



JD Home Healthcare, Inc.
COVID-19 Stay Safe Plan

Effective as of June 1st, 2022

COVID-19 Stay Safe Plan for JD Home Healthcare, Inc.

JD Home Healthcare, Inc. 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, Inc. has developed the following COVID-19 Stay Safe 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. Achieving this goal 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 Stay Safe Plan is administered by Joshua D. Schott, C.E.O, and Jennifer Wonsever, Program Director, who maintain 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 Stay Safe Plan. JD Home Health Care, Inc.'s managers and supervisors have our full support in implementing and enforcing the provisions of this plan.

COVID-19 Preparedness Plan: A written COVID-19 Preparedness Plan is no longer mandated by executive order. However, under federal and Minnesota OSHA laws, employers are responsible for providing a safe and healthy workplace free from recognized hazards likely to cause death or serious physical harm. To meet these obligations under OSHA laws, employers should continue to implement COVID-19 prevention programs in the workplace. The most effective programs contain several key elements, including conducting a hazard assessment, identifying and implementing measures that limit the spread of COVID-19 in the workplace and adopting measures that ensure that workers who are infected or potentially infected are separated and sent home from the workplace. Prevention programs should take into consideration mandatory safety and health protocols established by OSHA standards, as well as Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH) and OSHA recommendations that reflect developments in science and best practices.

JD Home Healthcare, Inc.'s COVID-19 Stay Safe plan is considered in full effect as of June 1st, 2022 and until further notice.

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Preventative Practices and Employee Responsibilities

Health Screenings

All employees of JD Home Healthcare, Inc. are required to complete a brief self-monitor health screening before beginning work with each service recipient or entering any company related building or location. Health screening includes, but is not limited to, monitoring of the following:

Regardless of your vaccination status, have you experienced any of the symptoms in the list below in the past 5 days?

- *fever (of 100.4 or higher) 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*
- *swelling or redness of the eyes*

If an employee answers yes to any of the above symptoms, the employee will **NOT** enter the workplace or begin working with service recipients until symptoms have been improving for more than 24 hours, the employee has provided a negative covid-19 test result performed during the experiencing of symptoms, and has been approved by qualified members of management to return to work.

When an employee has a medical condition that regularly causes any similar symptoms, the employee will need to provide a physician signed document with the employee's name, date of documentation, and statement of the symptoms experienced potentially related to Covid-19. Physician documentation does not need to specify the medical condition unless the employee chooses to share that information with the intention of supporting the understanding of coinciding symptoms. It is the responsibility of the employee to recognize and report any new or differing symptoms beyond the normal impacts of their medical condition.

Use of Personal Protective Equipment

Personal Protective Equipment (PPE) is to be used by employees when necessary to protect and provide safe interaction between staff members and performance of services to recipients. Employees may choose, or may be required, to use additional personal protective equipment along with their standardly required equipment.

Disposable personal protective equipment is to be discarded and not to be re-used or shared after use.

Non-disposable personal protective equipment is not to be shared unless sterilization techniques can be guaranteed to eliminate any risk of surface contact exposure while still maintaining the complete integrity of the equipment. Any non-disposable personal protective equipment that has not been properly sterilized or has had its effectiveness compromised in any way must not be used until sterilization or repair has been completed.

Employees will be provided with personal protective equipment and are not expected to purchase their own supplies unless they choose to use personalized equipment that still meets protection requirements, (ex. a black mask as opposed to a blue mask). Equipment requests can be made to any member of management and may be picked up at our office or delivered upon request to the employees work site.

Employee-requested supply and use of acceptable personal protective equipment, in order to safely perform job functions, cannot not be denied by any member of management for any reason.

COVID-19 Community Levels

JD Home Healthcare, Inc. follows CDC recommendations for mask wearing based on COVID-19 Community Levels. COVID-19 Community Levels may be checked at any time by visiting <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>.

