



JD Home Healthcare, Inc.

Covid-19 Stay Safe

Preparedness Plan

Effective as of June 1st, 2021

COVID-19 Preparedness Plan for JD Home Healthcare, Inc.

JD Home Healthcare is committed to providing a safe and healthy workplace for all our workers, service recipients, patrons, guests and visitors. To ensure we have a safe and healthy workplace, JD Home Healthcare 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.

The COVID-19 Preparedness Plan is administered by Joshua D. Schott, C.E.O, Delisa M. Green, Human Resources Manager, and Matthew C. McGlynn, Designated Manager, who maintains the overall authority and responsibility for the plan. However, all members of 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. JD Home Health Care's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. JD Home Healthcare is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by hearing and addressing management and employee COVID-19 reported concerns while performing work in various residences and locations.

JD Home Healthcare's COVID-19 Preparedness Plan follows the [COVID-19 Universal Guidance for All Businesses and Entities \(PDF\) \(staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf\)](https://staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) developed by the state of Minnesota, available at the [Stay Safe Minnesota website \(https://staysafe.mn.gov\)](https://staysafe.mn.gov), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. The following requirements must be addressed, but each business is encouraged to consider additional recommendations and adopt additional requirements that appropriately address COVID-19 mitigation strategies the business deems necessary.

- Health screening, isolation and quarantine, communication and reporting
- Hand hygiene practices
- Cleaning and disinfecting
- Indoor facilities, utilities, and ventilation
- Additional COVID-19 Mitigation Practices (JD Home Healthcare Policy)
 - Mask Use
 - Entering Other Facilities
 - Entering a Worksite when COVID-19 Symptoms or a Confirmed Positive Test Result is Present
 - Events and Gatherings
 - Travel – Domestic and International
 - Submission of COVID-19 Test Results and Vaccination Records
 - Staffing during COVID-19
- Plan Administrator Certification and Signatures
- Helpful Definitions
- Covid-19 Preparedness Plan Universal Business Template and Instructions Plan May 28th, 2021

Health Screening, isolation and quarantine, communication and reporting

Health Screening

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 worker, service recipients, and any other visitor health status prior to entering the business and for workers to report when they are sick or experiencing symptoms. JD Home Healthcare has also developed a plan to advise workers and other visitors to leave the work site 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.

Workers of JD Home Healthcare are strongly encouraged to participate in regular COVID-19 testing, in conjunction with required self-monitoring, regardless of known symptom or exposure status. Worker self-monitoring includes frequent checking of temperature and awareness of any new or worsening symptoms potentially related to COVID-19. Workers are required to report any known firsthand exposures or symptoms of COVID-19 to their immediate manager who will reference this plan as well as consult with plan administrators to safely determine further actions implemented to prevent the spread of COVID-19. Please see list of potential symptoms by visiting <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

When entering JD Home Healthcare's office all workers and visitors must complete a short screening as well and sign-in and out. If a worker or visitor has any symptoms, known exposure, or a temperature of 100.4F or higher, admittance into the office workspace will not be permitted.

Workers who are made aware of a service recipient or other individuals regularly present in their worksite, who are experiencing symptoms or have a positive test result, must immediately report this knowledge to their immediate manager who will assist in assessing the concern using this plan and approval of plan administrators.

Isolation and Quarantine (Illness, Positive Testing, and Exposure)

JD Home Healthcare has implemented measures to ensure that sick or COVID-19 positive workers isolate until they are no longer infectious, according to applicable MDH guidance. Visit [If You Are Sick: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/sick.html\)](http://www.health.state.mn.us/diseases/coronavirus/sick.html).

Workers who are ill and experiencing symptoms will cease direct contact with service recipients and other workers and immediately report symptoms to their manager, who will reference this plan, along with consult plan administrators regarding further actions. A worker that is experiencing COVID-19 symptoms will have the option of conducting a COVID-19 test through their healthcare provider or testing facility and submitting a negative test result to their manager and human resources via company email, along with improving symptoms and no fever for a minimum of 24 hours without the use of fever reducing medicine, before meeting return-to-work criteria. If the worker is unable to, or refuses, to submit a negative COVID-19 test result, the worker will be subject to following the same return-to-work criteria as a positive testing worker (see below).

