

## **Options, Inc. Covid-19 Preparedness Plan**

**Written April 2020, Amended December 7, 2020**

Options, Inc. is committed to providing a safe and healthy workplace for employees and persons served. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, and that requires full cooperation amongst employees, persons served, providers, families, and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces. Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. Options, Inc. gives full support in enforcing the provisions of this policy.

Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process through discussion and planning. This Preparedness Plan details procedures to minimize hazards to human health as it relates to the Covid-19 Pandemic and attempts to capture specific actions, plans, and procedures to address measures to safely and effectively execute work by Options, Inc. employees and persons served. This Plan will be a living document, to be updated as often as new information regarding the Covid-19 Pandemic is released. This Plan supplements the existing Options, Inc. Safety Policies. Many Minnesotans with disabilities are at risk of serious illness if they contract Covid-19, including adults over the age of 65 and under the age of 65 with underlying health conditions and co-morbidities. Return to Options, Inc. will be determined based on each individual's health risk factors and current guidelines for social distancing and hygiene outlined by the CDC, MDH and other authorities. The determination will be made on an individual basis, taking into consideration each person's health risk status, their ability to adhere to the current guidelines and Options, Inc. ability to provide adequate support staff to assist persons served in maintaining current social distancing/hygiene guidelines.

A person's service-related rights include the right to make an informed choice to receive day services in the licensed facility or community or to "stay-at-home" and receive no day services or receive services remotely during the peacetime emergency to minimize their exposure to Covid-19. This right exists even if the person does not meet the definition of an "at-risk" person" under the Emergency Executive Order 20-56. We are offering remote services that promotes skill building in the areas of health, safety, well-being, problem-solving, stress management, behavioral redirection, and community and safety awareness.

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 employees and persons served; and
- management and supervision necessary to ensure effective implementation of the plan.

## **Screening and policies for employees and persons served exhibiting signs and symptoms of COVID-19**

**Require sick employees and clients to stay home:** Anyone with symptoms (fever, new cough, shortness of breath, new sore throat, new muscle aches, new headache, Fatigue, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea) should stay home, notify their supervisor and contact their health care provider.

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess health status prior to entering the workplace or vehicle for transport to work and for employees and persons served to report when they are sick or experiencing symptoms.

Persons served and support staff employed at community sites will be evaluated individually, and if determined to be safe per prescribed procedures, may be allowed to return to work. The following criteria will be used to individually evaluate workplace safety:

- If a staff or person served has indirect close contact (contact 6 feet or less of someone with the virus for a *cumulative total* of 15 minutes (or more) over a 24-hour period.
- with someone or is living with someone who tests positive for Covid-19 should self-quarantine for 14 days.
- If an employee or individual at a community jobsite site tests positive, all persons served and staff will be immediately removed from the site. Return to the site will be determined on an individual basis, per prescribed procedures.
- All employees and persons served shall provide notice of any individual who develops symptoms or are confirmed for Covid-19 for up to 7 days following their visit to Options, Inc. If individuals are determined to have been potentially contagious while at Options, Inc., protocol for confirmed cases will be followed as laid out in this document. Family or provider are required to provide notice on behalf of person served.
- All community job sites at which Options, Inc. provides services shall provide notice of any employee or customer who are confirmed for Covid-19 for up to 7 days following their visit to the community site. If individuals are determined to have been potentially contagious while at the community site, protocol for confirmed cases will be followed as laid out in this document.

## **Work Location Procedures & Precautions**

The following are the procedures and precautionary measures that will be implemented in the work location to mitigate the transmission of Covid-19 to all personnel.

- Any individual presenting respiratory symptoms, fever, cough, shortness of breath, headache, vomiting, diarrhea, and/or meet the criteria developed by Options, Inc. to be categorized as a risk to human health, as it relates to Covid-19, will be denied access to Options, Inc. and vehicles. Affected individuals will not be allowed on site for up to 10 days have passed since symptoms first appeared and no fever within 72 hours (without the use of fever reducing medication) and other symptoms have improved.
- Each individual entering Options, Inc., our vehicles, or community job site shall complete the Location Access Questionnaire form prior to gaining access to the Options, Inc. site, vehicle, or community job site each day. (Location Access Questionnaire Attached)
- Each individual will be monitored throughout their work shift, watching for any signs/symptoms of illness and if indicated, additional temperature checks will be done.

