

# COVID-19 Safety Plan July 6, 2020

WorkAbilities is committed to providing a safe environment for the individuals we serve and the employees who support them. The following Safety Plan is intended to provide ‘best practice’ guidelines to meet that goal. This safety plan will be a fluid document as feedback is received and recommendations are revised based upon current data and directives from the Minnesota Department of Health (MDH), CDC or OSHA.

**PHASED RE-OPENING for PROGRAM SERVICES**

**“At-Risk” Individuals**

WorkAbilities will adhere to conditions for re-opening as outlined by the Department of Human Services (DHS). We plan to slowly re-open in phases and build capacity as current guidance is provided by MDH and as directed by DHS.

We strongly encourage any “at-risk” person to stay home or if they have house members who are considered “at-risk”. “At-Risk” is defined by the CDC as people who are:

65 years and older

Living in a nursing home or a long-term care facility

Any age with underlying medical conditions, particularly if not well controlled, including:

chronic lung disease, moderate to severe asthma, serious heart conditions, severe obesity (BMI 40 or greater), diabetes, chronic kidney disease undergoing dialysis, or liver disease

Are immunocompromised due to cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications.

**General Guidelines for Phased Re-Opening**

As a we approach each stage of re-opening there will be direct conversations with clients, their Legal Representatives, and their caregivers to review and assess risk factors as a team so an informed decision can be made about returning. Clients and their team members always retain the right to decline services at any time.

**Phase I:** Providing services to clients who can wear a mask during transportation, can independently wash their hands and/or apply hand sanitizer or respond to verbal or physical cues to do so, can maintain a social distance with visual, verbal or physical cues as needed, and do not need assistance with personal cares.

**Phase II:** Providing services to clients who can wear a mask during transportation, can independently wash their hands and/or apply hand sanitizer or respond to verbal or physical cues to do so, can maintain a social distance with visual, verbal or physical cues as needed, but do need assistance with personal cares.

**Phase III:** Providing services to clients who are unable to follow safety recommendations, have personal care needs that would create a significantly increased risk of transmission, are not able to tolerate a mask, will not easily tolerate handwashing or the application of hand sanitizer, will not maintain social distance, and needs assistance that requires the person to remove a mask and be within 6 feet of a staff person (e.g. assisting a person with lunch).

**Standards for Personal Protection for both Employees and Clients**

**Facial Covering:** Masks, bandanas or plastic face shield that cover a person’s nose and mouth will be required for all employees on site. It is highly recommended that all clients wear a mask, bandana or plastic face shield as tolerated unless medically contraindicated. Face covering will be required for transportation by Metro Mobility.

All individuals are encouraged to bring their own cloth or disposable masks based upon their comfort and preference. If they do not have a mask available, then WorkAbilities will provide them with cloth or disposable masks, a bandana or plastic face shield. If cloth masks are provided we expect that they will be maintained and re-used by the individual. A limited number of face shields will be available and will be sanitized following individual use.

If a client is unable to wear a facial covering then they should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their faces, in particular their mouth, nose and eyes. Tissue should be disposed of in the trash and hands thoroughly washed afterwards.

**Handwashing:** All individuals will be instructed to frequently wash their hands for at least 20 seconds with soap and warm water. Clients will be reminded, and supervised or assisted, as needed throughout the day but especially upon arrival, after using the restroom, and before leaving for the day. Reminders will be posted around the building and by all sinks.

**Hand Sanitizer:** Bottles of CDC approved gel or sprays will be readily available in all common areas of the building and in all program areas where services are provided. Wall dispensers with hand sanitizer are mounted in all program rooms that do not have a sink.

**Gloves:**  Will be available for staff use for cares that may carry a higher risk of infection but should not be used in lieu of proper hand washing and must be changed between clients.

**Physical Distancing:**

* Employees and clients will maintain 6’ minimum distance between each other. Visual guides will be placed on floors, as practical, to help everyone remain alert to this recommendation.
* Employees will teach clients how to use outstretched arms to determine their safe space. Colorful foam tubes will be available for spacing as well.
* Staff and clients will refrain from social greetings that involve physical contact such as high fives, elbow bumps or handshakes. A wave or a verbal greeting will be reinforced.

**Cohort Groups:** Clients and employees will remain with their assigned cohort group of no more than 10 people within a dedicated program area and will remain together when accessing common areas like the gym, cafeteria, patio or yard.

**Restrooms:** Physical distancing will be maintained in the restrooms with no more than 2 people in the room at a time.

**Team Meetings:** Required team meetings should be conducted via conference call, Zoom or similar. If an in-person meeting is essential, then an unused room away from active services will first be utilized or Conference Room A which is near the front entry. All visitors are required to adhere to the same hygiene etiquette as employees and clients.

**Metro Mobility Transportation:**

Transit Team is required to prepare and adhere to their own safety plan which includes requirements for both driver and all passengers to wear a facial covering and to be seated based upon physical distancing standards.

**Accessing the Community**

* Employees and clients, within their assigned cohort group, may access patio areas and immediate green spaces as long as facial coverings are worn and physical distancing is practiced to the fullest extent possible.
* Group activities within our community will remain on hold until further notice

**Promotion of a Safe Environment**

**Custodial Services:** WorkAbilities custodial service will thoroughly clean and disinfect the building to prepare for the next day.