Workers who test positive for COVID-19 will be required to immediately cease any direct contact with service recipients or other workers of JD Home Healthcare until return-to-work criteria has been met. A positive testing worker requires a 10-day isolation period, improvement of symptoms (if any), and no fever for a minimum of 24 hours without the use of fever reducing medicine to meet return-to-work criteria. A negative COVID-19 test result is not required for positive testing workers to meet return-to-work criteria if all other previously listed requirements are met.

JD Home Healthcare has also 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 \(www.health.state.mn.us/diseases/coronavirus/close.html\)](https://www.health.state.mn.us/diseases/coronavirus/close.html) and [Quarantine Guidance for COVID-19 \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/quarguide.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf).

Workers who have been directly exposed to a confirmed COVID-19 case will immediately be made aware of the exposure and required to provide a test result at a period of 5 days from the most recent confirmed exposure. Workers who are made aware of a confirmed exposure, whether the exposure was during work or personal time, will report the knowledge of the exposure to their immediate manager for assessment regarding safe ability to perform work.

*** Workers who have completed the COVID-19 vaccination series** along with being two weeks from last vaccination date and have submitted their vaccination status card to human resources will not be required to quarantine for the 5 days before testing unless related symptoms appear during that period, in which case the employee will follow return-to-work criteria for a sick worker. If the worker tests negative, they may continue working as usual. If the worker tests positive for COVID-19, they will immediately begin isolation until they meet return-to-work criteria. Service recipients or workers will be made aware of a confirmed exposure and the date of exposure. Exposed workers will be expected to follow the return-to-work criteria that applies to them. If the worker is unable, or refuses, to submit a test result after exposure, they may be subject to following a 10-day isolation period.

In the event of a confirmed worker exposure is directly from a service recipient, vaccinated workers will be given a choice in their ability to perform services if they are not experiencing symptoms. A vaccinated worker may choose to continue services in only the positive testing service recipients' home and isolate from other recipients until 10 days have passed and the worker has not experienced symptoms and has submitted a second negative test result, or the worker may choose to isolate away from the positive testing service recipient and continue working with other recipients until it is deemed safe to return to a normal working schedule.

**** Workers who are not vaccinated or have not submitted a complete vaccination record** to human resources and have had a confirmed direct exposure to COVID-19 will be required to immediately cease direct contact with service recipients and other workers of JD Home Healthcare for a period of 5 days from most recent exposure and may return with a negative COVID-19 test result. If the worker is unable, or refuses, to submit a test result after exposure, they may be subject to following a 10-day isolation period.

If a worker is experiencing repeated direct exposure, such as COVID-19 in the worker's personal home, the worker may be asked to cease direct contact with service recipients and other workers until 5 days from the last confirmed exposure with a negative COVID-19 test result.

Communication and Reporting

Workers, service recipients, and visitors who are exposed to a confirmed COVID-19 case will be made aware of the exposure by JD Home Healthcare management as soon as it is confirmed. The name of the person with the confirmed positive test result will not be made known to service recipients or persons employed in the company except those who are directly involved in decision making regarding safe return-to-work criteria. Informative communication with exposed persons will only involve the acknowledgement of exposure and date(s) of exposure. At no point will any worker or service recipient medical information be shared with any person or entity outside of JD Home Healthcare apart from required state and federal reporting, and only when applicable, workman's compensation insurance.

The Minnesota Department of Health requires JD Home Healthcare to report confirmed positive COVID-19 testing results of workers and service recipients within 24 hours of knowledge of the positive test result. This reporting can include information about demographics, testing date and type, symptom dates, vaccination status, work and school locations, and relationship to the JD Home Healthcare. It is strongly encouraged for workers and service recipients to provide as much information as they are comfortable providing about their positive test result.

If it can be confirmed, without any doubt, that a worker has contracted COVID-19 while performing services for JD Home Healthcare, the worker and their immediate manager, should report to Delisa M. Green, Human Resources Manager at Delisa@JDHealthcare.net for guidance regarding workplace injury and illness procedures.

Hand hygiene practices

JD Home Healthcare 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 \(www.health.state.mn.us/people/handhygiene/index.html\)](http://www.health.state.mn.us/people/handhygiene/index.html).

