

# COVID-19 Preparedness Plan for Opportunity Matters, Inc.

Updated 01.06.2021 to include specifics for PTO (Adult Day Services and Day Services Requirements)

Opportunity Matters Inc. (OMI) is committed to providing a safe and healthy workplace for all our workers and a safe and healthy environment for the individuals served, guests and visitors. To ensure we have a safe and healthy workplace, OMI has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Supervisors 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 environments, and that requires full cooperation among our workers and supervisors. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces/environments.

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

OMI is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: Talking to them about the needs at the sites, what concerns the workers have as well as the individuals served and their families and friends.

OMI's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, 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. It addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Social distancing – workers must be at least six-feet apart whenever possible;
- Worker hygiene and source controls;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol; and
- Communications and training practices and protocol.

OMI has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance from the Department of Human Services. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- Additional protections and protocols for individuals served, guests and visitors;
- Additional protections and protocols for personal protective equipment (PPE);
- Additional protections and protocol for access and assignment;
- Additional protections and protocol for sanitation and hygiene;
- Additional protections and protocols for work clothes and handwashing;
- Additional protections and protocol for distancing and barriers;
- Additional protections and protocols for managing occupancy;
- Additional protocols to limit face-to-face interaction;
- Additional protections and protocols for certain types of businesses within an industry.

## **Ensure sick workers stay home and prompt identification and isolation of sick persons**

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' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Workers should be taking their temperatures prior to their work shift. Workers should be monitoring their health prior to their work shifts. If the worker is experiencing COVID-19 related signs or symptoms they are to call the OMI hotline 320.293.0333 to notify and obtain next steps so OMI ensures appropriate shift coverage if they are experiencing sickness.

OMI has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. OMI is following the guidelines from the MN Department of Health for healthcare workers in regard to the timeframes for isolating and quarantining. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. OMI works with all employees to offer all available options for their specific situation.

OMI has also implemented a procedure for informing workers if there has been a positive COVID-19 case of a staff or individual served in their workplace. OMI has protective equipment in place for use while the employees are working.

In addition, OMI has in place and continues to protect the privacy of workers' health status and health information.

## **PTO - Screening and procedure for individuals served in PTO who are exhibiting signs and symptoms of COVID-19 or sickness.**

- Individuals served should not attend PTO if showing symptoms of sickness or have a temperature of 100 degrees or higher. Caregivers are asked to check the individual served temp prior to coming to PTO.
- At the time of pick-up or when the individual served arrives at PTO staff will check the individuals temp and monitor for symptoms of sickness utilizing the health screening form. If an individual served has a temp of 100 degrees or higher or symptoms of sickness, the participant will not be able to attend the program for the day.
- If an individual served or staff is exposed to a person with COVID-19 they will not be able to return to the program until they quarantine for 14 days from the last day they were exposed.
- Individuals served or staff who test positive for COVID-19 cannot return to the program until they complete their 14-day quarantine, their symptoms are improving, and they are fever free for 24 hours without the use of fever reducing medication.
- If there was a positive COVID-19 case that resulted in a potential exposure to those attending or working in PTO, the individuals served, and staff will be notified ensuring that the positive individual served, or staff identity is not disclosed. The individuals served will be encouraged to monitor for symptoms and stay home for 14 days from the date of last exposure, regardless of whether the person seeks testing and receives negative test results. The staff member will follow the directions given from the internal OMI COVID hotline. The program will be shut down for 14 days from the date of the last exposure.

## **Social distancing – Workers must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between workers and individuals served as well as guests and visitors whenever possible. Due to the nature of the work at OMI, there are personal cares and assistance that the individuals served require and the staff will be in close contact for periods of time with individuals served. There are sanitary practices and hand washing protocols in place.

### **PTO Additional Practices:**

- Each individual served will have their own table that is 6 ft apart.
- Social distancing will be implemented when running a group activity.
- Participants will be encouraged to wear masks when unable to social distance or when moving to a new location in the building.
- Groups will consist of 10 or fewer people, including staff. Group numbers will be maintained during meal and snack times.

OMI has put up signage for education and reminders for all workers and individuals served to remind of sanitary practices and social distancing.

