



COVID-19 Preparedness Plan	Effective Date	June 28, 2021
	Version Number	3
	Revision Date	June 4, 2021
	Approval	June 10, 2021

Revision History

Date	Revision Number	Change	Reference Section(s)
12/10/2020	2	Added "Background" section.	---
12/10/2020	2	Effective January 4, 2021, PAI will begin delivering service from 9:00AM-2:30PM.	I.
12/10/2020	2	Added "Informed Choice" section.	II.
12/10/2020	2	Respiratory etiquette and allowable face coverings for staff members.	I.
12/10/2020	2	Respiratory etiquette and use of face coverings for participants.	IV.
12/10/2020	2	Staff members will wear a KN95 mask any time they are within six feet of a participant for any extended duration of time.	V.
12/10/2020	2	Blueair Blue Pure 211+ air purifiers are in every program room.	VII.
12/10/2020	2	Specified temperature threshold forehead thermometer.	IX.
12/10/2020	2	Specified that if a participant lives with an individual who has a positive test for COVID-19, the participant may not return to PAI for 14-calendar days from the date of the positive test.	IX.
12/10/2020	2	Added "Responding to Close Contacts and Confirmed Cases of COVID-19" section.	X.
12/10/2020	2	Added "Voluntary Temporary Facility Closure" section.	XI.
12/10/2020	2	Added information regarding Remote Services.	XV.
06/04/2021	3	Removed outdated language from the "Introduction" section.	---
06/04/2021	3	Removed outdated language and added information to the "Background" section.	---
06/04/2021	3	Removed outdated language and added information to the "Return to Service" section.	I.
06/04/2021	3	Removed outdated information and added information to the "Informed Choice" section.	II.
06/04/2021	3	Removed outdated language and updated the mask policy for people who are fully vaccinated to the "Respiratory Etiquette" section.	IV.
06/04/2021	3	Updated mask policy for the "PPE requirement for personal cares and meal time".	V.
06/04/2021	3	Removed outdated language and updated cohorts and social distancing information to the "Social Distancing" section.	VI.
06/04/2021	3	Removed outdated language in the "Cleaning, Disinfecting, and Ventilation Protocols" section.	VII.
06/04/2021	3	Removed outdated language in the "Transportation" section.	VIII.

06/04/2021	3	Removed outdated language/policies and updated information to the “Screening Policies” section.	IX.
06/04/2021	3	Removed outdated language and updated information to the “Responding to Close Contacts and Confirmed Cases of COVID-19” section.	X.
06/04/2021	3	Removed the “Voluntary Temporary Facility Closure” section.	---
06/04/2021	3	Removed outdated language and updated the “Leave Policies” section.	XI.
06/04/2021	3	Removed outdated language and updated information in the “Visitors” section.	XII.
06/04/2021	3	Removed outdated language and updated the “Work from Home” section.	XIII.

Introduction

By attending programming at PAI, staff members, the participant and their interdisciplinary team agrees to and will adhere to the plan outlined in this document.

Executive Order 20-40, issued by Governor Walz on April 23, 2020, requires all businesses in operation during the peacetime emergency to establish a “COVID-19 Preparedness Plan”. It is important to note that on March 16th, PAI voluntarily paused providing services at PAI Parkway. On March 17th, PAI voluntarily paused providing services at PAI Commerce, PAI Linden, and PAI Oakdale. This document outlines PAI’s plan to safely resume services, address any suspected or confirmed cases of COVID-19, and keep staff members and participants safe at our Administrative Office and all four locations.

The safety of PAI participants, employees, and the community is PAI’s highest priority. PAI developed this COVID-19 Preparedness Plan which outlines precautions and related requirements and describes many of the steps PAI is taking to reduce the risk of infection. COVID-19 is contagious and believed to spread mainly from person-to-person contact, including through the air from people who may not seem sick or know they are infected, and in other ways that the Centers for Disease Control and Prevention is still learning.

The possibility of exposure or infection by COVID-19 is increased by several activities including the kind of activities at PAI. PAI has made many changes to decrease the risk of infection based on guidance from the Minnesota Department of Health, the Centers for Disease Control and Prevention and other sources, knowing that nothing can guarantee that program participants or employees will not become infected with COVID-19.

All staff members are responsible for implementing this plan. The goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all staff members and management. This Preparedness Plan follows Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, and federal Occupational Safety and Health Act (OSHA) standards related to COVID-19.