Proper hand-washing procedures are available to workers through JD Home Healthcare's online training provider, STAR's Services, 24 hours a day, if instruction or retraining is needed. Handwashing signage will be posted where and when possible. All workers are encouraged to practice frequent hand washing with warm water and soap, for 20 seconds, as well as the use of hand sanitizer when hand washing is not available. Nitrile/Vinyl (non-latex) gloves, as well as personal use hand sanitizer, needed to perform work functions safely, are available at no cost to all employees and are stored at the JD Home Healthcare office located at 3400 1st Street North, Suite 302, Saint Cloud, MN 56303. If the worker is unable to travel to the JD Home Healthcare office, or lives outside of the Saint Cloud area, a member of management will bring supplies to the worker at a work site when requested.

Cleaning and disinfecting

JD Home Healthcare has implemented a regular schedule and checklist for cleaning and disinfecting commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), shared items, shared equipment, and high traffic areas. JD Home Healthcare will continue to perform other routine environmental cleaning according to established schedules and procedures. Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. This policy is consistent with [CDC: Cleaning Your Facility \(www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html) and the U.S. Environmental Protection Agency's (EPA) List N for products that meet EPA's criteria for use against SARS-CoV-2. See [EPA's List N: Disinfectants for Use Against SARS-CoV-2 \(www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19\)](http://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19).

Workers who work within JD Home Healthcare office space will be responsible for cleaning their personal office space using EPA approved disinfectants between each visitor as well as daily. This includes but is not limited to workstations, keyboards, telephones, handrails, doorknobs, etc. Shared and high traffic workspaces are to be cleaned and disinfected regularly, at a minimum of twice daily, using EPA approved disinfectants, by office workers present throughout the workday.

In the event a confirmed positive COVID-19 case has been present in the JD Home Healthcare office, deep-cleaning procedures will be implemented throughout the entire workspace, including all surfaces. Workers will not enter the office workspace unless necessary until deep cleaning has been completed.

Workers who work within a service recipient's home will practice strong personal hand hygiene and encourage service recipients to maintain a sanitary home to the best of their ability. Workers will actively assist service recipients in understanding and performing regular disinfecting if needed and accepted.

Indoor facilities, utilities, and ventilation

JD Home Healthcare has evaluated the operational capacity of indoor ventilation systems and developed a plan to increase and maintain ventilation provided throughout indoor spaces if necessary. 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 JD Home Healthcare has consulted the resources in applicable industry guidance and others, as necessary, in developing this plan.

Workers are to actively avoid overcrowding and exceeding capacity of indoor ventilation systems when performing work duties within a service recipients' home and while in public. When possible, workers will open windows, use exhaust fans, and utilize air cleaning devices when performing duties within an indoor or close contact setting.

While in enclosed rooms, workers should be able to meet a minimum distance of 6 feet from any other persons also occupying the space. All desks and workstations should be placed to maintain a sitting distance of six feet if all occupants were present in a shared workspace.

Additional COVID-19 Mitigation Practices (as needed)

Address additional COVID-19 mitigation practices as needed. Businesses are strongly encouraged to consider the recommendations in Stay Safe industry guidance, as well as other relevant guidance from the CDC, MDH, OSHA, and other relevant federal, state, and local authorities.

Mask Use

The use of masks while working with service recipients is still required with a few exceptions.

Vaccinated staff that have submitted their vaccination proof to JD Home Healthcare may choose to not wear a mask while performing work if everyone present, including other staff, service recipients, household members, and guests are confirmed as vaccinated, and have agreed to the non-use of a mask. Visual verification of vaccination is necessary but is completely voluntary by staff, service recipients, household members, and guests. Verbal confirmation of vaccination is not enough to meet the burden of proof and mask use should continue. If even one person present is not vaccinated or cannot or will not provide visual confirmation of vaccination, mask use will be required by all workers, at all time, until that proof is met.

Regardless of vaccination status of the worker, service recipient, or any other persons present at the work site, JD Home Healthcare reserves the right to mandate mask use while performing work with service recipients, household members, or other workers deemed as high-risk or particularly vulnerable.

All unvaccinated workers will be required to wear masks while working with service recipients and coworkers.

