



Bringing Possibilities to Life

COVID19 PREPAREDNESS POLICY

| POLICIES & PROCEDURES | | | 1000 - ADMINISTRATION | |
|-----------------------|----------------|------------------------|-----------------------|---------------------|
| ITEM # | DATE DEVELOPED | ORIGINAL APPROVAL DATE | APPROVED BY | LAST AMENDMENT DATE |
| 1050 | 5/6/2020 | 5/7/2020 | Rita Wiersma | 7/23/2020 |

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|-------------------------------------|--|
| LEGAL & OTHER REFERENCES | |
| RESOURCES & REFERENCES | 1050a Day Training & Habilitation and Vocational Services Plan 1050b Residential Services Plan 1050c Employment Services and Community Supports 1050d Family Supports and Case Management |

PURPOSE

This policy lays out the Accord’s policy concerning organizational 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 the people we support, our employees, and our communities at large Accord instructed employees who could work remotely to do so, flexed services to use tele-health or telephone unless a face-to-face visit was required, and limited office interactions. Accord is committed to continuing social distancing, remote work, use of PPE, cleaning of locations, and encouraging personal monitoring for symptoms.

While the Governor’s Executive Order 20-40 provides guidance for some non-essential businesses to ramp up services, Accord is not required to create a COVID-19 Plan. However, Accord feels it is in the best interest of the people we serve, our employees, and our communities to do so to continue to minimize exposure to the virus.

Because Accord has a variety of services, we feel it is important to address each type of service with a unique plan and the interaction of the people we serve, employees, and our community. You will find those plans as Appendixes to this organizational plan. If your service is in an office setting, the organization plan will cover your needs. All other employees should review the organization plan and the appropriate service plan. It is the responsibility of each employee to review the organizational plan and the service plan(s) as applicable to their position.

Everyone at Accord can work to reduce the spread of COVID-19

- Cover your coughs and sneezes with your elbow or sleeve, or a tissue and then throw the tissue in the trash and wash your hands afterwards.



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- Washing your hands often with soap and water for 20 seconds, especially after going to the bathroom or before eating. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoid touching your face – especially your eyes, nose, and mouth – with unwashed hands.
- Stay home if you have cold- or flu-like symptoms, for seven days after your illness onset and three days after your fever resolves without fever reducing medicine (whichever is longer) and avoid close contact with people who are sick.
- Up-to-date guidance from the Department of Health on recommended community mitigation strategies can be found here.
<https://www.health.state.mn.us/diseases/coronavirus/communities.html>

Organizational Protocols to keep everyone healthy and safe

- We will ensure anyone who can work from home, will continue to do so until further notice
- We will utilize technology and remote services/work whenever possible
- We will utilize flexible schedule should employees need to work in an Accord office site
- We will ensure any of our team members not feeling well will remain at home
- We will wear personal protective equipment (PPE) as appropriate for our positions, locations, and interactions with the people we serve or community
- We will wear masks within all Accord properties as required by the Minnesota Governor's Executive Order 20-81. This order also lays out the exemptions, along with the allowance of removing the face mask or covering while alone in an office, or alone within a cube with 6ft walls. ([Executive Order 20-81](#))
- We will wipe down all surfaces we come in contact with including our workspaces, door handles, and other common areas providing needed cleaning items for shared areas
- We will work with our janitorial vendors to ensure we are following best practices
- Hand sanitizer will be available throughout all buildings
- We will refrain from hand shaking
- We will practice regular hand washing and use hand sanitizer
- We will maintain a safe distance from anyone both with individuals and coworkers, use maintain social distance of approximately 6 feet
- We will minimize our face-to-face meetings for services and/or organizational meetings.
- Any Face-to-face meetings needing to be held will have a maximum of 10 people and the room setup will include the appropriate social distancing.
- We will implement appointment only for visitor traffic



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- We will be good community members by addressing those who do not adhere to the protocols and inform them of our protocol expectations within Accord properties
- We will continually evaluate the need for addition precautions and implement as needed

Reporting

Should Accord be informed of a confirmed or presumptive positive COVID-19 test of an employee or person served, Accord will follow the Minnesota Department of Health (MDH) guidance. The lead contact person for Accord with MDH is Paul Welna, Chief Human Capital Officer (pwelna@accord.org).

CHANGE HISTORY

| VER. | DATE | CHANGED BY | STATUS | COMMENTS |
|---------|--------|--------------|--------|------------------|
| 1.00.01 | 5/5/20 | Rita Wiersma | Draft | Document created |
| 1.00.02 | | | | |
| 1.00.03 | | | | |
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APPROVER / OWNER / AUTHOR, CONTACT DETAILS

| ROLE | TITLE | CONTACT DETAILS |
|----------|--------------|-----------------|
| Approver | Rita Wiersma | |
| Owner | Rita Wiersma | |
| Author | Rita Wiersma | |
| Contact | | |



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REVIEW FREQUENCY: ANNUALLY

| VER. | DATE | APPROVER SIGNATURE | COMMENTS |
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