

Updated: 09/30/2021

## COVID-19 Preparedness Plan for Interact Center

**Location:** 1860 Minnehaha Ave West

*Minnesota no longer requires COVID-19 Preparedness Plans; however, to provide for the safety of our staff, artists and visitors, Interact has developed the following plan. This plan may be changed as guidance from the CDC, Stay Safe Minnesota, MDH and DHS are updated. Senior staff monitor the news and guidance and update all COVID information accordingly.*

*UPDATE AS OF 7/30/2021 from CDC and Ramsey County: Due to the rapidly increasing cases of the Delta variant and to the fact that even those persons who have been vaccinated can transmit the Delta variant, CDC and Ramsey county now recommend EVERYONE wear a mask while inside. Interact is adapting this recommendation. You will not be admitted to the center without a mask. Interact will have extra masks available at the front desk, if you do not have one. If you are medically unable to wear a mask, please speak with the plan administrator for other options.*

Interact Center is committed to providing a safe and healthy workplace for all our workers, customers, clients, patrons, guests, and visitors. To ensure we have a safe and healthy workplace, Interact Center has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces. Following this COVID-19 Preparedness Plan will also help to ensure those individuals with underlying medical conditions or who have household members with underlying health conditions remain safe and healthy from COVID-19 infection.

The COVID-19 Preparedness Plan is administered by **Glenis Zempel- Managing Director**, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Interact Center's managers and supervisors have our full support in enforcing the provisions of this plan.

### **Vaccinations & Face Coverings:**

#### **Vaccines:**

The CDC, MDH, Stay Safe Minnesota, DHS and Interact Center strongly encourages all individuals able to receive a COVID-19 vaccine to get one.

- Interact requires **ALL** staff, artists, volunteers, and guests to be vaccinated before returning to the center and in-person programming. Everyone will be asked to provide proof of vaccination and a copy will be filed in your file.
  - o For more details, please see the one-page public document on vaccinations reviewed by consulting attorney.

## Face Coverings:

Interact is following the CDC and Ramsey County guidelines which strongly suggest all people wear a mask while indoors.

- You **must** wear an approved face covering while at Interact Center. If you arrive without a face covering, one will be provided for you.
- If you are medically unable to wear a mask, please speak with the plan administrator for other options.

For workers with underlying medical conditions or who have household members with underlying health conditions, are unable to receive a vaccine, or unable to wear a face covering, speak to the plan administrator to see if working from home is a long-term option.

## Visitors and Deliveries:

Interact reserves the right to restrict the number of visitors at Interact at any given time. All visitors must wear a mask which fully covers their mouth and nose. At this point in time, Interact is only allowing necessary guests and contractors.

- **All meetings should be held virtually until further notice.** If unable to meet virtually please let the plan administrator know and they will advise on an in-person meeting. All participants to in-person meetings must wear an approved mask.
- In addition to monitoring for symptoms at home, all people entering Interact will be asked to take a short verbal health screening questionnaire. Visitors will also be asked to provide contact information to include name, phone number, and number of people visiting in their group.
- Please see health screening information below.
- Metro bus drivers will be allowed to use the single stall bathroom. They must be wearing a properly fitting mask before they will be allowed into the building.
- Food deliveries will not be allowed until further notice. Please remind all artists and staff to bring their own lunches.

## Health Screenings, Isolation, and Quarantine:

Workers 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 workers, customers, and other visitors' health status prior to entering the business and for workers to report when they are sick or experiencing symptoms. Interact Center has also developed a plan to advise customers and other visitors to leave the facility if their responses to health screening indicate they have tested positive for COVID-19, are experiencing COVID-19 symptoms, or have been identified as a close contact.

- All staff, artists, and visitors are requested to perform their own health screenings at home and should not come to Interact Center for any reason if experiencing symptoms or signs of COVID-19 infection. If you have any of the below symptoms, and they are not related to any other condition/illness, it could be COVID-19.

- Staff must report to the plan administrator if they test positive for COVID-19, are experiencing COVID-19 symptoms, or have been identified as a close contact.
- Artists must report to an Interact Center employee if they test positive for COVID-19, are experiencing COVID-19 symptoms, or have been identified as a close contact. This Interact Center employee must then report this information to the plan administrator.

**Close contact includes the following:**

- Being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
- Providing care at home to someone who is sick with COVID-19.
- Having direct physical contact with the person (hugged or kissed them).
- Sharing eating or drinking utensils.
- If they sneezed, coughed, or somehow got respiratory droplets on you.

