



Bringing Possibilities to Life

COVID19 PREPAREDNESS PLAN RESIDENTIAL SERVICES (ADULT FOSTER CARE)

POLICIES & PROCEDURES 1000 - ADMINISTRATION

ITEM #	DATE DEVELOPED	ORIGINAL APPROVAL DATE	APPROVED BY	LAST AMENDMENT DATE
1050B	5/8/2020	5/8/2020	Vicki Gerrits	6/12/2020

LEGAL & OTHER REFERENCES	
RESOURCES & REFERENCES	1050 - COVID19 PREPAREDNESS POLICY

PURPOSE

This policy lays out the Accord’s policy concerning Residential Services (Adult Foster Care) 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.

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 to 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. 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 Prior to beginning a shift, employees are required to take their temperature and track it on the *Employee COVID-19 Screening Log* within each home. Employees with a temperature of 100.4 or higher will not be allowed to work.

1.12 Employees who exhibit symptoms of COVID-19 while at work, will immediately report to their supervisor or on call manager, 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.

1.13. Employees with ongoing symptoms are strongly encouraged to contact their health care provider and ask to be tested for COVID-19 or go to one of the public testing sites. Employees are to tell their health care provider that they work in a Congregate Care setting. 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.

1.14 Employees with a household member who the employee has been in close contact with, 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.

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

2. Screening and Policies for Persons Served Exhibiting Signs and Symptoms of COVID-19

2.10 Persons served in the AFCs, and if applicable, their guardians, will be informed of our screening process for persons served. Screen guidelines are the recommendations of the Minnesota Department of Health. Employees are to take the temperature of the persons served multiple times a day and 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); unusual fatigue, new loss of taste/smell, repeated shaking with chills, muscle pain, headache, sore throat, chills, GI symptoms (diarrhea, vomiting, nausea). Any of these symptoms are to be documented on the *COVID-19 Screening Log* located in each home. When any of these symptoms are present, staff are to contact the person's health provider and the contracted nurse. Staff are to follow the guidance of the health provider, and if requested bring the person in for testing for COVID 19.

2.11 If a pulse oximeter is available, staff should monitor pulse oxygenation status at least once a day. If a person served has a pulse oxygenation saturation of less than or equal to 90%, call their healthcare provider or the contracted nurse to determine the need for further evaluation and possible treatment.

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, Accord's Chief Human Capital Officer will notify the Minnesota Department of Health (MDH) and follow the protocols as directed by MDH.

3.11 Accord shall notify all employees and persons served, and their guardians and case managers, who live in the same house, 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 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 may be required to stay at home for 14 calendar days since the day of exposure and persons served may need to self-isolate in their room as much as possible.

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, after using the toilet, and after blowing their nose.

4.11 Hand-sanitizer (consisting of at least 60% alcohol) will be available in the AFC homes for 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 All guests will be required to wash or sanitize their hands prior to or immediately upon entering the home.

4.14 Gloves will be worn by employees while assisting with lunches, personal cares, cleaning and other duties that carry a higher risk for infection.

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. AFC staff will be provided with cloth masks as well as surgical masks. Employees may acquire and use personal face masks. Employees in the AFCs will be required to wear a mask when on shift in the home. Employees must ensure Face Masks are sanitized after each day, using guidelines from the Centers for Disease Control (CDC), www.cdc.gov or Minnesota Department of Health (MDH), www.health.state.mn.us. It is recommended that staff also use eye protection (goggles or face shield). Employees are also required to wear shoe covers in the home or have a designated pair of shoes that they only wear when working in the AFC home.

5.13 Persons served will be encouraged to wear personal face masks when in the common areas of the home or when going out into the community. Staff must ensure Face Masks are sanitized after each day using guidelines from the Centers for Disease Control (CDC) or Minnesota Department of Health (MDH).

5.14 Visitors within the homes will be limited based on guidelines from MDH. Any visitor must wear masks and shoe covers when in the Accord homes, and may be required to have their temperature taken prior to entering the home. 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.

5.15 For persons served employed in community-based jobs or who attend a day program, they will be required to follow the COVID-19 plan as mandated by the employer/program.

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 activities in the home and in the community, including during meals.

6.12 Physical environments will be adapted to limit group sizes in individual rooms throughout the homes.

6.13 Communal food and sharing of food will not be permitted, with the exception of meals prepared for the people served in the homes, 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 in the homes will use social distancing strategies and wear masks if they are not able to social distance.

7. Housekeeping

7.10 Employees will be required to sanitize tables, other surfaces, door handles, light switches, and other common touch points throughout the day using a sanitizer composed of 60% alcohol or more. Tables will be cleaned before and after each meal.

7.11 Employees shall clean restrooms at least once per day.

7.12 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.

7.13 Shared computers, mobile devices, and remotes will be sanitized using a sanitizer composed of at least 60% alcohol, after using or the end of a shift.

7.14 Gloves shall be worn while cleaning. Gloves will not be shared.

7.15 Beds in the homes used by asleep overnight staff will be sanitized after each use, use an aerosol spray sanitizer on the mattress. Each overnight staff has their own assigned bedding and it should be washed either at the house or their home after they are done working for the week. Bedding will not be shared between staff.

8. Visitor Policy

8.0 Accord will follow the guidelines set forth by the Minnesota Department of Health (MDH) regarding visitors to the home and will update our policy as new guidance is provided. Currently MDH recommends that only essential staff and visitors enter the home, e.g., nurse or hospice personnel. We will facilitate other types of visits for persons served, e.g., using technology, open air visits, etc.

9. Communications and Training

This Preparedness Plan was provided in-person or via mail or email to employees, persons served, guardians, and case managers during the week of June 15, 2020. 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 the homes during the week of June 15, 2020. It will be updated as necessary.

CHANGE HISTORY

VER.	DATE	CHANGED BY	STATUS	COMMENTS
1.00.01	5/9/20	Vicki Gerrits	Draft	Document created

APPROVER / OWNER / AUTHOR, CONTACT DETAILS

ROLE	TITLE	CONTACT DETAILS
Approver		
Owner		
Author		
Contact		

REVIEW FREQUENCY: ANNUALLY

VER.	DATE	APPROVER SIGNATURE	COMMENTS

ROLES & RESPONSIBILITY

ROLE	RESPONSIBILITY
Policy Administrator	Maintain this document
Owner/Author	Review content