



COVID-19 Preparedness Plan

Date Originally Created: July 30, 2020

Date Effective: May 28, 2021

Background:

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

A business’ COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices, and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

MRCI is committed to providing a safe and healthy environment. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All branches and divisions of MRCI 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 all staff, clients, support teams and volunteers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

We are serious about safety and health of all involved with MRCI. Utilizing the MN DEED template, we have integrated suggestions from various partners, staff, families and other providers throughout the state and shared draft documents for additional feedback prior to developing.

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 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and management
- and supervision necessary to ensure effective implementation of the plan.

Philosophy

- This document lays out the MRCI’s Preparedness Plan concerning organizational preparedness for the current pandemic of COVID19.

MRCI Coronavirus disease (COVID-19) Preparedness Plan

- MRCI is committed to providing a safe and healthy workplace for all persons served, Staff, volunteers, and guests.
- MRCI is committed to continuing social distancing, remote work, use of PPE, cleaning of locations, and encouraging personal monitoring for symptoms.
- MRCI will resume services with a tiered approach based on current/updated guidelines for social distancing and hygiene outlined by state government or other local authorities.
- MRCI will amend this plan as information is acquired to better provide a safe environment.

Up-to-date guidance from the Department of Health on recommended community mitigation strategies can be found here.

Minnesota Department of Health
COVID-19 Hotline: 651-201-3920
1-877-676-5414
<https://www.health.state.mn.us/diseases/coronavirus/index.html>

Center for Disease Control (CDC)
General information on COVID-19
1-800-232-5414
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Programming During Pandemic

MRCI will adhere to programming guidance from the Minnesota Department of Health (MDH), DEED, Minnesota Department of Human Services and Centers for Disease Control and Prevention (CDC) guidelines regarding programming during COVID-19.

All Individuals have a role at MRCI to reduce the spread of COVID-19

- Staff who are able to work from home should continue to do so, unless directed by their supervisor.
- 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.
- 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 approved hand sanitizer.
- Avoid touching your face – especially your eyes, nose, and mouth – with unwashed hands.
- Stay home if you have cold- or flu-like symptoms, after your illness onset, and 48 hours after your fever resolves without fever reducing medicine (whichever is longer) and avoid close contact with people who are sick.
- All persons are responsible for implementing and complying with all aspects of this Preparedness Plan and other CDC guidance.

Screening and Policies for Staff Exhibiting Signs and Symptoms of COVID-19

- Staff have been informed of and will 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 or representative by following MRCI call-in policies.

- Individuals who exhibit symptoms of COVID-19 while at MRCI, will immediately notify their supervisor, sign out and leave the premises. They must stay at home until the symptoms without the use of medications following the latest guidance from CDC.
- Individuals with ongoing symptoms are strongly encouraged to contact their health care provider. Should they be tested for COVID-19 and receive a positive diagnosis, they must inform their supervisor immediately and not report to MRCI until directed it is safe to do so (see CDC guidance for ongoing status updates).
- Individuals with a household member who has been tested and has received a positive diagnosis of COVID-19, must immediately inform their supervisor and not report to MRCI if they are also not vaccinated. Individuals should also stay home if a household member is awaiting the results of a test and they (as staff) are not vaccinated.
- Staff may be eligible for Paid Time Off, Safe/Sick Time Off and/or other benefits as described in the Employee Handbook. Immunocompromised staff members are encouraged to contact Human Resources to explore accommodation opportunities.
 - If the staff is symptomatic and able to continue working remotely, they may choose to do so. If the staff is asymptomatic, they will be expected to work remotely if their duties make remote work possible.

Notification of Exposure to COVID-19

If an employee or person served is diagnosed with COVID-19 or there is a presumption of a positive test result, should notify Renae Schenk (Human Resources). She shall notify the Minnesota Department of Health (MDH) and follow the protocols as directed by MDH.

- MDH will work with MRCI to determine the risk level of other Staff and persons served and will provide guidance regarding communication and other steps. MRCI will follow CDC guidelines for quarantining staff impacted by exposures.
- The notification will protect the confidentiality of the individual whom has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA)

Handwashing/Sanitizing

- Hand-sanitizer stations are placed throughout the site and can be used if hand wash stations are not available.
- If a person is diagnosed with COVID-19, extra sanitizing measures will be conducted in the exposed areas.

Respiratory etiquette: Cover your cough or sneeze

- Staff, 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.
- The organization can provide disposable face masks for Staff to use while conducting MRCI business upon request.
 - Staff and persons served may acquire and use personal face masks.

- Using guidelines from the Centers for Disease Control (CDC), www.cdc.gov or Minnesota Department of Health (MDH), www.health.state.mn.us, Face Masks need to be sanitized after each day.
- Persons employed by or MRCI Staff visiting community-based jobs will be required to follow the COVID19 plan as mandated by the site.

Face Coverings

- MRCI will follow the guidance of the CDC for Face coverings.
- Even in situations where face coverings are not required, all staff should carry a face covering to prepare for close interactions with others who may request face coverings be worn or entering programmatic spaces.

Social distancing

- Physical forms of greetings or celebrations are not recommended.
- We will be good community members by addressing those who do not adhere to the protocols and inform them of our protocol expectations within MRCI properties.

Housekeeping/Sanitizing

- Staff will be encouraged to participate in disinfecting tables, chairs, door handles, and other common touch points throughout the day using an approved sanitizer.
- Shared computers, mobile devices and office equipment will be sanitized using a sanitizer at the end of each day. Additional sanitization is encouraged before and after each individual use.
- Gloves shall be worn while cleaning.
- Persons will not be permitted to directly drink from water fountains.

Transportation

- Per CDC orders, the use of face coverings are required in all MRCI vehicles with more than one individual for the duration of the travel.
- Drivers will be equipped with a car kit that contains extra masks, gloves and cleaning supplies.

Communications and training

This Preparedness Plan was originally provided via email to Staff. Necessary training will be ongoing and will occur as Staff are called back to work.

- The latest versions of COVID Preparedness Plans have been shared on mymrci.org.
 - Revisions to this plan will be communicated to persons served after guidance is obtained through DHS for person-to-person services.
 - Requests for accommodations to this plan may be submitted through your MRCI staff representative or supervisor.
- As integration into various community settings and workplaces occurs, MRCI will work to best communicate changing expectations and conditions.

Everyone will be responsible to monitor effectiveness of implementation and training will be updated as necessary. This Preparedness Plan has been certified by MRCI and was posted on its internal website and throughout the branches. It will be updated as necessary.

MRCI Coronavirus disease (COVID-19) Preparedness Plan

Submitted by

A handwritten signature in black ink that reads "Brian Benshoof". The signature is written in a cursive, flowing style.

Brian Benshoof, CEO
Effective: May 28, 2021