**Symptoms of COVID-19 include the following (according to MN Dept. of Health):**

\*Note: Symptoms may appear 2-14 days after exposure to the virus. On average it takes 5-6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days. People with these symptoms may have COVID-19.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately. Always call before visiting your doctor or health facility.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

**Call your medical provider for any other symptoms that are severe or concerning to you.**

**Health Screenings:**

In addition to monitoring for symptoms at home, all people entering Interact will be asked to take a short, verbal health screening questionnaire.

- If an individual reports any of the above COVID symptoms, they will be asked to leave. If an artist does not have an immediate ride home is unavailable, the artist must wear an approved face covering and isolate from other individuals until a ride can be secured.

### **Isolation:**

Interact Center has implemented measures to ensure that sick or potentially COVID-19 positive workers and artists isolate until they are no longer infectious, according to applicable MDH guidance.

- Isolation is a means to separate people infected with COVID-19 from those who are not infected. Isolation at Interact will include being asked to wait in a specific “sick/isolation room” if an immediate ride home is unavailable. An approved face covering must be worn at all times. Interact is having windows to the sick room doors installed and is adding a video monitor to each sick room so staff can stay in communication with the isolating artist.

### **Quarantine:**

According to the CDC, quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. Interact will follow CDC guidelines when determining if a quarantine is necessary.

### **Testing Positive for COVID-19:**

- If an individual tests positive for COVID-19 they should stay home and isolate away from others, even if experiencing no symptoms. **If you have been fully vaccinated and test positive for COVID-19, you still need to stay home and away from others.**
  - If you **are** experiencing symptoms, stay home until all these things are true:
    - You feel better. Your cough, shortness of breath, or other symptoms are better.
    - You have had no fever for at least 24 hours, without using medicine that lowers fevers.
    - It has been 10 days since you first felt sick.
  - If you **are not** experiencing symptoms and have tested positive for COVID-19, you must stay home and away from others for a minimum of 10 days, regardless of vaccination status.

### **Close Contact Exposure to a COVID-19 Positive Individual:**

- **If you are fully vaccinated:**
  - Get tested 2-5 days after exposure.
  - You **do not** need to quarantine.
- **If you are NOT fully vaccinated:**

- Get tested 2-4 days after exposure.
  - If the test is negative, test again in 3-5 days.
- You **do** need to quarantine for 14 days and until you test negative.
- **If you begin to feel sick OR test positive, regardless of vaccination status:**
  - See section above “Testing Positive for COVID-19.”

Interact has a generous sick leave policy with one day accrued per month. In addition to this sick leave policy, any staff member who tests positive for COVID-19 is allowed up to another two weeks (10 business days) of paid sick leave to recover from COVID-19 infection. If a staff member should contract COVID-19 and requires additional sick time via this policy, speak to the plan administrator for additional information.

### **Communication:**

Interact Center has implemented a policy consistent with MDH guidance for identifying and communicating with workers who may have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. See [Close Contacts and Tracing: COVID-19](#) and [Quarantine Guidance for COVID-19](#).

- Interact respects the privacy for all staff and artists, and will follow all data privacy and HIPAA laws and regulations.
- Should Interact become aware of an outbreak or possible exposure to COVID-19, the plan administrator will contact each person potentially exposed. The plan administrator will also outreach the CDC and/or Department of Health for further guidance.

### **Hand hygiene practices:**

Interact Center has implemented a policy to provide instruction, signage, facilities, and supplies to encourage regular handwashing and sanitizing. This policy is consistent with [MDH: Hand Hygiene](#).

- Any person entering Interact will be offered hand sanitizer that is at least 60% alcohol.
- All artists and staff are expected to either wash hands or use hand sanitizer before and after eating.
- Staff will assist artists in using hand sanitizer as needed.
- Staff will assist artists in following proper handwashing technique.
- Monthly nursing visits have included handwashing demonstrations for the artists participating.
- Signage can be found near all sinks demonstrating proper handwashing technique.

### **Cleaning & Disinfecting:**

According to the CDC, when no people with confirmed or suspected COVID-19 infection are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility. Disinfecting (using the [U.S. Environmental Protection Agency’s List N](#)) kills any remaining germs on surfaces, which further reduces any risk of spreading infection. The most reliable way to prevent infection from surfaces is to regularly wash hands or use hand sanitizer. In addition, the risk of infection from touching a surface is low, however it is still a possibility.

If there has been a sick person or someone who tested positive for COVID-19 at Interact Center within the last 24 hours, interact will clean AND disinfect the spaces the person occupied.

