



COVID-19 PREPAREDNESS AND RESPONSE PLAN Updated September 2020

Purpose

This preparedness and response plan details procedures to prevent and minimize hazards to human health as it relates to the COVID-19 pandemic. This document is prepared to describe implementation of precautionary and response measure to execute work safely and effectively by FST employees and participants.

This plan will be a living document, to be updated as often as new information regarding the pandemic is released. This plan attempts to capture specific actions, prevention plans and procedures to address emergencies resulting from COVID-19. The provisions of the plan will be implemented on-site and emergency action will be taken during any event that may threaten human health at the FST site or any community sites where FST staff and participants are performing work.

This Preparedness and Response Plan supplements FST's existing emergency plan. When the COVID-19 crisis stabilizes, FST will re-evaluate the existing emergency plan to include response to the pandemic into the plan.

Executive Order and DHS Guidance

- On March 25, 2020, Governor Walz mandated that all worker except some of those in “critical sectors” stay home.
 - FST offers “critical sector” supports to the Floodwood community. Some FST staff continued to work to support Meals-On-Wheels (MOW), Caregiver Support, and Food Shelf operations. Participants were instructed to stay home.
 - FST staff that can work from home should work from home until the Governor’s order states otherwise. Due to the nature of the work that FST performs, staying at home is not practical for many jobs; also, FST and the Floodwood community does not have the technology to support many stay-at-home tasks.
- On March 29, 2020, FST received a letter from the Department of Humans Services (DHS) indicated that Adult Day Services were to be closed as it is not a “critical sector”.
 - FST has not performed services in the Adult Day Service since March 27, 2020.
- On April 8, 2020, Governor Walz extended the “Stay at Home” order.
 - On April 13, 2020, FST resumed additional “critical sector” supports; contracted lawncare along with contracted recycling processing began on a limited basis with FST staff performing these jobs to retain these participant jobs into the future.
 - On May 11, 2020, FST received a notice from DHS indicating that *“Similar to Adult Day Services, which are expressly not exempt from the stay-at-home order (par. 6(a)(viii)), DHS has determined that providers licensed under Chapter 245D to provide day services or employment services in a licensed 245D facility and outside a service recipient’s own home or residence are not considered “critical sector” workers and are not exempt from the stay-at-home order.”*
- On May 13, 2020, Governor Walz lifted the “Stay at Home” authorizing additional business opening and non-work activities.

- On May 15, 2020, DHS posted a bulleting stating that they were working on guidelines for providers to begin to reopen program.
- On May 20, 2020, FST received a notice from DHS indicated that we were to remain closed; there is no anticipated reopening date.
 - FST staff continue to perform participant jobs.
- FST received notification that DHS continues to turn the dial and give greater flexibility to participants and program. Bulletins are dated July 15 and August 14. FST has implemented additional services according to bulletin guidance.

Reopening and Return to Work Guidelines

FST staff will continue to provide to “critical sector” supports to the community. Additional staff may be used to perform support services, which could include but are not limited to, administration duties (billing, AP, AR, payroll), janitorial (sanitizing), etc.

When FST is authorized to begin services a phased approach will be used to return participants to program.

- A “Risk/Benefit Discussion Guide” will be used to evaluate the appropriateness of an individual to return the FST’s program.
 - The Support Team will review the guide as well as sign the “Team Acknowledgement Form”.
- Those with the lowest risk and highest benefit will return during Phase 1.
 - Phase 1 participants must be able to social distance and wear a mask with minimal prompts as well as perform basic hygiene with no assistance.
- Phase 2 will consider risk/benefit as well as transportation challenges.
- Phase 3 will depend upon the Support Team decision. Phase 3 will be on an individual basis; participants will return as the team deems appropriate.

A limited number of participants will return during Phase 1 as to help them adjust to new safety guidelines. Once those in Phase 1 have adjusted and are mostly compliant (few prompts) with the safety guidelines, those in Phase 2 will be returned. Transition to the next Phase may take several weeks; readiness to move on well be evaluated on a weekly basis.

Upon re-opening and bringing staff back to work, all staff and volunteers will be offered a copy of the COVID-19 Preparedness and Prevention Plan. Staff and volunteers will be trained on how to follow the plan, ensuring that they can implement it. When changes occur to the plan, staff and volunteers will be informed. The COVID-19 Preparedness and Prevention Plan is posted in the main entrance hallway, along with staff break rooms, Vocational Service Area and Adult Day Service.

Upon participants returning to work, the service recipient and, as appropriate, their guardians/parents, legal representatives, case manager and residential providers will be offered a copy of the COVID-19 Preparedness and Response Plan and ensure that anything relevant to the services they will be providing or receiving is thoroughly explained to them.

Staff or participants who have concerns about the COVID-19 Preparedness and Response Plan should talk to their Direct Supervisor or the Executive Director. If still not satisfied they may contact MN OSHA Compliance at osha.compliance@state.mn.us, or tollfree at 877-470-6742.

Site Entry and Health Screening

Staff, participants, and volunteers should stay home if sick or experiencing symptoms related to COVID-19. Upon arrival to FST, all staff, participants and volunteers shall:

- Enter through door E2 wearing a mask (if required/able) maintaining proper social distancing as indicated on the floor markings as you proceed to your work area.

- Proceed to handwashing station. Wash hands
- Proceed to health screening station. Complete health screen and temperature check.
- Proceed to work/program area as indicated by floor markings, continuing to maintain appropriate social distancing.