### **Reporting Procedures & Confirmed Cases**

In the event of any of the following, internal 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 client, employee, or person living with a client or employee.
- An individual is denied access to an Options, Inc. vehicle, facility or community site or removed from the site for fever or symptoms associated with Covid-19
- Notice of an individual being otherwise impacted by Covid-19

The reporting procedure is as follows:

- All of the following Options, Inc. leadership shall be immediately notified:
  - o Executive Director
  - o Director of Community Employment & Quality Assurance

In the event of a positively confirmed 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.
  - o The affected person will immediately be removed from the site premises and caregiver called for pick up. While waiting, the person will remain isolated in the cohort they are assigned and others will be removed from cohort area to a clean cohort elsewhere in the building.
  - o The Executive Director or Director of Community Employment & Quality Assurance will gain an understanding of potential locations and individuals the affected person had been in close contact with over the last 5 days through verbal exchange in person or phone with the individual or the individual's residential provider/guardian. **The MN Department of Health (MDH) Provider Hotline (651-201-5414) will be contacted for further guidance.**

- All individuals who had prolonged close contact (contact 6 feet or less of someone with the virus for a *cumulative total* of 15 minutes (or more) over a 24-hour period with positively tested person within the last 48 hours will be removed from site as well and will self-monitor for symptoms of Covid-19 for 14 days prior to being allowed back on site, symptom free. Guardian, residential provider and case manager will be notified by telephone or email of potential exposure.
  - After an orderly and safe shutdown of the Options, Inc. affected area, the site will be closed while it is determined what areas may have been impacted and who may have been exposed. Options, Inc. Executive Director and Director of Community Employment & Quality Assurance will lead this investigation and decision-making process.
  - **If someone in a cohort (a cohort is an established groups of no more than 10 people, including staff, working in a specific area) is confirmed to have COVID-19 and was in the cohort within 48 hours of becoming symptomatic, all members of the cohort will be considered at close contact and cannot attend our program for 14 days. This requirement is in addition to the current protective measure that allows a person living in a congregate setting to attend Options, provided their congregate setting has not had any COVID-19 exposure in the last 14 days. Please note: if an individual has had a positive Covid-19 within 90 days, they are exempt from quarantine requirements.**
  - All affected or potentially affected areas including the vehicle will be shut down for 24 hours. After 24 hours the affected areas will be thoroughly wiped down with soap and water and then disinfected with approved bleach/water (1:10 ratio) solution. The disinfected areas will be ready for use after an additional 24 hours. In the event the extent of the potentially affected area cannot be determined, a commercial service trained in specific COVID-19 cleaning protocol and processes will be secured.
- Confirmed and suspected cases may attempt to return to Options, Inc. or community site with the following criteria:
    - At least 10 days have passed since symptoms first appeared and
    - No fever within 72 hours (without the use of fever reducing medication) and
    - Other symptoms have improved
  - **Staff and individuals who receive services will be informed if they have been exposed to someone with COVID-19 at Options along with requirements to quarantine for the required amount of time as outlined in the guidance. Communicating an exposure will be done as soon as we are made aware of the exposure and communicated both verbally and in a written notification. For individuals receiving services, notification will also be made to their team members. We will include the date the individual is able to return to in-center services.**

**We strive to provide services as safely as possible however we recognize there might be circumstances that would necessitate Options to voluntarily temporarily close in-**

**center services. We have identified the following conditions that would dictate such a decision.**

- **COVID-19 exposure in multiple cohorts.**
- **Inability to maintain minimum staffing ratios.**
- **Non-participation by individuals receiving services due to COVID-19 exposure or infection.**

**In the event of closing in-center services, we will continue providing services to those working with community job crews as long as services can be provided safely. We will also continue offering virtual services. We will reopen in-center services when we determine we can safely provide services.**

## **Handwashing**

Basic infection prevention measures are being implemented at Options, Inc. and community job sites at all times. Employees and persons served are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of an activity change, prior to any mealtimes and after using the toilet. Hand-sanitizer dispensers (greater than 60% alcohol) will be placed throughout the building and vehicles to be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. In addition, each cohort will follow an established schedule for handwashing throughout the day.

## **Cleaning**

Regular housekeeping practices are assigned and carried out daily. Area specific staff are assigned to follow routine cleaning and disinfecting checklists. Checklists are unique to each service area of the building and include hourly disinfecting of all work surfaces, chairs, work equipment, hand rails, door handles, restrooms, counters, lockers and common use items. High touch areas such as phones, keyboards, touchscreens, and office machines will be disinfecting after each individual use. All hand washing stations will be part of area checklists and be maintained with soap and paper towels throughout the day. Hand sanitizer, gloves, disinfectant spray and tissue will be available throughout the building and in each vehicle for immediate use. The facility air exchanger has been modified to run constantly.

