



Bringing Possibilities to Life

# COVID19 PREPAREDNESS PLAN EMPLOYMENT SERVICES AND COMMUNITY SUPPORTS

## POLICIES & PROCEDURES 1000 - ADMINISTRATION

ITEM #	DATE DEVELOPED	ORIGINAL APPROVAL DATE	APPROVED BY	LAST AMENDMENT DATE
1050c	5/8/2020	5/8/2020	Robert Brick	5/8/2020

<b>LEGAL &amp; OTHER REFERENCES</b>	
<b>RESOURCES &amp; REFERENCES</b>	1050 - COVID19 PREPAREDNESS POLICY

### PURPOSE

This policy lays out the Accord’s policy concerning Employment Services and Community Supports preparedness for the current pandemic of COVID19.

### POLICY

Accord is committed to providing a safe and healthy workplace for all persons served, employees, volunteers and guests. As a licensed nonprofit provider of essential services to persons who have disabilities, Accord was not directly impacted by the Governor’s Emergency Executive Order 20-20. However, out of concern for those it serves and employs, Accord chose to limit the services provided in Community Supports to essential visits only services effective March 20, 2020, in support of state strategies designed to slow the pace in which the COVID-19 pandemic is advancing.

The Governor’s recent Executive Order 20-40, issued on April 23, 2020, provides guidance to certain businesses to start operating again. While Accord is not technically required to develop a COVID-19 preparedness plan, because of its essential status, it is doing so out of additional caution to prevent and minimize exposure to the virus.

Managers and employees 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 employees, managers and persons served. Only through this cooperative effort can we establish and maintain the safety and health within our workplace and communities.

Persons served by Accord are the reason it exists. Our mission is to assist persons served lead their *Greatest Lives*. Empowering them to remain safe and healthy is of utmost importance in achieving that mission.

Accord employees are its most important assets. We are serious about keeping our employees safe and healthy.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19. The CDC and MDH use the term “at higher risk” to describe persons who may experience greater illness if they acquire the COVID-19 virus, due to their age or underlying health conditions.

The Minnesota Department of Human Services (DHS) uses the term “vulnerable adult” to describe adults served by licensed disability focused organizations, such as Accord. Being described as “vulnerable” by DHS does not necessarily mean that one is “at higher risk” of becoming severely ill if they contract the virus. The higher risks status depends upon age or whether underlying health care conditions exist and one’s ability to follow safe and healthy practices.

Managers and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. Accord managers and supervisors have the full support of the Leadership Cabinet in enforcing the provisions of this policy.

## **1.00 Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19**

**1.10** Employees have been informed of and encouraged to self-monitor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent dry cough; difficulty breathing (unable to hold breath for 20-30 seconds); or unusual fatigue. When any of these symptoms are present, the employee must notify their manager and stay at home until the fever has been absent for three consecutive days, without the use of medications.

**1.11** Employees who exhibit symptoms of COVID-19 while at work, will immediately report to their supervisor, sign out and leave the premises. They must stay at home until the symptoms have subsided for a minimum of three consecutive days, without the use of medications.

**1.12** Employees with ongoing symptoms are strongly encouraged to contact their health care provider to determine if they should be tested for COVID-19. If they are tested, they are not to work until they receive the results of the test. If they receive a positive diagnosis, they must inform their supervisor immediately and not report to work until 14 calendar days have passed since the day of initial symptoms. Results of the test are to be reported to the Chief Human Capital Officer at Accord, who is Accord’s designated representative who reports positive test results to the Minnesota Department of Health who provides guidance regarding reporting and follow up.

**1.13** Employees with a household member, with whom they have had close and extended contact, and when that household member has been tested and has received a positive diagnosis of COVID-19, must immediately inform their supervisor and not report to work until 14 calendar days have passed since the day of initial symptoms. Supervisors are to report incidents to the Chief Human Capital Officer.

**1.14** Employees may be eligible for Paid Time Off or Safe/Sick Time Off and other benefits as described in the Employee handbook.

## **2.00 Screening and Policies for Persons Served Exhibiting Signs and Symptoms of COVID-19**

**2.10** Persons served in Employment Services and Community Supports will be screened no more than 24 hours prior to being seen by an employee. The screening shall consist of asking the following three questions:

1. Do you have any signs or symptoms of a respiratory infection, such as a fever, cough, difficulty breathing, or sore throat? No or Yes;
2. Have you tested positive for COVID-19? No or Yes; If yes, test date? Results or pending results:
3. In the past 14 days have you had contact with a household member who was exposed to the COVID-19 virus, is being tested for, or who is positive for the COVID-19 virus? No or Yes; If yes, explain when, what was the exposure etc.

If the person served answers “yes” to question 1, the scheduled in-person service will not be provided until the symptoms have subsided for a minimum of three consecutive days, without the use of medications. Symptoms should be reported to the individual’s guardian and/or case manager. Remote services may be provided.

If the person served answers “yes” to question 2, the employee shall follow paragraph 2. 11 below.

If the person served answers “yes” to question 3, the employee shall follow paragraph 2. 12 below.

**2.11** Persons served in Employment Services and Community Supports who have been tested for COVID-19 and have received a positive diagnosis or are presumed to have a positive diagnosis, must inform Accord immediately and then stay at home for 14 calendar days since the day of initial symptoms. The Employment Services and Community Supports staff will work with the individual’s team to ensure care is being provided. Remote services may be provided.