When a locality or business imposes more protective pandemic-related safety requirements than the CDC COVID-19 Community Level recommendations, all employees are required to follow the more protective requirements within that locality or business.

All JD Home Healthcare, Inc. employees, regardless of vaccination status, are required to wear a mask while working in areas with a high COVID-19 Community Level. When working in areas with a high COVID-19 Community Level, employees must adhere to the following mask requirements:

- 3-layered disposable masks must be properly worn by all employees at all times when working with service recipients regardless of vaccination status.
- A new, disposable mask must be put on at the start of each shift with each service recipient.
- A service recipient cannot excuse you from wearing a mask while working.
- Employees will properly dispose of masks and other PPE in acceptable trash receptacles.
- Instruction and additional training will be offered to any employees with questions or discovered to have misunderstandings about proper mask use.

In areas of low or medium COVID-19 Community Levels, in most settings, employees do not need to wear a mask while working. All employees have a personal responsibility to maintain awareness of the COVID-19 Community Levels. Additionally, all employees must continue to follow current JD Home Healthcare, Inc. requirements on quarantine and isolation including as it relates to wearing a mask after exposure to COVID-19 or when returning to work after isolation after receiving a positive COVID-19 test.

Additionally, employees may choose to wear a mask, regardless of COVID-19 Community Level for a variety of reasons.

Employees who are working with service recipients who are suspected or confirmed to have COVID-19 will still be required to wear additional PPE as outlined in the COVID-19 Preparedness Plan.

JD Home Healthcare, Inc. reserves the right to require employees to wear additional PPE, including masks, at any time for any reason.

CDC – Your Guide to Masks:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

Entering the Office

All employees, service recipients, and visitors must use the Covid-19 sign-in sheet and take their temperature upon entrance of the JD Home Healthcare, Inc. office and sign out at the end of their visit.

Any person entering the office experiencing a temperature of 100.4F or greater or any other Covid-19 related symptoms will be denied access to the office and will be asked to leave immediately. Anyone who begins experiencing symptoms while in the office should also exit promptly.

Entering other Facilities and Businesses

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, Inc. If the differing procedures are less stringent than JD Home Healthcare, Inc. policy, workers are to continue following JD Home Healthcare, Inc. requirements as directed. If the procedures are more stringent than JD Home Healthcare, Inc. policies, workers are to follow the policies requested by the facility or business being entered without protest.

Required Covid-19 Testing

Testing Policy

JD Home Healthcare, Inc. reserves the right to require employees to provide frequent and scheduled Covid-19 testing results. At this time, a testing schedule will be used and implemented according to Minnesota state provided infection rate statistics. The testing schedule will be sent to all employees on the 1st of every month, and this will be the schedule that is followed until the 1st of the next month. It is the responsibility of the employee to monitor standard company communication methods for this notification and keep up on testing.



Employees are encouraged to monitor the spread of infection within the state and in their areas. JD Home Healthcare, Inc. will use the following source to monitor statewide Covid-19 infection levels:

<https://covidactnow.org/us/minnesota-mn/?s=22401166>

** It is the responsibility of the employee to make sure their test result is submitted on time. Testing results should be submitted by 5:00pm CST on Fridays to be cleared to work the following Monday. Employees who do not complete and submit required testing results on time may be subject to time lost, without pay, until a negative test result is submitted.*

Employees who have tested positive for Covid-19 will be excused from testing for a period of **4 weeks** (28 days) from their most recent positive test result due to a likelihood of a continuing positive result even though transmission is unlikely. Employees who have had a positive test result should continue to follow preventative policies and monitor for new or worsening symptoms after their required quarantine period has been completed.

Employees should notify the Program Director of tests that will be late or otherwise delayed due to high test volume. Employees who have not submitted a test result by the due date and time will be subject to disciplinary actions up to and including termination from JD Home Healthcare, Inc. JD Home Healthcare, Inc. reserves the right to request proof of test received email from the lab the employees' sample was sent to as evidence of compliance with requested testing.