- Before cleaning and disinfecting, close off the areas used by the sick person and do not use those areas until after cleaning and disinfecting. Wait at least several hours before cleaning and disinfecting.
- While cleaning and disinfecting, open doors and windows and use fans or HVAC settings to increase air circulation to the area.
- Use a product from the EPA List N and follow the product instructions.
- Always wear a mask and gloves.

Professional cleaners will also disinfect the entire Interact building once per day at the end of the day. Staff may also choose to complete disinfecting of areas more frequently.

- To disinfect, first use a disinfectant product from the EPA List N that is effective against COVID-19. Familiarize yourself with this product and review Safety Data Sheet as necessary. Always follow the directions on the label to ensure safe and effective use of the product. Ensure adequate ventilation as required when disinfecting and ALWAYS wear gloves. Consider wearing goggles for potential splash hazards to eyes.

### **Indoor facilities, utilities, and ventilation:**

Interact Center has evaluated the operational capacity of indoor ventilation systems and developed a plan to increase and maintain ventilation provided throughout indoor spaces. Steps will be taken to increase the intake percentage of outside air to increase dilution of contaminants, and minimize recirculation, whenever possible, while maintaining indoor air conditions. In the absence of effective mechanical ventilation, steps will be taken to increase natural ventilation as much as possible, including opening windows when possible and safe. This plan is consistent with applicable Stay Safe Industry guidance and Interact Center has consulted the resources in applicable industry guidance and others, as necessary, in developing this plan.

- Each room at Interact Center is equipped with a portable room air filter that should be run when people are present.
- Staff are encouraged to open doors for fresh air flow whenever possible.
- The Interact Center HVAC units are serviced quarterly, and filters replaced.

This plan certified by:  
*Glenis Zempel*  
*September 30, 2021*  
*Managing Director*

We are in the cold and flu season. This makes deciding if we should get tested for COVID-19 even more difficult. Below you will find screening questions from Allina Health. Please call your clinic and review your symptoms with a medical professional. Interact is also attempting to stock Rapid Test kits for those staff and artists who don't have access to an easy and quick test.

## DO I NEED A COVID TEST?

Do you have any of these life-threatening symptoms? IF YOU ANSWER "YES". Call 911 or go to the Emergency room immediately.

- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone
- Severe and constant pain or pressure in the chest
- Difficulty breathing (such as gasping for air, being unable to walk or talk without catching your breath, severe wheezing, nostrils flaring, grunting, or ribs or stomach moving in and out deeply and rapidly as you breathe)
- New disorientation (acting confused)
- Unconscious or very difficult to wake up
- Slurred speech or difficulty speaking (new or worsening)
- New or worsening seizures
- Signs of low blood pressure (too weak to stand, dizziness, lightheaded, feeling cold, pale, clammy skin)

## DO I NEED A COVID TEST?

Questions from Allina Health:

1. **In the last two weeks, have you been in close contact with someone who has COVID-19? — excluding people who have had COVID-19 within the past 3 months. See below for 'close contact' definitions. IF you answer "YES" to this question, you should get tested.**

You have been in close contact if you have:

- a. been within 6 feet of someone who has COVID-19 for a combined total of 15 minutes or more over a 24-hour period **or**
- b. provided care at home to someone who is sick with COVID-19 **or**
- c. had direct physical contact (hugged or kissed) with someone who has COVID-19 **or**
- d. shared eating or drinking utensils with someone who has COVID-19 **or**
- e. been sneezed on or coughed on by someone who has COVID-19

2. **In the last 10 days, have you experienced any of the symptoms listed below? (check all that apply). IF you answer 'yes' to two or more symptoms or have a fever, you should get tested.**



a. Fever or feeling feverish (such as chills, sweating). If your fever is over 100 degrees, you should get tested.

b. Cough

c. Mild or moderate difficulty breathing (breathing slightly faster than normal, feeling like you can't inhale or exhale, or wheezing, especially during exhaling or breathing out)

d. Sore throat

e. Muscle aches or body aches

f. Unusual fatigue

g. Headache

h. New loss of taste or smell

i. Congestion or runny nose

j. Nausea or vomiting

k. Diarrhea

**Tell your supervisor or the COVID plan administrator ( Glenis Zempel) in your workplace that you're feeling sick as soon as possible.**

**Although the risk of being infected with the virus that causes COVID-19 is low if you are fully vaccinated, you should get tested and stay home and away from others, except to get medical care, until:**

- o it has been 10 days\* from when your symptoms first appeared and
- o you have had no fever for 24 hours without the use of medications and
- o your other symptoms of COVID-19 are improving\*

(\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

\*If you have a weakened immune system (immunocompromised) due to a health condition or medication, you might need to stay home and isolate longer than 10 days and possibly 20 days after symptoms begin. In some circumstances, further testing may be needed. Talk to your healthcare provider for more information.

