

COVID-19 Preparedness Plan for Cardinal of Minnesota, Ltd.

(DHS Licensed or Certified Residential Services Deemed Critical Businesses during Peacetime Emergency)

Cardinal of Minnesota Ltd. is committed to providing a safe and healthy workplace for all our clients and employees. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to simply, keep COVID-19 out of our homes.

According to Executive Order 20-48, critical businesses, including providers licensed or certified by the Department of Human Services to deliver residential services, are required to follow guidance from the [Minnesota Department of Health \(MDH\)](#) and the [Centers for Disease Control and Prevention \(CDC\)](#) to mitigate the spread of COVID-19. Because there is currently no vaccine for this virus, we will need to operate for many months with the possibility that COVID-19 may enter our doors. The MDH/CDC guidance is designed to prevent, mitigate, or respond to the transmission of COVID-19.

Our frontline employees are our most important assets and essential to implementing the COVID-19 Preparedness Plan successfully. Prior to this Preparedness Plan, Cardinal has communicated myriad messages and protocols to our leaders, entire workforce and key customers. Senior Leaders and Program Leaders have provided ongoing COVID-19 updates, answered questions and solicited feedback via monthly staff meetings, attended weekly COVID-19 planning meetings, called all of our employees and stakeholders, and send frequent S-Comms to the workforce.

Our COVID-19 Preparedness Plan follows MN Department of Health guidelines, Centers for Disease Control and Prevention (CDC) guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following practices and protocols:

1. Screening for Symptoms and Confirmed Cases of COVID-19
2. Social Distancing
3. Hygiene and Source Controls
4. Cleaning and Disinfecting
5. Delivery and Transportation
6. Food Preparation and Ventilation protocols
7. Communications, Training and Supervision

1. Screening for Symptoms and Confirmed Cases of COVID-19

- All staff are screened upon first entry to any Cardinal location including our homes, offices, and prior to client contact with those served in in-home/SILS.
 - Employees are permitted to continue working if they do not have a fever (less than 100.4 F), and do not have any other COVID-19 symptoms as defined by the CDC.
 - Employees must sign and date this in the Staff/Visitor Log, affirming that they are healthy and safe to work
 - Employees who cannot affirm they are healthy and safe must vacate the workplace and contact their supervisor immediately
 - RSs and Front Desk personnel are responsible for ensuring all staff and visitors are properly screened and signed in
 - In-home staff will screen and sign an independent log prior to any contact with clients
- Employees must ensure their emergency contact information is current and accurate in VIBE.
- Employees must stay home when they are sick, when household members are sick, or when they (or a member of their household) are required to isolate or quarantine. Cardinal permits employees to take time off due to COVID-19 whether they qualify for traditional FMLA leave or not. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions are established on an individual basis with supervisors and the Director of HR
- Any employee who is not feeling well while at work should go home and notify their supervisor. Employees who are showing signs or symptoms of COVID-19 are encouraged to notify their supervisor and contact their health care provider for testing. They will not return to work until it is safe to do so following CDC guidelines.
- Client temperatures are taken and recorded daily in Therap. Signs of illness or COVID-19 symptoms must be documented in Therap. Notify a supervisor immediately if a client is exhibiting signs or symptoms of COVID-19.
- RSs and PDs must ensure all client emergency contact information is current and accurate in Therap
- If a client or employee tests positive for COVID-19, the house will follow Cardinal's COVID-19 Protocol which includes making proper and timely notifications, sending additional Personal Protective Equipment (PPE) and PPE training to the location, self-quarantine following CDC guidelines, and ensuring the location has adequate staff during the quarantine period. If a client tests positive for COVID-19, the RS, PD and Admin are responsible for ensuring the site-specific emergency plan is followed.
- All known cases of COVID-19 are reported to public health officials. Personal identities will only be disclosed to those who are authorized to know and in accordance with ADA and HIPAA. Cardinal is compliant with Equal Employment Opportunity Commission laws including the Americans with Disabilities Act (ADA). Employee COVID-19 test results are treated as confidential medical records. Positive test results are reported internally to activate proper sanitation and isolation protocols, but personal identity is not disclosed.

2. Social Distancing – maintaining six feet of physical distance

Social distancing of six feet will be implemented and maintained between employees and visitors or clients in the workplace. Employees and visitors will refrain from gathering in large groups or confined areas, including elevators. Employees are not permitted to use someone else's personal protective equipment, phones, computer equipment, desks, workstations, offices or other personal work tools and equipment. All required PPE are provided by Cardinal to all employees to follow the recommended standards.

Wellner – All leaders and support staff that can continue to work remotely will continue to do so. A Google doc has been created to ensure that the building capacity does not exceed more than 15 people at a time. Conference rooms will be monitored to ensure users can effectively social distance. The fitness center, including the restrooms, are closed.

Visitors who want to come to our homes are encouraged to visit outdoors whenever possible. Visitors should avoid lingering in common areas and minimize person-to-person contact during their visit(s).