Entering other Facilities

All workers will actively observe and comply with all required COVID-19 prevention procedures when entering a business or facility that has differing requirements from JD Home Healthcare. If the differing procedures are less stringent than JD Home Healthcare policy, workers are to continue following JD Home Healthcare requirements as directed. If the

procedures are more stringent than JD Home Healthcare policies, workers are to follow the policies requested by the facility or business being entered without protest.

Entering a Worksite when COVID-19 Symptoms or a Confirmed Positive Test result is Present

Workers will never be knowingly asked to enter a worksite with COVID-19 symptoms or when a confirmed positive test result is present without being made aware of the situation and risks involved. If a worker has agreed to perform services with these hazards present, workers will be required to wear a double mask or an N95 mask, along with a face shield, for barrier protection, for the entire duration of their time performing work within a potentially contagious environment. If the personal protective equipment requirement is not met, workers may be considered as exposed and may be subject to applicable to isolation policies and return-to-work criteria.

Events and Gatherings

While state restrictions have been lifted currently, the CDC still offers guidance on events and gatherings. These guidelines should be followed as closely as possible when holding or attending an event or gathering.

Large gatherings bring together many people from multiple households in a private or public space. Large gatherings are often planned events with a large number of guests and invitations. They sometimes involve lodging, event staff, security, tickets, and long-distance travel. [CDC's large events guidance](#) might apply to events such as conferences, trade shows, sporting events, festivals, concerts, or large weddings and parties. The following practices should be observed when attending a large event:

- Wear a mask
- Stay 6 feet away from people who do not live with you
- Avoid crowded, poorly ventilated indoor spaces
- Wash your hands often or use hand sanitizer
- Get vaccinated
- Choose safer large gatherings such as virtually or outdoors
- Monitor for symptoms 5-7 days prior to attendance

Small gatherings are informal in nature and may occur with family and friends you regularly socialize with, often at someone's residence. They typically do not involve long distance travel. [Small gathering guidance](#) might be more appropriate for social gatherings that are more intimate with close friends and family, such as small holiday parties, family dinners, and small special celebrations.

- Wear a mask
- Stay 6 feet away from people who do not live with you
- Avoid crowded, poorly ventilated spaces
- Wash your hands often or use hand sanitizer
- Get vaccinated
- Choose safer small gatherings such as virtually or outdoors
- Limit people going in and out of food preparation or serving areas
- Offer single use food options
- Disinfect all common and dining areas immediately after use
- Wash dishes with hot soapy water immediately after use
- Monitor for symptoms 5-7 days prior to attendance

Travel

Fully vaccinated workers may travel domestically without having to isolate upon return as long as symptoms have not developed. Vaccinated workers must still submit a negative COVID-19 test result performed 5 days after return of travel. If a negative test result is received, the worker may continue working as normal. If a positive test result is received, the worker must immediately cease to continue direct contact with service recipients and other workers and will be subject to applicable return-to-work criteria.

Unvaccinated workers, or workers who have not submitted their proof of vaccination, will be required to isolate for a period of 5 days, have no symptoms, and submit a negative COVID-19 test result before return-to-work criteria is met. If a positive test result is received, the worker must continue to cease direct contact with service recipients and other workers and will be subject to applicable return-to-work criteria.

International Travel is not advised and any worker, vaccinated or unvaccinated, who travels outside the U.S. will be required to isolate for 10 days, with no symptoms, and submit a negative COVID-19 test result before return-to-work criteria is met.

Testing and Vaccination Submission

All COVID-19 test results and proof of vaccination should be submitted through email to Human Resources Manager, Delisa M. Green at Delisa@JDHealthcare.net.

In the event of a company requested test result, workers may also send their results to their direct manager, who will forward it on to human resources in order to be approved for ability to return-to-work safely.

COVID-19 vaccination and the submission of proof of vaccination to JD Home Healthcare is completely voluntary. Vaccination proof will be considered in procedures following the development of symptoms, exposures, or positive test results and may determine the outcome of a worker's eligibility to return-to-work in a quick manner.

All medical information submitted to JD Home Healthcare will be treated with confidentiality and will not be shared beyond members of management who are directly involved in return-to-work determinations with the exception of required state and federal reporting of positive test results, and if applicable, JD Home Healthcare's workman's compensation insurance provider.