Sent on October 4 at 2:00 PM

- CDC said: Learn about COVID-19 vaccines.
  - o [Learn about COVID-19 vaccines](#)
  - o [How to protect yourself and others when you've been fully vaccinated](#)
  - o [COVID-19 symptoms](#)

Please also see your local area's website: [Minnesota Department of Health](#)

If you have a weakened immune system (immunocompromised) due to a health condition or medication, you might need to stay home and isolate longer than 10 days and possibly 20 days after symptoms begin. In some circumstances, further testing may be needed. Talk to your healthcare provider for more information.

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**MEMO MEMO MEMO MEMO MEMO MEMO MEMO MEMO MEMO MEMO**

**TO:** All staff

**FROM:** Senior Management

**DATE:** December 22, 2021

**SUBJECT:** COVID boosters

- *The senior management meet today and decided that booster shots against COVID are mandate for ALL STAFF and ARTISTS*
- *We are requesting that if you have NOT had our booster to do so before the end of January 2022.*
- *I know that this may be difficult for some staff, given the rush to get boosters and the delay. We ask for those of you who aren't boosted to work with your clinic, pharmacy and/or a public clinic to schedule an appointment as soon as possible.*
- *Please bring in a copy of your vaccination record with the booster date and time so I can put these in your employee file.*

**Here are some links to vaccination sites:**

**COMMUNITY CARE CLINICS:**

<https://www.facebook.com/CCCOFMN/>

I haven't seen mention on their official website, but it seems like they've been keeping their Facebook page updated with hours. Here is their website: <https://www.communitycareclinics.org/>

**WALGREENS:**

[Walgreens COVID-19 Vaccine & Booster: Where to get it near you - GoodRx - GoodRx](#)

**Costco Wholesale Corporation #377**

[5801 W 16th St, St Louis Park, MN 55416](#)

[Check appointment availability \(vaccines in stock\)](#)

[0.30 miles](#)

**CVC**

<https://www.cvs.com/immunizations/covid-19-vaccine>

You can also call your own clinic and see if they have any openings or can recommend someplace.

Public Vaccination sites:

[public covid vaccination sites in Minneapolis - Bing](#)

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## TRAVEL POLICIES FOR INTERACT CENTER WITH COVID RESTRICTIONS/REQUIREMENTS

12/2/2021

We realize many of you are planning to travel over the holidays. The following guidelines are based on the latest information from the CDC on travel restrictions and testing. These guidelines are subject to change as more information about the Omicron variant becomes available. As always, Interact's purpose in these requirements to keep everyone as healthy as possible and to be able to continue to provide services in a safe environment. Interact Center recommends you get your booster shot before any travel as an extra measure of protection.

### INTERNATIONAL TRAVEL:

1. Please let staff or your supervisor know if you are planning any international travel.
2. Per CDC guidelines you must be tested before you can reenter the county.
3. Interact also requires you to have a negative test before you can return to in-person services/work. This means either a rapid test ( 2 tests at least 5 days apart) or a PCR test at a testing site. You must present proof of a negative test to your department manger via email before you can return to in-person services/work.
4. Depending on when you return to the country and when you plan to return to in-person work/services, the test to reenter the country can be counted as one test if it was completed no longer than 3 days before your return to Interact and it is negative.

### DOMESTIC TRAVEL

*Per CDC guidelines:*

- **Delay travel until you are fully vaccinated.**
- Check your destination's COVID-19 situation before traveling. State, local, and territorial governments may have travel restrictions in place.
- Wearing a mask over your nose and mouth is required in indoor areas of public transportation (including airplanes) and indoors in U.S. transportation hubs (including airports).
- Do not travel if you have been exposed to COVID-19, you are sick, or if you test positive for COVID-19.
- If you are not fully vaccinated and must travel, get tested both before and after your trip.
- **After Travel:**

You might have been exposed to COVID-19 on your travels. You might feel well and not have any symptoms, but you can still be infected and spread the virus to others. People who are not fully vaccinated are more likely to get COVID-19 and spread it to others. You may be around unvaccinated people during your travels. For this reason, CDC recommends taking the following precautions after returning from travel, **if you are fully vaccinated but are not feeling well, or if you are not fully vaccinated:**

### Self-quarantine and get tested after travel:

- Get tested with a [viral test](#) 3-5 days after returning from travel.
- Stay home and self-quarantine for a full **7 days** after travel, even **if you test negative** at 3-5 days.
- **If you don't get tested**, stay home and self-quarantine for **10 days** after travel.

