additional communication and training will be ongoing through staff meetings and email updates and will be provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by direct observation and are expected to communicate any concerns to the Executive Director. All DAC staff are expected to work through this new program together, provide feedback and information to improve this plan and update the training as necessary. This Preparedness Plan has been certified by Stevens County DAC management and was posted throughout the workplace. It will be updated as necessary.

Certified by:

Alethea Koehler, Executive Director, Stevens County DAC