This is a living document and will be updated whenever significant new information pertaining to this pandemic is released. This Preparedness Plan is a supplement to PAI’s existing Safety Policy.

Background

Effective May 28, 2021, DHS lifted COVID-19 restrictions for day support, day training and habilitation, prevocational and structured day services for people with disabilities. This change is made to align with [Executive Order 21-21](#) and providers of day support, prevocational and structured day services can return to regular days and hours of operation, as approved by DHS licensing prior to COVID-19.

I. Return to Service

On May 24, 2021, DHS published the document titled: "[Day services for people with disabilities: Resumption of program activities](#)". This document states that in recognition of the state's vaccination progress and guidance from public health experts, DHS is lifting COVID-19 restrictions for operating facilities that provide day services for people with disabilities. Individual providers could begin adjusting their plans and practices any time after May 28, 2021.

The following options are based on the elimination of restrictions for day service facilities (DSF):

- Return to regular days and hours of operation as approved by DHS Licensing prior to COVID-19;
- Participants do not have to be strictly maintained in cohorts;
- Strict social distancing is not required;
- Ability to resume operations at full capacity;
- Eliminate mandatory quarantine from program regardless of exposure or vaccine status. Providers must follow the most current guidance from MDH upon learning of a potential exposure; and
- Option to eliminate face covering requirement in most settings.

DSFs must follow the below requirements:

- Providers are required to follow requirements within [Minnesota's Stay Safe Plan](#), as outlined in [Executive Order 21-21](#). This includes a requirement to maintain a COVID-19 Preparedness Plan, provide the plan to staff, ensure training is provided to staff, and make the plan available to regulatory authorities and public safety officers upon request. Plans must continue to describe how providers will clean and disinfect the DSF, and practices to respond to signs and symptoms of COVID-19.
- License holders, such as PAI are required to follow existing licensing standards, including the requirement under [Minnesota Statutes, section 245A.04, subdivision 15](#), which states: "Pandemic Planning. Upon request, the license holder must cooperate with state and local government disaster planning agencies working to prepare for or react to emergencies presented by a pandemic outbreak."

MDH strongly encourages DSFs to follow the below recommendations:

- When indoors, all unvaccinated participants and staff wear face masks, and regardless of vaccination status, face masks should be always worn by people with compromised immune systems.
- Continue to provide information to participants and staff who are hesitant to receive a vaccine.

Effective June 28, 2021, PAI will begin delivering service on the following schedule:

- Commerce and Parkway locations: 7:30AM to 1:00PM
- Linden and Oakdale locations: 9:00AM to 3:00PM

II. Informed Choice

Per the "[Day services for people with disabilities: Resumption of program activities](#)" document published on May 24, 2021, providers are encouraged to have ongoing conversations with participants regarding their choice to receive services at a DSF. Providers must share the content of the COVID-19 Preparedness Plan to help participants understand the changes to the program to maintain health and safety. Non-individualized data may also be shared about the vaccine status of staff and participants.

III. Handwashing and Personal Hygiene

Basic infection prevention measures are always in place at PAI's program locations. Staff members are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, and especially at the beginning and end of their shift, before and after assisting participants with personal cares, when donning or changing gloves, prior to and following eating, and after using the restroom. Additionally, hand sanitizer dispensers are available throughout the building and can be used for hand hygiene.

- Participants will be reminded and supervised when appropriate to wash their hands for at least 20 seconds with soap and water frequently throughout the day, and especially at the beginning and end of their day, prior to and after eating, and after using the restroom.
- Posters with instructions on how to appropriately wash hands are hanging in highly visible public areas and restrooms.
- Staff members will ensure adequate inventory of disinfectant, hand sanitizer, soap, and tissues—and that necessary supplies are distributed to employee and participant areas.

IV. Respiratory Etiquette

Staff members are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette is demonstrated on posters and supported by making tissues and trash receptacles available to all staff members and visitors.

Effective June 28, 2021, all PAI staff members must follow the below respiratory etiquette while in a program location or working in the broader community:

- Staff members who are fully vaccinated (two-weeks after their series of shot(s)) and choose to provide proof of vaccination are not required to wear a face covering;
- Staff members who are unvaccinated or choose not to provide proof of vaccination are required to wear a surgical mask covering their nose and mouth while at all four program locations. KN95 masks are always available to staff if they prefer a KN95 mask over a surgical mask. Homemade or purchased cloth masks are not allowed for staff members who are required to wear a mask when in the program locations.
- Staff members and participants who have a compromised immune system are strongly encouraged to wear a face covering at all times, regardless of vaccination status, and consult with their health care provider for specific recommendations. More information on compromised immune systems and certain medical conditions that are at an increased risk to get severely ill from COVID-19 can be found on the [CDC website](#).
- Participants living in an intermediate care facility must follow the guidance outlined in the [COVID-19 Prevention and Management in Licensed Group Homes](#) document.