* Checklist includes cleaning and disinfection of all frequently touched surfaces in program rooms, common areas and bathrooms. This includes, but is not limited to, doorknobs or handles, cabinet or drawer pulls, light switches, partition doors, counter or table surfaces.
* Disinfecting product routinely used and readily available throughout the program is ReJuvNal. [ReJuvNal](https://b2b.hillyard.com/productdetail/index/grid/wwm/PD~HIL0081600)

*This product has been authorized by the US EPA as a registered disinfectant that may be used to combat the 2019 Novel Coronavirus (2019-nCoV) on hard,non-porous surfaces.*

* Daily disinfection of program areas, common areas and bathrooms used with the Clorox Total 360 system. [Clorox Total 360](https://www.cloroxpro.com/products/clorox/total-360/)
* Ensure that hand soap and pull paper towel dispensers, located by all sinks, remain filled.
* Ensure that hand sanitizer dispensers and other containers remain filled.
* Ensure that tissues are stocked and readily available across the program areas.

**WorkAbilities Employees:** Our employeeshave always been actively engaged in cleaning and disinfecting shared and high touch items in their program areas which may include activity tables, standing frames, gait trainers, changing tables, IPAD’s, computer keyboards, telephones, medication carts, etc. They clean and disinfect these surfaces, along with shared activities and supplies between client use, with ReJuvNal which is available in all program areas. **The importance of this being done regularly, and between client use, will be emphasized and reiterated as employees are trained on this safety plan.**

**Administrative Assistant (AA) office area/copy room**: There will be limited access to this area. The AA will be responsible for accessing supplies or making copies during the program day to limit unnecessary contact within a relatively small and high traffic common area. The Administrative Assistant will be responsible for cleaning and disinfecting areas that were touched by visitors, transportation personnel, etc. in our lobby area. If the AA is not in program, then employees may access this area for supplies as long as social distancing is practiced. No more than one person at the front desk and one person in the copy room at any one time.

**Offices:** Social distancing will be practiced in shared offices and managers will be responsible for sanitizing and disinfecting their own work area including keyboard, telephone, etc. Managers will not share their office equipment with others.

**Food and Beverages:** There will be no sharing or communal food or beverages until further notice. Individuals will be required to bring a water bottle from home.

**Employee Arrival and Departure:** There will be a 30-minute window for employees to punch in and out. They will be instructed to social distance during arrival and departure to avoid congregating in this area.

## Guidelines for Symptomatic Employees and Clients with Suspected OR Confirmed COVID-19

**Signs and Symptoms Include:** Fever of 100.4 or higher, dry cough, chills, headache, muscle pain, sore throat, difficulty breathing, unusual fatigue or loss of taste or smell. Not everyone with Covid-19 has all of these symptoms, and some people may not have any symptoms. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19. No touch thermometers are available on site.

**Employees**

* All employees must self-monitor for signs and symptoms of Covid-19 and if present they should follow agency call-in procedures as outlined in our Employee Handbook.
* A checklist of Signs and Symptoms will be posted on the timeclock. When an employee punches in for their shift they are thereby acknowledging that they are symptom free at that time.
* If an employee develops symptoms during their shift they will report to a supervisor or administration to secure client supervision and will leave the building.

**Clients**

* Client caregivers will be advised to closely monitor the client for signs and symptoms of Covid-19, particularly with those individuals who are unable to communicate symptoms.
* Transit Team drivers (Metro Mobility) will refuse transportation to any passenger displaying signs and symptoms consistent with Covid-19.
* If clients demonstrate symptoms during the program day, they will be isolated from others in an unused program area and kept safe and comfortable until their caregiver arrives.

**Notification:** The Executive Director or the Quality Management Director will be responsible for all communication with employees and clients and their teams in relation to a known exposure while maintaining confidentiality of those involved.

WorkAbilities will notify the MN Department of Health if there is a confirmed case of COVID-19 by calling 651-297-1304 or 1-800-657-3504 (Mon. – Fri., 8AM-5PM). We will work with MDH and comply with their directives when given.

**RETURN TO WORK CRITERIA.**

A **symptomatic person** is defined as a person with suspected or confirmed Covid-19

Symptomatic people may return after 10 days AND being fever free for 3 days without taking any fever reducing medication (symptom based strategy) OR they may return after being fever free for 3 days without taking any fever reducing medication AND have received 2 negative test results 24 hours or more apart (test based strategy)

An **affected person** is defined as a person with:

• A confirmed case of Covid-19 with NO SYMPTOMS

• A household member, intimate partner, or person with close contact with a confirmed case of Covid-19.

Affected people may return after 10 days have passed since the date of their first positive test assuming they have not subsequently developed symptoms. If they develop symptoms, then the symptom based or test-based strategy should be used.

## Training on our Safety Plan

All employees will read and be trained on this plan and their responsibilities in carrying it out upon their return to work. Clients will also be trained on relative components of this plan and will be supported by employees to carry them out as best they can. Ongoing feedback to improve best practices will continuously be solicited and incorporated into the plan. Revisions and updates will also occur as MDH and CDC guidance changes. Administration and our Management Team will be responsible for ongoing monitoring to ensure follow through with the safety measures outlined.

This Safety Plan has been developed and approved by WorkAbilities Administration and our R.N. Nurse Consultant through Health Counseling Services and will be posted and readily accessible within the building and on the agency website. The plan will also be shared with client caregivers, and other interested team members, to promote collaboration and cooperation to maintain health and safety across environments.

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