Submitting Covid-19 Test Results

Covid-19 test submissions should include the employee's name, date of collection, and test result. Any other non-essential information should be covered or blacked out in submitted images. In the event other medical information is included with an employee's submission, it will be disregarded and not used for any purpose.

Your results will be recorded and a confirmation response to employee test results is not necessary by the Program Director unless the employee needs return-to-work clearance after illness, exposure, or other disqualifying circumstance. Direct managers and supervisors may be involved in safe return-to-work decision making.

Covid-19 test results should be submitted via company email only to the Program Director at Jenny@JDHealthcare.net.

Covid-19 Vaccinations

Submitting your Covid-19 Vaccination Record or Verifiable Exemptions

Employees who are vaccinated, become vaccinated, or have a verifiable exemption from vaccination for Covid-19 are strongly encouraged to submit their vaccination record or exemption as soon as possible to avoid any unnecessary conflict should vaccination requirements be implemented. If an employee has not submitted their vaccination status, they will be considered to be unvaccinated for all testing, quarantine, isolation, and other purposes.

Any employee who receives a Covid-19 booster, and has already submitted their vaccination record, should resubmit their updated vaccination information.

Vaccination records should include the employee's name, date of birth, and vaccination information. Any other non-essential information should be covered or blacked out in submitted images. In the event other medical information is included with an employee's submission, it will be disregarded and not used for any purpose.

Covid-19 vaccination records or exemptions should be submitted via company email only to the Program Director at Jenny@JDHealthcare.net.

Submissions of fraudulent Covid-19 tests or vaccinations documents will result in immediate termination of employment from JD Home Healthcare, Inc.

Reporting of Illness, Exposure, and Other Circumstances

The Who, What, and When to Reporting

All employees are expected to report any of the following:

- Any new or worsening symptoms of illness, even if the employee believes it is allergies or another reason.
- Firsthand exposure of confirmed Covid-19 regardless of if the exposure was during working time.
- Domestic or international travel.

Managers and supervisors may be involved in decision making regarding an employee's ability to safely perform job duties based on the report. All Covid-19 reports should be made as soon as possible to the Program Director at Jenny@JDHealthcare.net or by calling 320-200-9662.

Mandated Company Reporting of Positive Covid-19 Test Results

JD Home Healthcare, Inc. is mandated to report any known positive Covid-19 test results of employees and service recipients to the Minnesota Department of Health. This may include, but is not limited to, personal information about the employee or service recipient such as their address, date of birth, employment or school status, and vaccination status, if known.

Employees who can prove definitively, and without a doubt, that they directly contracted Covid-19 while clocked-in and working for JD Home Healthcare, Inc., may be eligible for workman's compensation. Your Covid-19 related personal information may also be submitted to workman's compensation after an internal incident report and review has been completed in-full.

Employee Medical Information Privacy Policy

Apart from mandated reporting, all employee medical information is kept private and will never be shared beyond the company for any reason. Employee medical information is stored privately with very strict and limited access and will only be discussed with those directly involved in decision making regarding an employee's ability to safely perform job duties.

Response Actions

Isolation and Quarantine

JD Home Healthcare, Inc. has an obligation to help prevent the spread of Covid-19. When an employee has a confirmed or increased risk of contracting or spreading Covid-19 the employee may be asked to refrain from coming into the workplace and isolating from service recipients and other employees.

Symptoms

Employees that experience symptoms of Covid-19 will be required to meet certain criteria before being allowed to return to work. Employees with known symptoms will have two options:

- All employees, regardless of vaccination status, will be asked to discontinue performing services or entering any worksite until a negative covid test result has been submitted to the Program Director **and** has had improving symptoms and no fever or vomiting without symptom reducing medication for a minimum of 24-48 hours. Covid-19 testing while experiencing symptoms does not have a waiting period and should be completed within 24 hours of the start of new or worsening symptoms whenever possible.