All participants who are not vaccinated are strongly encouraged to wear a face covering while receiving services at PAI. However, the use of face coverings may be a barrier for people with disabilities. In certain circumstances, the use of face coverings may not be reasonable, and accommodations can be made. Mask mandate exemptions include:

- People who have medical or other health conditions, disabilities, or mental health, developmental, or behavioral needs that make it difficult to tolerate wearing a face covering.
- Any person who has trouble breathing, is unconscious, sleeping, incapacitated, or is otherwise unable to remove the face covering without assistance.

Face shields may be an alternative option for participants who cannot wear masks due to medical or other conditions.

Staff members and/or participants who are hard of hearing can:

- Remove their mask if they can maintain a safe social distance of six feet;
- Use a face shield instead of a face covering to allow for visibility of facial expressions and lip movements for speech perception; and
- Use speech-to-text apps or write notes on paper or mobile devices.

V. Personal Protective Equipment (PPE) for Personal Cares and Meal Time

Unvaccinated staff members will wear a KN95 mask any time they are within 6-feet of a participant for any extended duration of time. In addition, eye protection (e.g., face shield, goggles, or safety glasses with side shields) and gloves

will be worn when feeding and passing medication. If secretions or bodily fluids are anticipated, or for any encounters that require extensive body contact (e.g., rolling, toileting), a gown will be worn as well.

Effective June 28, 2021, staff members who have provided proof that they are fully vaccinated are not required to wear PPE for personal cares and meal time. There are no changes to PPE requirements for staff members who are unvaccinated or are unwilling to provide proof of vaccination. When in the community, staff members must follow applicable local ordinances and specific business guidelines, regardless of vaccination status.

VI. Social Distancing

Effective June 28, 2021:

- Participants do not have to be strictly maintained by cohorts; however, it may be helpful to separate activity groups to decrease the spread of COVID-19 and/or minimize its impact;
- Strict social distancing is no longer required; however, it may be an effective disease mitigation effort maintained whenever reasonable;
- Onsite meetings may be held in person, pending that visitors follow requirements outlined in XIII;
- Staff members may resume bringing in communal food, provided that food is purchased from a restaurant, bakery, or grocery store, and is served by gloved staff. Potlucks are prohibited; and
- Staff members and participants may resume using microwaves and refrigerators. Water fountains remained closed.

VII. Cleaning, Disinfection and Ventilation Protocols

- a. Regular housekeeping practices remain in place, including, but not limited to:
 - i. Routine cleaning and disinfecting of surfaces;
 - ii. Wiping down equipment, tools, and machinery; and
 - iii. Sanitizing break rooms, lunchrooms, and meeting rooms.
- b. City Wide Janitorial is PAI's contracted cleaning vendor and is scheduled to clean and disinfect the building at the end of each business day.
- c. Hand sanitizer will be available at all entrance and exit points.
- d. Blueair Blue Pure 211+ air purifiers are in every program room.

VIII. Transportation

The Preparedness Plan for PAI's transportation partner, Newtrax, can be found via this [link](#) or via their home page at www.newtrax.org. Participants are encouraged to review the Newtrax plan prior to resuming transportation services.

Alternatively, guardians and residential providers may provide their own transportation to PAI. Drop-off and pick-up times will be staggered to allow time and space for participants to enter the building.

IX. Screening policies for employees and participants exhibiting signs and symptoms of COVID-19

Staff members, guardians, residential providers, and participants are encouraged to self-monitor for signs and symptoms of COVID-19. PAI staff members will be trained on self-assessment specifics. The following policies and procedures are being implemented to assess the health status of staff members and participants prior to entering PAI locations and for staff members and participants to report when they are sick or experiencing symptoms.

Per MDH recommendations, PAI has established health screening and related protocols for staff members and participants.

Effective June 28, 2021, staff members, participants, and visitors should self-monitor for signs and symptoms of COVID-19; however, temperatures checks, and the Health Screening Questionnaire or Symptom Screener Document are no longer required.