Basic Infection Control Measures

- All staff are trained on COVID-19 Preparedness, Signs, and symptoms. Staff are also trained in the use of face masks, face coverings, and/or face shields and are required to wear one of them while working with participants or community members.
- Frequent hand washing with soap and water for at least 20 seconds. If unavailable use an alcohol-based hand rub containing at least 60% alcohol.
- When possible keep at least the 6' minimum distance between yourself and others.
- Staff and participants will have staggered breaks to maximize social distancing. Chairs will be placed to face in the same direction (rather than facing each other), minimum 6-feet apart, to reduce transmission caused from virus-containing droplets.
- During lunch, staff who work directly with participants will eat at different times and in a separate area at least 6 feet away from others.
- During breaks and lunch, there will be no sharing of food (including condiments) and beverages between staff and/or participants.
- Common areas and high touch surfaces will be disinfected at least 3x daily.
 - A documented sanitation schedule and checklist is completed daily.
 - Staff, participants, and volunteers are encouraged to minimize the use of shared items (arts & craft, pens, office supplies, etc.)
 - Use of EPA-registered disinfectants are used to disinfect and sanitize.
- Handwash stations will be maintained with soap and paper towel.
- Physical distancing in restrooms is limited to 2 staff or participants at a time, while still maintaining appropriate social distancing of a minimum of 6 feet.
- Hand sanitizer will be available at multiple locations throughout the building, including entrances.
- All staff will be expected to participate in extra cleaning activities daily.
- Stay home if sick! Cover cough and sneeze with tissue or elbow of arm. Avoid touching your face, nose, or mouth with unwashed hands.
- Community drinking stations, water-fountains, and bottle filler stations will not be used.

Recycle Center Safety Requirements

In addition to previous safety requirements in the recycle center, staff and participants must:

- Wear PPE when processing recycling; a mask, gloves, and an outer long sleeve covering over their street clothes. These items will be provided by FST. Safety glasses and shoe coverings are optional.
- Remove all PPE except mask when in other areas of the building.
 - When leaving the recycle center, after PPE has been removed, but mask, participants and staff are required to wash their hands with soap and water. If not available, hand sanitize until soap and water are available.
- Participate in cleaning and sanitizing throughout the day – sanitizing checklist will be provided.
- At the end of the day, sanitizing and disinfecting of the entire recycle center will be done with a misting machine.
- Weather permitting, open doors and windows to allow for increased circulation.

- Process recycling at assigned station and maintain social distancing at the baler – floor markings indicate appropriate distancing.
- Place PPE in designated container for disinfecting at days end.

Chore Safety Requirements

In addition to previous chore crew safety requirements, staff and participants must:

- Travel in groups of not more than 3; additional vans should be utilized if crew is larger than 3. Those riding together in a vehicle:
 - Staff must always wear a mask
 - Participants, if able, are asked to wear a mask
 - Staff and participants riding in the vehicles, should socially distance, with one person per row of seats, alternating sides of the vehicle.
- Disinfect hands with wipes and sanitizer before entering or departing the vehicle at each job site.
- Maintain social distancing on the job site – establish a perimeter around equipment and vehicle; do not share equipment, sanitize equipment after each job site.
- Isolate lunches and water bottles in designated areas maintaining a 6-foot distance.

Reporting Procedures & Confirmed Cases

In the event of any of the following, reporting and response policies will be followed to minimize exposure and transmission of COVID-19. Notification of any of these events shall be conducted immediately.

- A confirmed case of COVID-19 for a participant, employee, or person living with a participant or employee.
- An individual is denied access to FST for fever or symptoms associated with COVID-19.
- Notice of an individual being otherwise impacted with COVID-19.

The following shall be immediately notified:

- Executive Director
- Office Manager

In the event of a positively confirmed or suspected case of COVID-19:

- If the affected person is offsite, the affected person will be instructed to stay home and will not be allowed onsite.
- If the affected person had been onsite in the last 48 hours, protocols below for “onsite affected person” will also be implemented.
 - The affected person will be immediately removed from the premise or isolated in the “Yellow Room”. In the case of a participant, the residential program will be notified and will immediately arrange to transport the person home.
 - The Executive Director and Office Manager will conduct “contact tracing” to determine those having potential contact.
 - All individuals who had close contact (less than 6 feet apart for more than 15 minutes per day) with positively tested person within the last 48 hours will be removed from the site as well and will self-monitor for symptoms of COVID-19 for 14 days prior to being allowed back on site, symptom free.
 - Furthermore, individuals who had close contact and show symptoms of COVID-19 will be asked to be tested for COVID-19 and report those results to the Executive Director or Office Manager.
 - All affected or potentially affected areas will be thoroughly sanitized.

- All residential providers, caregivers, legal representatives, and case managers will be notified when participants have been potentially exposed to COVID-19.
- In the event that a person has had close contact off-site with an individual that has a confirmed or suspected case of COVID-19 the individual must self-monitor for symptoms of COVID-19 for 14 days prior to being allowed back on site, symptom free.
 - Furthermore, individuals who had close contact and show symptoms of COVID-19 will be asked to be tested for COVID-19 and report those results to the Executive Director or Office Manager.
- Confirmed and suspected cases may attempt to return to FST with the following criteria:
 - The individual is 14 days symptom free

Definitions:

Close contact

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensil
- They sneezed, coughed, or somehow got respiratory droplets on you

Confirmed case of COVID-19

- A person has a positive test result

Suspected case of COVID-19

- A person has classic symptoms of COVID-19, but has not been tested

Quarantine

- Is used to keep someone who might have been exposed to COVID-19 away from others. Persons in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.