



## **WACOSA Covid-19 Pandemic Response Action and Prevention Plan**

July 2020

### **Overview:**

WACOSA is committed to providing a safe and healthy workplace for all our employees and clients. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers, employees and clients are all 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 staff, clients, and management. Please direct any suggestions or feedback regarding this plan to the HR Manager or VP of QA and Programs. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces. This plan covers: 320 Sundial Drive, Waite Park, MN - North & South Programs; 321 Sundial Drive, Waite Park, MN – Annex Program; 310 Sundial Drive, Waite Park, MN; 51 1st Ave South, Waite Park, MN; 1527 Northway Dr, St Cloud, MN – Seniors Program; 712 Lincoln Loop, Sauk Centre, MN – Sauk Centre.

### **Purpose:**

The purpose of this Preparedness Plan is to follow Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Screening: prompt identification and isolation and notification;
- Hygiene: hand washing and respiratory etiquette;
- Social Distancing: engineering and administrative controls;
- Housekeeping: cleaning, disinfecting and decontamination;
- Communications and Training: provided to managers, employees and clients; and
- Management and Supervision: to ensure effective implementation of the plan.

### **Screening:**

Employees and clients (guardians, group homes, etc.) have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess health status prior to entering the workplace and to report when they are sick or experiencing symptoms.

### **Assessment of Exposure to Risk**

The associated risk of infection depends on the level of exposure, which will, in turn, determine the nature of the action to be taken locally. Establishing the level of exposure can be difficult and requires the case to be investigated in order to determine the extent of the contact and/or the nature of the symptoms. Human Resources or VP of QA & Programs will perform the necessary investigations and interviews.

If individuals report they have tested positive for COVID-19; had contact with a known positive case of COVID-19; are presenting with symptoms, like those of COVID-19; or have recently traveled; specific mitigation measures as outlined in the Action Assessment protocol (Table 1) must be applied.



**Table 1: Action Assessment Protocol**

<b>AFFECTED</b>	<b>Contact HR Manager and/or VP of QA &amp; Programs</b>	<b>Quarantine</b>	<b>May be eligible to use Paid Sick or EFMLA</b>
Tested Positive for communicable disease and ill	✓	✓	✓
Tested Positive for communicable disease and not ill	✓	✓	✓
Symptomatic, Tested Negative for communicable disease	✓	✓	✓
Traveled to High Risk Area and symptomatic	✓	✓	✓
Traveled to High Risk Area not symptomatic	✓	✓	
Been in Contact with someone testing positive for communicable disease and symptomatic	✓	✓	✓

<b>IMPACTED</b>	<b>Contact HR Manager and/or VP of QA &amp; Programs</b>	<b>Quarantine</b>	<b>May be eligible to use Paid Sick or EFMLA</b>
Caring for Loved One testing positive for communicable disease without symptoms	✓	✓	✓
School Closing / No Day Care	✓		✓

**Quarantine Guidelines:**

- If you have tested positive for or experience symptoms of COVID-19, you may not return to work
  - At least 24 hours have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and,**
  - At least 10 days have passed *since symptoms first appeared*.
- If you have recently been in close contact with or caring for someone testing positive for COVID-19, you may not return to work for 14 days or as defined in the MDH COVID-19 Decision Tree document.
- If you have recently traveled by airplane, you may not return to work for 14 days.
- If you have recently traveled out of state by car, you may not return to work for 3 days.



### **WACOSA Leave Policies:**

WACOSA has implemented leave policies that promote Employees 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.

### **Paid Sick Leave**

Full-time employees may receive up to 80 hours of paid-sick-leave benefits and part-time employees may receive paid sick leave benefits for the number of hours they would normally work during a two-week period for a qualifying reason (listed below).

### **Qualifying Reasons:**

- Self-Care Reasons
  1. COVID-19 related quarantine order from local/state/federal government.
  2. COVID-19 related self-quarantine recommended by health care provider.
  3. Employee has COVID-19 symptoms and is seeking a medical diagnosis.
- Care for Family/Others
  4. Employee caring for someone in quarantine under "1" or "2" above.
  5. Employee caring for their child/children due to school/daycare COVID-19 related closure.