## **Respiratory etiquette: Cover your cough or sneeze**

Employees and persons served are required to wear a face covering when on transportation, at community job sites and in the building. They 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. Respiratory etiquette will be demonstrated on posters and supported by

making tissues and trash receptacles available to all workers and visitors. Staff will review the guidance on safely wearing face masks and verbally remind persons served throughout the work day of these practices. If there is a reason that a person cannot wear a mask, Options will work with the person to develop alternative safety strategies.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Employees and persons served are prohibited from gathering in groups and confined areas, using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment

To adhere to social distancing guidelines of 6 feet between each person, Options, Inc. will limit the number of individuals on 12-passenger vans as well as wheelchair equipped buses. Check in with the vehicle driver BEFORE entering the vehicle. Family or residential provider will assist if needed, with Access Questionnaire, and

- Sanitize hands, and
- Complete Access Questionnaire, which includes a body temperature check (see Exhibit A), and
- Face coverings shall be required for the duration of the activity and transportation. The following mask types will be allowed:
  - o N95 respirator without exhaust valve
  - o Cloth or medical masks
  - o Employer supplied face covering (if applicable and available)
  - o Employee supplied face covering approved by the Employer in the event other mask types listed are not available due to shortages
  - o Neck Gaiters Do Not Qualify as COVID-19 Mask

Individuals will be dropped off at Options, Inc. and asked to leave the vehicle one at a time to provide social distancing. Driver will sign off on Access Questionnaire, validating it was completed for all persons on vehicle.

## **Site Entry & Work Location Screening**

Prior to obtaining access to Options, Inc. facility, all employees and persons served shall:

- Check in at Options, Inc. with the designated safety manager, and
- Sanitize hands, and
- Complete Access Questionnaire, which includes a body temperature check (see Exhibit A), and

Additional workforce management procedures shall include:

- Face coverings shall be required for the duration of the activity and transportation. The following mask types will be allowed:
  - o N95 respirator without exhaust valve
  - o Cloth or medical masks
  - o Employer supplied face covering (if applicable and available)
  - o Employee supplied face covering approved by the Employer in the event other mask types listed are not available due to shortages
  - o Neck Gaiters Do Not Qualify as COVID-19 Mask

A maximum of number of 10 people, including staff are assigned to individual areas within the facility. The number of participants in any one area will be guided by direction from the MN Department of Health & MN Department of Human Services.

- To minimize cross-contamination between areas, individuals will be assigned to a specific area for the day and should remain in that area, with the exception of using the assigned restroom. Individuals should not walk throughout the building, including those who work in offices.

## **Best Practice and measures being taken at Options, Inc.:**

### **Personal Protective Equipment (PPE):**

- o Do not share PPE.
- o Wash daily. Sanitize reusable PPE per manufacturer's recommendation before and after each use.
- o Ensure used PPE is disposed of properly.

### **Vehicles:**

Vehicles will be disinfected after each use by the driver. Disinfecting will be completed with approved disinfectant and include seats, headrests, armrests, seat belts, dash, steering wheel, hand controls, door handles inside and outside and windows inside. Ventilation will be improved by opening windows (weather permitting) or setting the air ventilation/conditioning on non-recirculation mode. Hand sanitizer and disinfectant supplies will be kept on all vehicles in use. Staff will use PPE including face mask, face shield or goggles, gloves, and clothing protector when supporting an individual as a 1:1 rider and also when in close proximity for 10 minutes or longer to a person while releasing wheelchair floor hooks.

Vehicle capacity for 12-passenger vans, wheelchair equipped buses, and mini vans will be determined to adhere to social distancing guidelines. Seating space that cannot be used will be marked off and individuals will be required to follow the seating chart.

### **High Needs Area, Life Enrichment Area, and Senior Program Areas**

Work and activity tables will be spaced and configured to meet social distancing guidelines. Persons served will have assigned seats that are marked and follow social distancing requirements for at least 6 feet and not facing each other. Individual boxes of product will be available to eliminate sharing. When conducting product count and quality assurance, staff conduct away from work table and wear disposable gloves, discarding and handwashing or using hand sanitizer between checking each person's work. Work and activity records will be recorded on paper record, no use of time clock allowed. Equipment that requires close work such as tunnel sealer will be allowed if social distancing guidelines are followed.