3. Hygiene and Source Controls

Employee hygiene and source controls are implemented at our workplaces at all times. All common areas have their own hand sanitizer available at all times. Facemasks must be worn at all workplaces, including the main office. Gloves, gowns and face masks are available to everyone working directly with clients and must properly use them when providing personal cares.

- Employees, clients and visitors must wash their hands in warm soapy water for at least 20 seconds upon entry, after having been in a public place or having visitors, prior to and after eating, after using the bathroom, or after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Employees, clients and visitors should avoid touching their eyes, nose, and mouth with unwashed hands.
- RSs are responsible for ensure their houses have adequate supply of sanitizer. They should contact the main office if they cannot obtain needed supplies.
- Paper towels and trash-receptacles must be available in every bathroom so a paper towel can be readily disposed of when operating the door.
- Handwashing and cover your cough posters must be reviewed and stored with the Staff/Visitor Log
- Facemasks are required by all employees throughout the entire shift if working directly with a client. Face shields or goggles are required in addition to face masks when providing personal cares. Visitors are required to wear face masks in Cardinal workplaces. Clients are strongly encouraged to wear face masks whenever social distancing is not possible and in accordance with State of MN guidelines.

4. Cleaning and Disinfection

Regular housekeeping practices include routine sanitizing of the workplace, company vehicles, and frequent sanitizing of high-touch areas. Personal equipment and tools should not be shared but if necessary, must be disinfected between users. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are used with required PPE for the product.

- All workplaces are cleaned at least three times per day including houses and central offices.
- Vehicles should be cleaned and disinfected between transporting clients and after each use
- Houses and common office areas should be disinfected after visitors leave
- Additional sanitation supplies and PPE are deployed to a house if a client in the house tests positive
- Avoid placing personal items (e.g., toothbrushes, glasses, facemasks) directly on counter surfaces. If needed, use storage totes for personal items, so they do not touch potentially infected surface areas.
- All PPE including masks, gowns, face shields and goggles should be properly stored, sanitized and disposed of using Cardinal's COVID-19 Protocols.

5. Delivery and Transportation

All deliveries at the main office are left at the front entryway to avoid person-to-person contact. Cardinal coordinates weekly deliveries to and from the houses and main office to minimize visitors to the office.

All passengers and drivers should use facemasks while in a vehicle. Drivers and passengers should social distance as much as possible and limit number of people in a vehicle whenever possible. Do not use recirculated air when in a vehicle. Employees and clients should take maximum precautions (e.g., social distancing, face mask wearing, hand washing and sanitation) if using public transportation or ride sharing.

6. Food Preparation and Ventilation

- Food (including condiments) and beverage should not be shared between clients or employees. Condiments may be served in individual-serving cups instead of passing condiment bottles person to person.
- Maximize social distancing during mealtimes - may include staggering mealtimes or eating in their rooms if self-isolation/self-quarantine is required.
- Cardinal staff should plate each person's food at mealtime, so multiple people are not using the same serving utensils. Employees and clients should not share dishes or utensils at mealtimes.
- Increase the amount of fresh air being brought into a house whenever possible by opening windows and running bathroom fans when in use.
- Ensure ventilation systems are well maintained and repaired in a timely manner.
- Minimize direct air flow blowing across people in the workplace; do not use fans in common areas.

7. Communications, Training and Supervision

This COVID-19 Preparedness Plan was communicated to all employees via Therap S-Comm on June 12, 2020 and again after it was revised on July 31, 2020.

COVID-19 training is deployed to every current and future employee to ensure the ongoing health and safety of our clients via Relias training management system.

- Hand Hygiene – the Basics
- Infection Control – the Basics
- How to properly use a face mask
- Personal Protective Equipment (PPE)
- Keep COVID-19 Out – for frontline staff

If someone in the home tests positive for COVID-19, the following additional training will be required via Relias.

- When someone is sick
- Proper donning and doffing of PPE

Additional Resources

- **Cardinal of Minnesota – COVID-19 Protocols** <https://docs.google.com/document/d/1WqJo18ksa-crgnnP641T4ytwSUK8G3FDnzyQtkCO4hk/edit?usp=sharing>
- **MN Dept of Health:** www.health.state.mn.us/diseases/coronavirus
- **MN Executive Orders:** <https://www.leg.state.mn.us/lrl/execorders/eoresults?gov=44>
- **MN Department of Employment & Economic Development:** <https://mn.gov/deed/newscenter/covid/safework/workers/>
- **CDC:** www.cdc.gov/coronavirus/2019-nCoV
- **OSHA:** www.osha.gov
- **Department of Labor & Industry:** www.dli.mn.gov

This COVID-19 Preparedness Plan has been posted throughout the workplace and is available on Cardinal Connection. It will be updated, as necessary. It has been certified by:

Michelle Priggen

Michelle Priggen, CEO