If Your Test is Positive

- [Isolate](#) yourself to protect others from getting infected. You must be fever-free for at least 24 hours without fever reducing medications and your symptoms must be getting better and you must have a negative COVID test before returning to Interact Center in person.

Interact will have at home test kits. If you plan to travel using public transportation or will be around unvaccinated people over the holidays, please see Glenis, Joli or Jared to get a test kit to take home. These kits have 2 tests in them. We will review how to take the test with you when we give you the test.

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# Memo

**To:** Artists, families, and caregivers

**From:** Interact Center Senior Management

**Date:** February 10, 2022

**Subject:** COVID-19 Safety Protocols

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Hello from Interact! Many of you have been asking about the safety measures Interact is taking to ensure a safe and healthy work environment. Outlined below are all the measures and mitigation strategies Interact has implemented to ensure this healthful environment.

## Masking

- All people at Interact are required to wear a mask at all times, except when actively eating or drinking.
- Interact is recommending all people wear N95 or KN95 respirator masks, if possible. Interact has a limited supply of these masks to provide to individuals as needed.
  - o According to the CDC, these types of respirator masks are effective at reducing transmission of COVID-19 when worn consistently and correctly.

## Vaccines

- All people at Interact are required to be fully vaccinated against COVID-19 (fully vaccinated means having received both doses of a Pfizer or Moderna vaccine, or the single dose J&J vaccine).
- All people at Interact must obtain a booster vaccine shot after 5-6 months of receiving their initial vaccine.
- All artists and staff at Interact Center must provide a copy of their vaccination card. This information is stored confidentially in the artist/staff file.

## Health Screenings

- Upon arriving to Interact, all people must check-in with the front desk. Everyone will be asked about their health that day (i.e. How are you feeling today?). Any individual reporting feeling ill or displaying symptoms of COVID-19 will be asked to leave.

## Sick Rooms

- Interact has two dedicated "sick rooms" where individuals that become ill during the day can isolate and rest until a ride home is available. The doors to each "sick room" have windows to allow for supervision. These "sick rooms" are also equipped with portable air filters, cots, blankets and pillows, and a variety of spare PPE including masks, goggles, gloves, and hand sanitizer.

## Cleaning

- Interact contracts with a professional cleaning service to ensure a clean environment. In addition to this professional cleaning service, Interact staff (and artists!) also periodically clean their own work areas.

## Social Distancing

- As Interact works to return to full building capacity, 6-foot social distancing at the center may become more difficult. This said, department managers do their best to ensure adequate spacing in each department. If at any time, an artist feels uncomfortable with the social distancing measures, please let an advocate or department manager know right away.

- To assist in social distancing during lunchtime, all staff and artists are asked to keep their masks on when not actively eating or drinking. Artists will be reminded to space out throughout the lunchroom versus clustering together at a single table. Artists will also have the option to further spread out and eat lunch in the classroom (VA) or theater (PA).

## Testing

- Interact is requesting that anyone traveling please test before returning to the center. Interact has a limited supply of home test kits. Please speak to an Interact staff member if planning to travel and/or are needing a test kit.
- Order your own free at-home COVID-19 tests by going to <https://special.usps.com/testkits>.

## Transportation

- Jackson will be reinstating all standing order rides through Metro Mobility. They will be the same pick-up and drop-off times as before.
- A reminder that Metro Mobility's no-show policy has gone back into effect. If you will not be attending Interact because you are sick or for whatever reason, please make sure to cancel your own ride with Metro Mobility for that day.

## Alternative Programming

- Virtual Interact may serve as an alternative program option during times of high transmission. To help mitigate a potential outbreak at the center during times of high community transmission, Interact may pivot all programming back to Zoom for a period of time.
- For artists feeling uncomfortable returning to in-person programming, please speak with your department manager about moving back to Virtual Interact.
  - o [Joli@interactcenter.com](mailto:Joli@interactcenter.com) for Visual Arts
  - o [Jared@interactcenter.com](mailto:Jared@interactcenter.com) for Performing Arts

## What does the future look like?

- This virus continues to evolve, and so will Interact. Senior management staff are in regular contact with representatives from the Minnesota Department of Health for the most up-to-date recommendations and advice.
- We will update staff and artists/families when any guidelines need to be changed.
- For further questions, please outreach:
  - o Glenis Zempel, Managing Director: [operations@interactcenter.com](mailto:operations@interactcenter.com)
  - o Jeanne Calvit, Executive Director: [jeanne@interactcenter.com](mailto:jeanne@interactcenter.com)

*Thank you so much for your continued patience and understanding as we navigate these unfamiliar situations. Our goal with all our policies is the health and safety of our artists and our staff.*