### **East & West Hallway, Senior Patio Door**

Upon arrival for work shift, staff and persons served are asked to stagger their entrance to provide social distancing of 6 feet. Stations will be available outside Main, and Senior front entrance doors to complete the Access Questionnaire and temperature check. The time clock will not be used, staff are directed to document work time on a paper record. Floors are marked with directional arrows to indicate traffic flow and distancing.

### **Conference Room A**

Staff communication folders will be available in this area. One staff at a time is allowed into this area.

### **Conference Room B**

No access is allowed.

### **Front Office**

Only staff with offices beyond the front desk are allowed to access this area. Cash will be unavailable for disbursement including community account activity funds. Front desk staff will provide ongoing sanitation of the front office area. Assigned route drivers will sanitize phones and keys before and after use.

### **Staff Offices**

LEA, HNA, WLSA, ESS: One staff assigned and permitted to access and use of offices only.

Computer use will be only allowed for individuals specifically assigned to that computer.

### **Production, Work Floor, ESS Main**

Two staff permitted in these offices, maintaining social distancing and hygiene practice. Computer use will be only allowed for individuals specifically assigned to that computer.

### **Staff breakroom**

Refrigerators, oven, coffee machine, dishes, utensil use will not be allowed. Staff are limited to three people at one time. Breaks can be taken outside if social distancing followed or in personal vehicle. No communal food allowed. Paper utensils will be used and thrown after use. A microwave is available for use and must be sanitized by user before and after use.

### **Consumer Dining Room**

Lunches are eaten in individual cohorts. A microwave is available for use and must be sanitized before and after use. Use of refrigerators, coffee machine, dishes, utensil use, soda & snack vending will not be allowed. Lunches will be stored in individual's assigned locker. Paper utensils will be used and thrown after use. Booths, tables and chairs will be configured to allow for limited number at each table to adhere to social distancing guidelines. No communal food allowed.

Water fountains will be closed. Bottled water will be provided.

### **Work floor, WLSA & Molly's Place**

Work and activity tables will be spaced and configured to meet social distancing guidelines. Persons served will have assigned seats that are marked and follow social distancing requirements for at least 6 feet and not facing each other. Individual boxes of product will be available to eliminate sharing. When conducting product count and quality assurance, staff conduct away from work table and wear disposable gloves, discarding and handwashing or using hand sanitizer between checking each person's work. Work and activity records will be recorded on paper record, no use of time clock allowed. Equipment that requires close work such as tunnel sealer will be allowed if social distancing guidelines are followed.

### **HVAC**

Our air exchanger system will run continually. iWave air purifying devices are installed in all of heat pumps. When air flow passes over the iWave, ions are produced and as ions come into contact with viruses, mold, or bacteria they remove the hydrogen molecules-without them, the pathogens have no source of energy and will die. The ions also attach to allergens like pollen and other particles, causing them to band together until they are large enough to be caught in the ventilation system.



## **Community Employment Crews**

Individuals who work at a jobsite in the community will follow the business specific preparedness plan or follow Options, Inc. plan as best practice. Staff will review in detail with workers and assure the plan is being adhered to. Individuals will be picked up at home and driven directly to and from their community work site.

## **Social Distancing**

Avoid congregating, large gatherings, and always maintain a minimum distance of approximately 6 feet from others. The number of participants in any one area will be guided by direction from the MN Department of Health & MN Department of Human Services.

## **Personal Cares**

When a personal care such as feeding, giving medication, or assisting with personal bathroom use is necessary, staff will wear a mask, a full plastic facial shield, clothing cover, and gloves. Items will be discarded, facial shield sanitized after each use and staff will wash their hands.

## **Visitors**

Visitors to Options, Inc. will not be allowed. If access is needed such as a delivery, drop off/pick up, the individual will be required to wear a mask and will be unable to go past the screening area. If you are dropping off or picking up individuals you will park in the visitor parking and be encouraged to call the front desk to notify you are there and then walk individual(s) to the front door. Staff will meet you outside on the sidewalk, verify with Options' staff that Location Access Questionnaire was completed, and assist individuals from that point. Front office staff will sign the individual in. For deliveries or shipments to the loading dock, drivers will be prohibited from entering building. In the event they need to unload a delivery, they will be required to wear a face mask. No other person will be allowed in the warehouse during delivery and doors to the work floor will be closed. Meetings will continue to be held through conference call or Zoom virtual meeting provider.

## **8/12/2020 Additional measures for licensing modification to provide services**

To help ensure social distancing strategies can be implemented in the facility, we will limit occupancy to no more than 50% licensed capacity, including staff at any one time. Staff who are not required onsite to deliver services must work remotely.