-or-

- An employee may refuse to be tested for Covid-19 when experiencing symptoms but will be required to discontinue performing services or entering any workplace for a minimum of 7 days. Employees must have improved symptoms and no fever or vomiting without the use of symptom-reducing medication for a minimum of 24-48 hours after their 7-day quarantine period. Employees that refuse testing are not considered eligible for compensation for any time missed due to refusal of testing and may also be subject to disciplinary actions based on refusal reasons given.

Service Recipients will be asked, but cannot be required, to test for Covid-19 or show physical proof of test results when symptoms are present. Service recipients should be encouraged to make the company aware of any potential confirmed first-hand exposures.

Service recipients, volunteers, and any other visitors with any symptoms of Covid-19 may not enter any JD Home Healthcare, Inc. work locations, including the office.

Positive Covid Test Results

Employees who test positive for Covid-19: Employees will be required to isolate and discontinue performing services any entering worksites with recipients or entering households and other workplaces for a minimum of 7-days and have improved symptoms and no fever or vomiting without the use of symptom reducing medication for a minimum of 24-48 hours.

Service Recipients and households who test positive for Covid-19: Employees will discontinue services immediately and report a possible exposure to their immediate manager or supervisor and the Program Director. Employees are not to have any further direct contact with a service recipient or enter a household with confirmed Covid-19 until they are approved to do so. Exceptions to this policy will be made on a case-by-case basis. Employees will not be asked to enter a covid positive household without proper PPE.

Notifications of Confirmed Exposure with the Workplace

JD Home Healthcare, Inc. management is responsible for notifying employees and service recipients of a confirmed exposure to Covid-19 and the date of exposure within 24 hours of management being notified. No other information will be shared.

Entering a Worksite when Symptoms or a Confirmed Positive is Present

When only symptoms (without a positive Covid-19 test) are present in a household **and** the assigned employees are fully aware of the current risks, they **may** be approved to perform services with the use of additional personal protective equipment in conjunction with their disposable masks; such as N95 masks (in replacement of disposable), nitrile/vinyl exam gloves, isolation gowns, and a face shield or protective glasses.

Employees should never have direct contact with a service recipient or enter a household with confirmed Covid-19 unless approved. Decisions regarding the contact with service recipients and entrance of employees into confirmed Covid-19 households for particularly vulnerable recipients, by any employee, will be made on a case-by-case basis and with the full involvement of all potentially affected staff and household members. Considerations of direct contact and entrance will be based on safety considerations such as:

- Employee vaccination status
- Company ability to provide effective personal protective equipment to the employee in order to be considered safe from exposure.
- Employee has been fully informed and understands all potential risks **and** has volunteered and consented to direct contact with a service recipient or entrance into a household with confirmed Covid-19.
- Specific service recipient and situational needs.
- Ability to isolate from other service recipients and staff.
- Return to work criteria will include direct manager coaching if returning due to staffing shortage or crisis.

Stay-at-Home Orders and Closures

Triaging of Client Care

Services are to remain in place as usual if it is safely possible. All staff are required to wear a mask or any additionally required personal protective equipment at all times when working. Employees must also observe any additional procedures put in place when entering homes, facilities, businesses, etc.

In the event of state mandated stay-at-home orders or closures services will be triaged on a case-by-case basis determined by overall need and ability to keep employees and recipients safe.

Remote services are only an option if a waiver modification is available and granted. Employees must have approval from their manager or supervisor before implementing any form of remote services.

Returning to Work

Employees who experience any confirmed or potentially high risk Covid-19 related matters will be subject to certain criteria before being allowed to return to performing services or admittance to workplaces. JD Home Healthcare, Inc. reserves the right to lengthen isolation or quarantine periods on a case-by-case basis.