Reasons 1-3 above: You will receive 100% of pay for up to 80 hours

Reasons 4-5 above: You will receive 2/3 of your normal rate of pay

Employees must maintain regular communication with their supervisor during the two-week period regarding their continued need for leave.

Employees must complete the Paid Sick Leave Request form and submit to Human Resources.

### **Extended Family Medical Leave Act**

The legislation updates the Family Medical Leave Act (FMLA) to provide workers with up to 12 weeks of job-protected leave when they can't work- either onsite or remotely- because their child's school or child care is closed due to a public health emergency.

- Employees must have been employed at WACOSA for at least 30 days to be eligible.
- The first 10 days are unpaid, however employees may use PTO during this time if they so choose.
- Employees will be paid for the remaining 10 weeks at 2/3 their regular rate of pay.
- Employees are responsible for their portion of benefit premiums during this time.

\*This is part of, not in addition to the employee's total of 12 weeks of FMLA leave.

Employees must complete the Request for FMLA form and submit to Human Resources.



## Protocol 1: Notification

The following protocol is for a known positive, suspected positive, or symptomatic case within a location.

Employee/client not at work:

- If an employee/client receives a confirmed positive or suspected positive case or is symptomatic, the supervisor must be notified. Employee/client is instructed to not report to work.
- The supervisor then notifies the Vice President (VP) or Lead Client Manager (LCM). The VP or LCM then informs HR and Executive Director.
- A contact trace for the individual is conducted by Human Resources and Location Leadership to identify all possible contacts, internal and external.
- Transparently communicate with all employees/clients (guardians, group home, etc at location regarding issues and actions.
- Deep clean the location in which the employee/client works (if employee/client worked in the past 3 days).

If symptoms present at work:

- Individual is isolated and sent home.
- The supervisor then notifies the Vice President (VP) or Lead Client Manager (LCM). The VP or LCM then informs HR and Executive Director.
- Operations are stopped in the direct area the employee or client was working.
- A contact trace for the individual is conducted by Human Resources and Location Leadership to identify all possible contacts, internal and external.
- Transparently communicate with all employees/clients (guardians, group home, etc.) at location regarding issues and actions.
- Deep clean the location in which the employee or client was working.
- Operations resume.

The following protocol is for all employees or clients who have had contact with a known positive or a suspected positive case.

Employee/client not at work:

- Employee/client who has had contact with a confirmed positive or suspected positive case notifies manager. Employee/client is instructed to not report to work.
- The manager then notifies HR of positive case. HR informs the VP of QA & Programs and Executive Director.

Employee/client at work:

- Employee/client who has had contact with a confirmed positive or suspected positive case notifies their supervisor. Employee/client is isolated and sent home and monitors for symptoms.
- The supervisor then notifies the Vice President (VP) or Lead Client Manager (LCM). The VP or LCM then informs HR and Executive Director. A contact trace for the employee/client is conducted by Human Resources and Location Leadership.
- Transparently communicate with all employees/clients (guardians, group home, etc.) at location regarding issues and actions.



- Location is deep cleaned in areas identified in tract.
- Operations resume.

The following protocol is for all employees or clients who have been identified in a contact trace exercise.

Employee/client not at work:

- Employee/client is contacted by HR to notify them of the potential COVID exposure.
- Employee/client is instructed to not report to work.

Employee/client at work:

- Employee/client is contacted by HR to notify them of the potential COVID exposure.
- Employee/client is sent home to monitor for symptoms.