Protocol	Participant	Staff	Additional Actions and Information
Wash hands with soap and water for at least 20 seconds upon entering the building.	•	•	
For those unable to wash their hands, hand sanitizer will be available.	•	•	
During bus unloading and loading, wheelchairs will be disinfected as appropriate.		•	
Individuals displaying symptoms of COVID-19 or have a temperature above 99.5 need to be picked-up from PAI within one-hour.	•		
Individuals who suspect they have been exposed to COVID-19 must contact the Minnesota Department of Health COVID-19 Hotline at: 651-201-3920 for consultation.	•	•	Staff members should contact their supervisor immediately. Participants and staff should not report to PAI until they have been cleared per MDH guidelines or if they have received a negative COVID-19 test.
PAI will provide notice for any confirmed cases of COVID-19.	•	•	PAI will contact the participant’s interdisciplinary team via phone and e-mail—and will send a written notice via communication books and ground mail.
Parents, guardians, legal representatives, and residential providers will notify PAI of any confirmed cases of COVID-19.	•		
If an individual resides with a person with a confirmed case of COVID-19, the individual is not to report to PAI for 14-calendar days from the date of the confirmed positive test.	•	•	

X. Responding to a Close Contacts and Confirmed Cases of COVID-19

Effective June 28, 2021, if PAI learns of a potential exposure to COVID-19, the most current guidance from MDH will be followed regarding exposure and quarantine. The most recent guidance from MDH can be located via this [link](#).

XI. Leave Policies

PAI has implemented interim leave policies designed to support staff members staying at home when they are sick, when household members are sick, when required by a health care provider to isolate or quarantine themselves or a member of their household, waiting for the results of a COVID-19 test, obtaining a COVID-19 vaccine, or recovering from a COVID-19 vaccine. The below policies are effective until September 30, 2021:

- Employees in need of accommodations for underlying medical conditions or who have household members with underlying health conditions are directed to contact their supervisor and PAI’s Human Resources Manager.
- Employees may use accrued PTO for time missed due to illness.
- Employees may be eligible for 10-days or up to 80 hours (pro-rated for part-time employees) of emergency sick leave paid by PAI as required by the American Rescue Plan Act (ARPA). Other eligibility criteria under the ARPA include the following:
 1. Have been advised by a health care provider to self-quarantine because of concerns related to COVID-19;
 2. Are caring for another who is subject to quarantine or has been advised by a healthcare provider to self-quarantine because of concerns related to COVID-19;
 3. Need to care for a child because school or childcare is closed or unavailable because of COVID-19;
 4. Are waiting for the results of a COVID-19 test after being exposed to COVID-19 or asked to get a test by their employer;
 5. Obtaining a COVID-19 vaccine; and
 6. Are recovering from an injury, disability, illness, or condition related to getting a COVID-19 vaccine.

Employees are instructed to contact PAI’s Human Resources Manager to determine eligibility for emergency sick leave. Additionally, employees may be eligible for Emergency Family Medical Leave Act (EFMLA) once their emergency sick leave is exhausted, should they need more time away from work to care for a child due to school or daycare remaining closed due to COVID-19.

XII. Visitors

Effective June 28, 2021, non-essential visitors and volunteers will be allowed in PAI’s facilities if they are fully vaccinated and are willing to provide proof of vaccination.

XIII. Work from Home

Per Emergency Executive Order 21-11, effective April 14, 2021, the work-from-home mandate is lifted.

XIV. Remote Services

PAI will provide services remotely via phone or other interactive technology media as an alternative to in-person day and employment services. Remote Services will be delivered by PAI staff members to participants in their own home virtually. For more information on Remote Services, please review [Minnesota Department of Human Services Bulletin #20-56-02](#).

XV. Communications and Training

The Preparedness Plan is shared with all staff members and necessary training will be provided to new and existing staff members prior to performing job duties. The President, Chief Operating Officer, and Program Directors will continue to monitor the training and effectiveness of PAI’s Preparedness Plan and will make corrections as deemed necessary. This plan will be posted on PAI’s website and in employee breakrooms; offered to participants, legal representatives, case managers (if applicable); and is available to the Commissioner upon request. The Preparedness Plan has been certified by PAI leadership and the Board of Directors Operations Committee.

This plan is subject to change and PAI will continue to monitor recommendations from Governor Walz, the Minnesota Department of Human Services, the Minnesota Department of Health, and the Centers for Disease Control.

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