Staffing During COVID-19

All workers, including management, will work to the best of their ability to find or provide alternate staffing for any shifts missed due to COVID-19 symptoms, exposures, and positive testing in the workplace as to reduce any time lost to the service recipients or by the workers.

Universal Business COVID-19 Preparedness Plan

Certified by:

Handwritten signature of Joshua D. Schott in black ink.

Joshua D. Schott, Chief Executive Officer

June 1st, 2021

Handwritten signature of Delisa M. Green in black ink.

Delisa M. Green, Human Resources Manager

June 1st, 2021

Handwritten signature of Matthew C. McGlynn in black ink.

Matthew C. McGlynn, Designated Manager

June 1st, 2021

Helpful Definitions

Barrier Protection – The use of a solid barrier offering protection from direct fluid or airborne exchange of bacteria or viruses. E.g., Face Shield or a large transparent shield.

Confirmed Exposure – No barrier, direct contact with a person who has a confirmed positive COVID-19 test result for more than 20 minutes within 5 days before or after a positive test result.

***Vaccinated (COVID-19 CDC)** – Has completed 2 of 2 in the vaccination series with Pfizer or Modern or has completed 1 of 1 in the vaccination series with Johnson & Johnson, in addition to 2 weeks from the date of last received vaccination.

****Unvaccinated** – Has not received all vaccinations in the required series and is not 2 weeks from the last date of received vaccination or has not submitted a COVID-19 vaccination record to human resources.

COVID-19 Preparedness Plan

Universal Business Template and Instructions

Updated 5/28/2021

A written COVID-19 Preparedness Plan is required by Executive Orders Executive Orders 21-11 as amended by EO 21-21 and EO 21-23 until two business days after the Commissioner of the Minnesota Department of Health determines that 70% of people 16 years of age and older have received at least one dose of COVID-19 vaccine and notified the Governor and the public, or July 1, 2021, whichever is earlier.

Under OSHA laws, employers will continue to be responsible for providing a safe and healthy workplace free from recognized hazards likely to cause death or serious physical harm. Additional resources on these obligations for employers as they relate to COVID-19:

- [MNOSHA – Minnesota Department of Labor and Industry](#)
- [Occupational Safety and Health Administration – U.S. Department of Labor and Industry](#)

Under Gov. Tim Walz’s Executive Order 21-11 as amended by EO 21-21 and EO 21-23, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. Businesses are required to have and implement a written COVID-19 Preparedness Plan that addresses EO requirements and applicable Stay Safe Industry Guidance. “Businesses” are broadly defined to include any entity that employs or engages workers, including owners, employees, contractors, vendors, volunteers, or interns.

- ✓ The representative responsible for implementing the Plan must sign and certify the Plan, affirming their commitment to implement the Plan. Businesses must assign a designated Plan administrator to ensure the Plan is evaluated, monitored, executed, and updated as needed.
- ✓ Each business must provide its Plan, in writing, to all workers, and the Plan must be posted at all of the business’s workplaces in locations that will allow for the Plan to be readily reviewed by all workers. If physical posting is impracticable, the Plan must be posted electronically. Plans must also be available to regulatory authorities and public safety officers, upon request.
- ✓ Each business must ensure that training is provided to workers on the contents of its Plan and required procedures, so that all workers understand and are able to perform the precautions necessary to protect themselves, their co-workers, their customers, and their visitors.
- ✓ When more than one business has authority, responsibility, or control over workers, locations, or activities, each business must coordinate their implementation of these requirements.

This document includes a template that may be used by businesses to develop a COVID-19 Preparedness Plan that includes the components listed above. A business’s plan should be **developed to fit the business and the risks of transmission that are present in the business’s workplace(s). This template is intended for use after May 27, 2021 and must address the universal guidance developed by MDH and DLI. The Stay Safe Minnesota website also contains guidance recommendations for a number of industries, which businesses are also encouraged to consider. The universal guidance and other industry-specific recommendations are available at the [Stay Safe Minnesota website \(https://staysafe.mn.gov\)](https://staysafe.mn.gov).** Businesses are not required to use this template. However, all plans developed by businesses must address the components included in Minnesota’s universal industry guidance.