Services will be delivered in shifts, with a maximum duration of four hours for each person receiving services incenter. Cleaning and disinfecting schedules will be completed throughout the day and between shifts.

Individuals will be provided services in cohorts of 10 or less including staff maintaining the same individuals and staff when possible. This includes meal time. Staff working directly with the group will eat at separate times, away from the group. Activity schedules will be staggered to minimize contact.

When possible, seating will be arranged to face in the same direction rather than facing each other to reduce transmission caused from virus-containing droplets created when people talk, cough or sneeze.

Options, Inc. has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

**10/16/2020 Bulletin #20-56-11** Increase to maximum duration that a person can receive in-person, facility-based services in one day to six hours. The license holder must deliver services in one continuous shift not to exceed 6 hours or two shifts not to exceed 4 hours each shift. The license holder must assure the facility is cleaned between each shift. A person may only be able to attend one shift and receive no more than 6 hours of service. Transportation can be provided outside of the six hours.

### **Employee's**

Options, Inc will provide employees paid sick leave and expanded family medical leave for specified reasons related to COVID-19. These provisions will be applied from April 1st, 2020 through December 31, 2020. Full time employees will be provided up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at: 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total; 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total. A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period. An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Options, Inc. will evaluate accommodation request on a case by case basis, an accommodation will be provided to reduce or eliminate the threat of potential exposure for employees or employee's household member with underlining health conditions. Options, Inc. accommodations could include telework, temporary reassignment to a job that can be done from home. If the current job can't be done from home, Options, Inc. will consider temporary leave.

## **Communications and training**

This Preparedness Plan was communicated verbally and in written form to all workers on \_\_\_\_\_ and necessary training was provided. Additional communication and training will be ongoing in both verbal and written communication and provided to all workers who did not receive the initial training. A written copy of the Preparedness Plan was sent via email or through the USPS to all individuals receiving services, guardians, family members, and residential providers on \_\_\_\_\_. Managers are to monitor how effective the program has been implemented by visual observation, ongoing guidance, and in seeking input of plan effectiveness from Direct Service staff. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by Options, Inc. management and was posted throughout the workplace on \_\_\_\_\_. It will be updated as necessary.

Certified by:

Brenda Geldert, Executive Director

## Exhibit A – Options, Inc. Safety Form Location Access Questionnaire

### EMPLOYEE/ CLIENT SCREENING

For the safety and security of our employees,  
**EVERYONE must answer the questions below**  
in order to enter an Options, Inc. vehicle, building, or community site.

1. Have you been within 6 feet or less of someone with the virus for a *cumulative total* of 15 minutes (or more) over a 24-hour period) in the last 14 days?
2. Do you live with someone who has been diagnosed with Covid-19 and/or is under quarantine?
3. In the last 3 days, have you experienced any of the following symptoms that you cannot attribute to another health condition?
  - Fever of 100F or higher? Feeling feverish?
  - A new cough?
  - Shortness of breath or difficulty breathing?
  - Fatigue?
  - Muscle or body aches?
  - New headache?
  - New loss of taste or smell?
  - New sore throat?
  - Congestion or runny nose?
  - Nausea or vomiting?
  - Diarrhea?

Questions must be answered **each time** you enter.

*If a worker or visitor answers "Yes" to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.*

## Client Access Screening-Transportation

### If completed by residential provider or family member:

1. I attest that the following individuals do not exhibit any signs of Covid 19 or in the last 3 days, have not experienced any of the following symptoms that cannot be attributed to another health condition:
  - Fever of 100F or higher? Feeling feverish?
  - A new cough?
  - Shortness of breath or difficulty breathing?
  - Fatigue?
  - Muscle or body aches?
  - New headache?
  - New loss of taste or smell?
  - New sore throat?
  - Congestion or runny nose?
  - Nausea or vomiting?
  - Diarrhea?
2. I attest that the individual does not live with someone who has been diagnosed with Covid-19 and/or is under quarantine.
3. I attest that the individual has not been within 6 feet or less of someone with the virus for a *cumulative total* of 15 minutes (or more) over a 24-hour period) of someone diagnosed with Covid-19 in the last 14 days.

**Options, Inc. staff received verbal confirmation that temperatures for each individual was taken at home, prior to entering Options vehicle.**

**Individuals Name: (Please Print)**

\_\_\_\_\_  
\_\_\_\_\_

**Verbal exchange complete on:** \_\_\_\_\_

**Name of individual attesting to Information:** \_\_\_\_\_

**Name of Options, Inc. requesting information:** \_\_\_\_\_