



**Administration
Preparedness Plan
Training**

Effective May 26, 2020

Lifeworks is committed to providing a safe and healthy workplace for all our employees.

For the foreseeable future, ALL Lifeworks employees will work remotely whenever possible and access the Eagan Admin Office only when necessary to perform functions that cannot be accomplished remotely.

Employees must self assess for symptoms of illness each day.

If you feel signs of any type of illness, do not report to work. Inform your supervisor that you are ill.

If you answer yes to any of the questions below, do not report to work, stay away from other people, and contact your health care provider.

- Do I have a measured fever of 100.4 F. or feel as if I have a fever?
- Do I have chills?
- Do I have a new cough?
- Do I have shortness of breath?
- Do I have a new sore throat?
- Do I have new muscle aches?
- Do I have a new headache?
- Do I have a new loss of smell or tastes?

When an Employee Becomes Sick at Work

- **Inform your supervisor.**
- **If your supervisor isn't available, inform Human Resources.**
- **Leave the facility if you are able to do so safely.**
- **If you are not able to leave the facility safely, go immediately to the Blue Room and stay there.**

Lifeworks has a communicable disease policy that ensures employees are notified if they are exposed to any person who is diagnosed with a communicable disease, including COVID-19.

Lifeworks also has a Response to Reported COVID-19 Diagnosis Process that ensures prompt and thorough follow-up to any exposure to the virus at Lifeworks.

Handwashing

- **Employees must wash their hands at the beginning of their shift, prior to meal times, after using the toilet and whenever visibly soiled.**
- **Hand sanitizer will be available throughout the facility to use when hands are not visibly soiled, but need to be sanitized.**
- **All approved vendors will use hand sanitizer before proceeding beyond the lobby area.**
- **Visitors are not currently allowed in the Admin facility. At such time they are allowed, visitors will use hand sanitizer in the lobby immediately upon entering the facility.**

Respiratory Etiquette

- **Employees must cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face.**
- **Dispose of tissues appropriately and immediately wash or sanitize their hands.**
- **Lifeworks will provide instructions on posters throughout the facility.**
- **Employee will receive training and instructions on a regular basis at team meetings and annual trainings.**
- **New employee will receive training and instructions during orientation.**

Social Distancing

- **Visitors are not allowed in the facility. The front door is locked and the fiscal specialist working at the front desk will greet the visitor at the door when they ring the bell. Meetings must take place outside of the facility.**
- **Approved vendors will assess their own wellness status, review symptoms and confirm they are well to enter the facility. Approved vendors must be accompanied by a Lifeworks employee. They will be provided a facemask if they do not have the personal protective equipment.**

Face Coverings

- **Employees must wear masks in common areas of the facility such as the Board room, hallways, bathrooms and the breakroom.**
- **Employees may use their own masks if they meets specific guidelines.**
- **Lifeworks will provide a mask for an employee if the employee does not have mask of their own.**

Acceptable Face Coverings

- **Cloth mask that is homemade and covers the person's mouth and nose.**
- **A bandana or similar piece of cloth that is tied around a person's head and cover's the person's mouth and nose.**
- **A lightweight scarf that is wrapped in a way that will cover the person's mouth and nose.**
- **A disposable or cloth surgical mask.**

Coffee filters, ski masks, winter scarves, and silk scarves do not meet the necessary criteria for a face mask.