After a Confirmed Positive Test Result

Employees who have tested positive for Covid-19 must be isolated from service recipients, households, and workplaces for a period of at least 7 days as well as have improved symptoms with no fever or vomiting for 24-48 hours without the use of symptom reducing medications. Employees who have tested positive for Covid-19 do not have to have a negative test result to return to work. Employees are excused from testing for a period of 4 weeks (28 days) from the date of positive result due to high likelihood of another positive result without being contagious. Employees will continue to monitor for, and report, any new or worsening symptoms during this time period.

Illness/Symptoms with Negative Results

Employees who are experiencing symptoms of illness, but have had a negative covid test, must quarantine from service recipients, households, and workplaces until the employee has improved symptoms and no fever or vomiting without the use of symptom-reducing medicines for a period of 24-48 hours.

Confirmed Direct (Firsthand) Exposures

Vaccinated Employees who have experienced a direct exposure to Covid-19 will not need to quarantine from service recipients, households, or workplaces unless otherwise directed. They will need to complete and submit a Covid-19 test result performed 5 days after exposure. Unless the test result returns as positive, vaccinated employees may continue to work as usual. All employees should wear a mask for 10 days following the exposure.

Unvaccinated Employees who have experienced a direct exposure to Covid-19 will need to be quarantined from service recipients, households, and workplaces **and** will need to complete and submit a Covid-19 test result performed 5 days after exposure. Unless the test result is returned as positive, unvaccinated employees may resume in-person work as usual. All employees should wear a mask for 10 days following the exposure.

Household Exposures Employees who experience Covid-19 in their Household will be considered re-exposed to Covid-19 each day of the positive household member's isolation period. Employees with ongoing exposure to positive household members should be tested every 3-5 days and the final test occurring 5 days after last being exposed. The date of last exposure is considered when their household members' symptoms have improved without the use of symptom reducing medications or has been deemed not contagious by a licensed healthcare provider. If an employee becomes symptomatic at any time during this quarantine process, they should seek testing immediately to rule out being infected

themselves. Response to household exposures and return to work conditions will be made on a case-by-case basis.

Travel (Domestic and International)

Employees are required to inform their direct supervisor, manager, or the Program Director of any domestic or international travel, including cruises.

The CDC recommends avoiding all non-essential travel and delaying travel for those who are not fully vaccinated. Those who do travel should follow CDC as well as state and local guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

Domestic

Employees who have traveled domestically do not need to be quarantined from service recipients, households, or workplaces unless otherwise directed, but will need to complete and submit a Covid-19 test result performed on day 5 from return. If symptoms develop, employees must quarantine and test immediately. Unless the test result is returned as positive, employees may continue to work as usual.

International

Up to Date Employees who have traveled internationally must test 5 days from arrival and mask for 10 days from arrival.

Employees who are not Up to Date on their Covid-19 vaccines (including unvaccinated employees, partially vaccinated employees, and employees who are fully vaccinated but not boosted) who have traveled internationally will need to be quarantined from service recipients, households, and workplaces and will need to complete and submit a Covid-19 test result performed on **day 5** from return. Unless the test result is returned as positive, employees may resume in-person work as usual. All employees must mask for 10 days from arrival.

Authority to Determine Employee Removal and Return to Work Criteria

Removal from Services and Workplaces

All managers and supervisors hold the ability to remove an employee from services until employee Covid-19 risk status can be evaluated and a return-to-work course of action can be determined by directly working with the Program Director and following guidance defined in this plan.

Approval of Return-to-Work Criteria

Any employee experiencing illness or Covid-19 related concerns must submit test results and receive clearance to return to work from the Program Director at Jenny@JDHealthcare.net. The Program Director will work directly with managers and supervisors to determine if return-to-work criteria is met before approving an employee's ability to perform services and enter households or workplaces safely. All Return-to-Work decisions are made on a case-by-case basis using this plan and outside sources as deemed necessary for further guidance (i.e., CDC, Minnesota Department of Health, Minnesota Department of Labor, National Health Institutes, as well as OSHA).

Physician notes or documentation is encouraged but does not make the final decision of company policy regarding return-to-work criteria.

