

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

**Written April 2020, Revised May 26, 2021 & Effective June 7, 2021**

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 included our employees in this process through discussion and planning. This 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.

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. We will honor the decision of any employee or client to decline the Covid-19 vaccine and this decision will not affect their employment or service plan.

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;
- encouraging and promoting social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- 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 employees and persons served to report when they are sick or experiencing symptoms.

In the event of a potential exposure, Options will follow the most up to date guidance from the Minnesota Department of Health.

If someone has completed COVID-19 vaccination (two doses in a two-dose series or one dose in a one-dose series) and is exposed, they do not need to quarantine if **ALL** of the following are true:

- The COVID-19 exposure was at least 14 days after their vaccination series was fully completed.
- They do not currently have any symptoms of COVID-19.

## **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.

## **Cleaning**

Regular housekeeping practices are assigned and carried out daily. Area staff follow routine cleaning and disinfecting checklists during and after work shifts. Checklists are unique to each service area of the building and include 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 disinfected after each individual use. 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 continually.

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

Employees and persons served are required to wear a face covering when on transportation and in the building. Those working at community job sites or accessing community activities should follow CDC masking guidance for vaccinated or unvaccinated people and the business specific rules for masking. 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.

## **Social distancing**

Social distancing is being implemented naturally in the workplace. Employees and persons served are encouraged from gathering closely in confined areas, using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Work stations are established to promote a healthy work distance.

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

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

- Check in at front door, and
- Sanitize hands, and
- By entering our vehicles and/or building, you attest to the information on Access Questionnaire.

Additional workforce management procedures shall include:

- Face coverings shall be required for the duration of the activity and transportation.

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

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

- o Do not share PPE.

- Wash daily. Sanitize reusable PPE per manufacturer's recommendation before and after each use.
- 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. Face coverings shall be required for the duration of the transportation.

### **Program Areas**

Work and activity tables will be spaced and configured to promote a healthy work space. When conducting product count and quality assurance, staff conduct away from work table, handwashing or using hand sanitizer between checking each person's work. Individual boxes of product will be available to eliminate sharing.

### **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.

### **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.

### **Access Screening**

I attest that I do not exhibit any signs of Covid 19 or in the last 3 days, I 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 do not live with someone who has been diagnosed with Covid-19 and is under quarantine.

I understand that by receiving services from Options, Inc., I am attesting to the above listed items EVERY day.