Cleaning Products and Cleaning Expectations

- **Designated cleaning supplies will be available throughout the building, at each copier, and banks of file cabinets.**
- **Staff must wipe down touched surfaces after use.**
- **Staff must clean their own desk areas throughout and at the end of the work day.**
- **Staff must use cleaning products to wipe down doorknobs and table of rooms the are leaving after any period of occupancy.**

Virtual and In-Person Group Meetings

- **Zoom for Healthcare and FaceTime are virtual methods for meeting with a group, even when meeting participants are on-site at the same time.**
- **Employees must wear masks if meeting in person. Employees must maintain a social distance of at least six feet between themselves and other employees.**
- **Each conference room has a maximum number of employees allowed in the room at once.**

Conference Room Maximum Capacity

- **A maximum of six employees will be allowed to use the Board room at the same time, one person to a conference table.**
- **A maximum of three employees may use the Dakota Room and Blue Room* at the same time, one person at each end of the conference table and one person in the middle of the table.**
- **A maximum of two employees may use the East Room at the same time, one person at each end of the table.**

(* The Blue Room will not be available for meetings if it has been used as an isolating area for a person who becomes ill at work.)

Break Room

- **No more than two employees are allowed in the break room at the same time.**
- **All silverware, cups, plates and utensils must be contained in an employee's personal space.**
- **Employees may use the refrigerator and microwave and must wipe down any surface they touch.**
- **Staff will refrain from sharing food and drinks while in Lifeworks facilities or working with others outside facilities. Employees must bring their own coffee and tea. There will not be a communal coffee pot for general use.**
- **Two people may sit in the break room at one time – one person at each table.**

Work Station Spacing

- **Managers will ensure workstations are a minimum of six feet apart.**
- **When employees are working from the office, staff must ensure they are a minimum of six feet from others even if it means they do not work at their own work station.**
- **Lifeworks will continue to assess the effectiveness of the remote work model and work with managers to redesign physical layouts when staff are authorized to return to work from the office on a regular basis.**

Front Desk

- Lifeworks has installed a Plexiglas barrier at the front desk work station.
- Only one person employee will be seated the front desk.
- Employees must approach the person seated at the desk from the front of the desk rather than from behind the desk.
- Documents from visitors will be placed on a tray in the vestibule where the fiscal specialist working at the front desk may retrieve them safely.

Gathering and Sharing Equipment

- **Lifeworks Admin employee may not transport co-workers during work time. It is highly recommended that employees not transport co-workers during off-work hours, as well.**
- **Employee and all people at Lifeworks are prohibited from gathering in groups and confined areas.**
- **Employees may not use other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.**

Additional Supports

The Preparedness Plan is intended to address multiple issues of safely working at Lifeworks Administration, but is not intended to address specific issues of cubicle spacing, staggered scheduling, the number of employees working in departments at one time and other facility, supplies and individual personnel issues. Contact the staff listed below for additional assistance.

Facilities and Supplies	Bob Platz, Fleet and Facilities Manager	(651) 365-3728
Personnel Issues and Requests for Accommodations	Marie Rutz, Human Resources Manager	651-365-3723 or 612-703-4248

Housekeeping

- **A contracted cleaning service will clean the Eagan Administrative office each night.**
- **Employees must place waste receptacles in doorway of office or cubicle entrance to minimize activity of cleaning staff around workstations.**
- **Employees are responsible for cleaning frequently touched surfaces throughout the day.**
- **Employees will clean the locks of bathroom stalls and the top of the toilet seat after use.**
- **Lifeworks will provide cleaning supplies and gloves for employees.**

Communications and Training

- **All Lifeworks employees will receive a copy of the Preparedness via email and it will be posted at Admin and on Lifeworks Today and the Resource Page.**
- **All employees must complete the required training and quiz using the Lifeworks LMS.**
- **Managers and supervisors will monitor the effectiveness of the program through observations and report incidents to Human Resources. Human Resources and Compliance will assess the need for retraining. Human Resources will provide support for retraining and employee performance management.**
- **Most importantly, management and employees are to work through this new program together, provide feedback and suggestions, and update the training as necessary.**

This preparedness plan was reviewed by the Health and Safety Committee and the COVID-19 Task Force.

It was approved by the Executive Leadership Team and certified by Jeff Brown, President and CEO of Lifeworks Services, Inc.

The preparedness plan for Lifeworks Administration is effective Tuesday, May 26, 2020.