Where to Get Covid-19 Testing and Vaccinations

At-Home Testing

JD Home Healthcare, Inc. does not accept at-home test results that are not lab-verified. A negative at-home test will not be sufficient to clear an employee to return-to-work. Positive at-home tests will be treated as accurate but employees must take a lab-verified test to confirm. Employees who test positive on an at-home test will be required to isolate according to company policy.

In-Person Testing

Vault community testing locations are usually open to walk-in testing but hours, available appointment times and information can be found by using the following link:

<https://mn.gov/covid19/get-tested/testing-locations/community-testing.jsp>

Additional testing locations, hours, and appointment requirements information can be found by visiting:

<https://mn.gov/covid19/get-tested/testing-locations/index.jsp>

Employees are encouraged to reach out to their personal healthcare provider for other testing options or if they have any questions or concerns about Covid-19.



Vaccinations

Employees who wish to become vaccinated or boosted against Covid-19 should contact their personal health care provider or find vaccine locations or use the vaccine connector by visiting:

<https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp>

Incentives and Disciplinary Actions

Payment for Required Testing

Employees subject to required testing, whether scheduled weekly testing or due to other Covid-19 circumstances, will receive 15 minutes of additional time added to their payroll to cover the time of testing. Time will not be added until results are received. .

Bonus for Voluntary Testing

Employees who perform voluntary Covid-19 testing will continue to be eligible for the weekly \$20.00 testing bonus.

*If an employee submits both a required and a voluntary Covid-19 test during the same Monday to Sunday time period the employee will only be paid for the 15 minutes of required testing time and not the \$20.00 voluntary testing bonus.

Disciplinary Actions

Refusal or disregard of the Covid-19 Stay Safe Plan will not be tolerated. Employees who are found to be in violation of the Stay Safe plan will be subject to disciplinary actions up to, and including, termination.

Helpful Definitions

Booster – An additional dose of a vaccination series

Direct Exposure – Contact of 6 feet or less for a period of 15 minutes or more with a person having a confirmed positive Covid-19 test result within the previous or following 5 days

Domestic Travel – Any travel outside of the state of Minnesota, but within the United States

Illness – Period of sickness with relating symptoms

International Travel – Any travel outside of the United States

Isolation – Separation of an individual sick with Covid-19 from people who are not sick.

Large Event – Any indoor or outdoor gathering of 50 or more people

Medical Exemption – Written and verifiable clearance, by a medical physician, displaying relief from an obligation

Medical Safety Glasses – Toughened protective eyewear with side panel shielding

Quarantine – Separation of an individual who was exposed to Covid-19 to see if they become sick.

Religious Exemption – Written and verifiable clearance, by a religious leader, displaying relief from an obligation

Triage – Assigned degrees of urgency to decide the order of services

Unvaccinated – Has not submitted proof of Covid-19 vaccination record or has not received all required vaccinations in a series and completed the following 2-week efficacy period.

Up to Date – An individual is up to date with their Covid-19 vaccines when they have received all doses in the primary series and one booster when eligible. Getting a second booster is not necessary to be considered up to date at this time.

Vaccinated – has submitted proof of Covid-19 vaccination record and has received all required vaccinations in a series and has completed the following 2-week efficacy period

Plan Administrator Certification and Signatures

JD Home Healthcare, Inc. Covid-19 Stay Safe Plan Effective February 15th, 2022 Certified
by:



Joshua D. Schott, Chief Executive Officer

February 15th, 2022



Jennifer Wonsever, Program Director

February 15th, 2022

By completing training and acknowledgement of this Covid-19 Stay Safe Plan, employees are indicating that they have read, understand, and accept the terms of its contents.

The content in this policy is not a substitute for professional medical advice, diagnosis, or treatment, and is only used as governance for JD Home Healthcare, Inc. Always seek the advice of your physician or other qualified health provider with any questions you may have regarding your own personal health or health safety.