OMI has personal protective equipment in place for the workers to use. All shared surfaces and equipment should be wiped down and disinfected after each use by different workers. Vehicles are also cleaned and disinfected after the different uses, limiting the amount of people riding together whenever possible. OMI communicates through email, text, phone calls, mail system, the Kpay employee software system and postings in the sites to ensure that everyone is communicated the plans to address questions and concerns.

## **Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers and individuals served are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after using the restroom, or after blowing your nose, coughing or sneezing. All individuals served, guests and visitors to the homes are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer is utilized in vehicles and when out in the community. Source controls are being implemented at our workplaces at all times. Cleaning/Sanitation supplies and Personal Protection Equipment (PPE) are available for use when there is a potential symptomatic or COVID-19 positive individual served. Employees are required to wear a face mask while at work. Individuals served are being encouraged to wear them if able.

At the main office we greet guests, visitors or volunteers at the front door with the requirement of mask wearing in the building.

Workers, individuals served, guests and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers, individuals served, guests and visitors are expected to dispose of tissues in trash receptacles and wash or sanitize their hands immediately afterward.

## **Workplace building and ventilation protocol**

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

The maximum amount of fresh air is being brought into the workplace, and ventilation systems are being properly used and maintained.

## **Workplace cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting have been implemented, including routine/daily cleaning and disinfecting of work surfaces, equipment, vehicles and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, door handles, elevator panels, railings, copy machines, delivery equipment, tables, chairs, counter tops, sensory items/games (PTO), pens etc.

### **PTO Additional Practices:**

- Individuals served in PTO will not share sensory items, pens, games, etc. Only sensory items and games that can be properly cleaned with cleaning supplies/soap and water will be used. Sensory items will be cleaned and sanitized after each use.
- Bathrooms will be cleaned and sanitized after each use.
- Sensory table will be cleaned and sanitized after each use.
- Vans will be cleaned and sanitized after pick-up and drop off.

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.

### **PTO - Food Preparation and Meals**

- Individual served will bring their own meals to PTO. Food and beverages will not be shared between individual served. This includes condiments.
- Individual served will eat their meals or snacks at their own table which are spaced 6 ft apart.
- Staff will clean and sanitize the tables and food prep areas prior to and after each meal or snack that is provided.

## **Transportation, drop-off, pick-up and delivery practices and protocol**

Driving has been limited to as needed and with as few as possible people riding together. Cleaning and disinfecting the vehicle in between each use. Upon return to the homes the individuals and workers should be hand washing using the soap and water.

### **PTO Additional Practices:**

- OMI will provide transportation to those who require this support in order to attend PTO. Due to the likelihood that social distancing cannot be maintained in the organization vehicles, guardians will need to sign an authorization letter approving the individual to ride in a vehicle with up to 3 passengers. Staff/driver will be figured as 1 of the 3 passengers.
- Individual served will be required as able to wear their masks while being transported if social distancing cannot be maintained. Staff will always be required to wear their masks.
- If a guardian is not in agreements with having the individual served ride in a vehicle with another participant, they will need to provide the individual served with their own private transportation.

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated by email, kpay, flyers to all workers throughout this entire time and necessary training was provided. Additional communication and training will be ongoing by the same methods.

Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, subcontractors, vendors and outside technician's guests and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery; 3) practices for hygiene 4) Recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers individuals served, guests and visitors. All workers, individuals served, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Individuals served and as appropriate, parents, guardians, legal representatives, case managers and residential providers will be explained the parts of the plan that is relevant to them.

Supervisors are expected to monitor how effective the program has been implemented. All supervisors and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by OMI Leadership and the plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by OMI's Operations Director or Leadership Team.

Staff with concerns about the COVID-19 Preparedness Plan or questions about their rights should contact MNOSHA Compliance at [osha.compliance@state.mn.us](mailto:osha.compliance@state.mn.us), 651-284-5050 or 877-470-6742.

## **Additional protections and protocols**

Other conditions and circumstances addressed in this plan that are specific to our business include:

- Additional protections and protocols for individuals served being picked up, doing overnight visits with family/friends.