**2.12** Persons served in Employment Services Community Supports who are deemed high risk for COVID-19 because they have been exposed to a household member who has been tested for COVID-19 and that household member has received a positive diagnosis or is presumed to have a positive diagnosis, must immediately inform Accord and will not receive in-person services until 14 calendar days have passed since the day of initial symptoms. Remote services may be provided.

### **3. Notification of Exposure to COVID-19**

**3.10** If an employee or person served is diagnosed with COVID-19 or there is a presumption of a positive test result, the Director shall notify Paul Welna, Chief of Human Capital Officer. He shall notify the Minnesota Department of Health (MDH) and follow the protocols as directed by MDH.

**3.11** The Chief of Human Capital Officer shall notify other employees and persons served who may have interacted in-person with the affected employee, along with their guardians and case managers, about a potential exposure to an individual who has contracted the COVID-19 virus. MDH will work with Accord to determine the risk level of other employees and persons served and will provide guidance regarding communication and other steps. Depending upon the level of risk exposure to the individual with the COVID-19 virus, employees and persons served may be required to stay at home for 14 calendar days since the day of exposure.

**3.12** The notification will protect the confidentiality of the individual who has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA).

### **4. Handwashing and Sanitary Practices**

**4.10** Employees and persons served will wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon arrival and prior to departure, prior to any mealtimes and after using the toilet.

**4.11** Hand-sanitizer (consisting of at least 60% alcohol) will be made available to Employment Services and Community Supports employees and persons served and can be used if hands are not visibly soiled.

**4.12** Employees will aid persons served who need it in washing hands or using hand sanitizers.

**4.13** Employees entering homes of persons served shall sanitize their hands prior to entry and upon leaving the home. They may also choose to wear shoe covers.

**4.14** Gloves will be worn by employees, as determined necessary based upon the individual situation.

## **5. Respiratory Etiquette-Covering Your Cough or Sneeze**

**5.10** Employees, persons served and guests are 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.

**5.11** Employees must wear face masks while transporting persons served in Accord or private vehicles. Persons served must wear face masks while riding in Accord vehicles or private vehicles driven by an Accord employee and in vehicles associated with Metro Mobility or Metro Transit. Persons served who refuse to wear a face mask will not be transported by Accord or employees of Accord. Face masks cannot be shared with others.

**5.12** The organization will make a good faith effort to provide each employee with face masks. Employees may acquire and use personal face masks. Employees must ensure Face Masks are sanitized after each day, using guidelines from the Centers for Disease Control (CDC), [www.cdc.gov](http://www.cdc.gov) or Minnesota Department of Health (MDH), [www.health.state.mn.us](http://www.health.state.mn.us).

**5.13** Management reserves the right to make wearing masks optional for employees or persons served based upon recommendations of the Minnesota Department of Health or for those who have a signed directive from their individual health care provider stating that the person has a health care condition that is not compatible with wearing a face mask.

**5.14** Persons employed in community-based jobs will be required to follow the COVID-19 plan as mandated by the employer.

## **6. Social distancing**

**6.10** The organization will make good faith efforts to reduce the number of persons served riding in Accord's or staff's vehicles and attending community activities. All employees driving or persons served riding in Accord or staff vehicles must wear face masks.

**6.11** Employees and persons served will be strongly reminded to keep 6 feet distances while engaged in Employment and Community Support activities.

**6.12** Communal food and sharing of food will not be permitted, until further notice.

**6.14** Shaking hands, hugging, fist bumps, high fives and other physical forms of greetings or celebrations will not be allowed.

**6.15** Large meetings will be held via remote teleconference.

**6.16** In-person meetings will be held as necessary and will use social distancing strategies.

**6.17** Employees using shared office space will use social distancing strategies and wear masks if they are not able to social distance.

## **7. Housekeeping**

**7.10** Accord and staff vehicles used to transport persons served will be sanitized using a sanitizer composed of at least 60% alcohol, at the completion of each trip.

**7.11** Shared computers and mobile devices will be sanitized using a sanitizer composed of at least 60% alcohol, after using.

**7.12** Gloves shall be worn while cleaning. Gloves will not be shared.

## **8. Communications and Training**

This Preparedness Plan was provided in-person or via mail or email to employees, persons served, guardians, and case managers. Necessary training will be ongoing. Managers and supervisors will monitor effectiveness of implementation and training will be updated as necessary. This Preparedness Plan has been certified by Accord and was posted on its web site and throughout office spaces. It will be updated as necessary..

## **CHANGE HISTORY**

<b>VER.</b>	<b>DATE</b>	<b>CHANGED BY</b>	<b>STATUS</b>	<b>COMMENTS</b>
1.00.01	5/9/20	Robert Brick	Draft	Document created

## **APPROVER / OWNER / AUTHOR, CONTACT DETAILS**

<b>ROLE</b>	<b>TITLE</b>	<b>CONTACT DETAILS</b>
Approver	Robert Brick	
Owner	Robert Brick	
Author	Robert Brick	
Contact	Robert Brick	

**REVIEW FREQUENCY: ANNUALLY**

<b>VER.</b>	<b>DATE</b>	<b>APPROVER SIGNATURE</b>	<b>COMMENTS</b>

**ROLES & RESPONSIBILITY**

<b>ROLE</b>	<b>RESPONSIBILITY</b>
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