## **Protocol 2: Screening Employees, Clients, and Visitors**

Prior to the start of your shift (employees/clients) or access to the facility (visitors), everyone shall:

- Check in with the designated health monitor at your WACOSA site, or
- Check in with the vehicle driver BEFORE entering the WACOSA vehicle, and
  - Complete Access Questionnaire, and
  - Complete a body temperature check when entering the WACOSA site(see Exhibit A), and

Anyone displaying symptoms matching those with Covid-19 will not be granted access to the WACOSA facility and/or vehicles.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Sore throat
- Prominent headache
- New loss of taste or smell

## **Hygiene:**

### **Hand Washing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees/clients 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. Restrooms accessed by clients have timers to indicate when 20 seconds has expired. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. All employees and clients will be allowed and expected to wash hands as outlined above.

Some locations may 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. Hand sanitizing stations



have been placed and labeled at certain locations. Cleaning crews will fill as necessary. Maintenance will ensure sanitizing stations are in working order. Maintenance or Contract staff will order supplies as needed.

### Respiratory etiquette: Cover your cough or sneeze

Workers 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 and supported by making tissues and trash receptacles available to all workers and visitors.

In addition, employees are required to use face coverings while providing transportation and working in house or off site on contracts. The following mask types will be allowed:

- N95 respirator without exhaust valve
- Cloth or medical masks
- Employer supplied face covering (if applicable and available)
- Employee supplied face covering approved by the employer in the event other mask types listed are not available due to shortages

All staff will receive training on proper usage of face masks, and effective respiratory etiquette. Posters are hung and employees will direct clients on appropriate etiquette.

### Social Distancing:

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

- A 6-foot minimum distance shall be maintained between all individuals while onsite, except in the performance of personal cares or behavioral assistance. In those situations, all safety precautions will be taken.
- Each program location will be assessed and appropriate staff/client numbers will be maintained to ensure CDC social distancing guidelines are met.
- Only one person per 8 foot table will be allowed for work stations.
- Signs will be posted throughout all buildings explaining social distancing guidelines and company policy.
- WACOSA will provide employees with masks and gloves, and goggles or face shields as necessary.
- Employees, clients and visitors are prohibited from gathering in groups and confined areas, including offices, lunch rooms, smoking areas, etc.
- Employees and clients are prohibited from sharing personal protective equipment. Only new, clean, or sanitized personal protective equipment can be used.
- To minimize cross-contamination between areas, individuals may be assigned to a specific area for the day and should remain in that area, with the exception of using the restroom. Individuals should stay in their work areas, unless absolutely necessary, including offices.



## Housekeeping

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, ipads, door handles, copy machines, etc. Trash receptacles will be emptied at regular intervals.

All staff will clean and disinfect their work areas using company provided cleaning products with appropriate OSHA labels and instructions. In the case of a possible contamination, work will be halted and complete disinfection will take place, with oversight by Maintenance Supervisor and Site Leadership.

## Communications and training

This Preparedness Plan was distributed to employees via email, discussed during our weekly communication call, and reviewed with each person on site and necessary training was provided. Additional communication and training will be ongoing for the following:

- New hires;
- Employees/clients observed not following policy; and
- Annually as part of our Safety Training.

## Management and Supervision

Managers and supervisors are responsible to hold their teams accountable to this policy. Management and workers are to work through this new program together and update as necessary. This Preparedness Plan has been approved by WACOSA management and was posted throughout the workplace April 30, 2020. It will be updated as necessary.

Approved by: Steven Howard, Executive Director



## Exhibit A – WACOSA’s Safety Form Location Access Questionnaire

### EMPLOYEE/ CLIENT SCREENING

For the safety and security of our employees,  
**EVERYONE must answer the questions below**  
in order to enter an WACOSA vehicle, building, or community site.

1. Do you live with someone or have been in contact with someone who has been diagnosed with Covid-19 and is under quarantine?
2. In the last 3 days, have you experienced any cold or flu-like symptoms, including: **fever at or above 98.8 degrees F, cough, sore throat, respiratory illness, headache, repeated shaking with chills, muscle pain, new loss of taste or smell or difficulty breathing** (not associated with allergies and not treated by a doctor where a return-to-work release was issued.)

Questions must be answered **each time** you enter.