

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

Updated 7/1/21

Cardinal of Minnesota Ltd., is committed to providing a safe and healthy workplace for all our clients and employees. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness 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, and that requires full cooperation among our workforce, visitors and clients whenever possible.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Cardinal's expanded leadership team fully supports and enforces the provisions of this policy and we encourage employees to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Direct Support Professionals and frontline employees are Cardinal's most important assets. We are serious about safety and health and keeping our workers working at Cardinal. Since March 2020, Cardinal senior leaders met weekly to address the health and safety of our clients and workforce as it related to COVID-19. Critical information from these meetings was shared with the workforce via virtual staff meetings, phone calls, emails, and SComms. The expanded leadership team met monthly (virtually) to provide COVID-19 status updates, deploy organizational protocols, and answer individual questions. Changes throughout the pandemic have been shared with families, guardians and key community members via emails and phone calls. This COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, 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:

- Identification and Isolation of Sick Workers;
- Social Distancing and Source Controls;
- Workplace Cleaning and Disinfecting;
- Communication, Training and Supervision
- Vaccinations

Identification and Isolation of Sick Workers

Workers are encouraged to self-monitor for signs and symptoms of COVID-19. Workers who do not feel well or believe they are at risk of being infected must stay home. Employees must notify their supervisor immediately if they believe they have symptoms of COVID-19 or believe they may be infected.

Leaders/Front desk personnel are responsible for ensuring that all visitors and employees have been properly screened and signed in upon entry.

Cardinal will inform workers if they are at risk of being infected with COVID-19 at the workplace and require testing, quarantine and/or self-isolation.

Cardinal is compliant with Equal Employment Opportunity Commission laws including the Americans with Disabilities Act (ADA). When an employee provides their COVID-19 test results to Cardinal, 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.

Social Distancing and Source Controls

All unvaccinated employees and visitors will continue to social distance (maintain six feet of separation from others) whenever possible. All unvaccinated employees must continue to wear a face mask throughout their entire shift. Cardinal provides all required PPE such as face masks, gloves, face masks, and gowns, and follows recommended standards for use in community-based residential settings.

Office personnel are encouraged to return to their offices beginning 7/1/21 (Wellner & WKM). Those who are unvaccinated will continue to mask and social distance whenever in the office. Meeting and conference rooms will maintain capacity limits when needed to allow for visitor/participant social distancing for anyone who is unvaccinated. Beginning 7/1/21, those regularly working from the office do not need to sign in, but all additional visitors must continue to use the front door and sign in upon arrival.

Deliveries to and from the main office are left in the front entryway to minimize additional contact.

Workplace Cleaning and Disinfecting

Cardinal provides all necessary cleaning and disinfecting supplies for the workforce. Common areas and high-touch surfaces at the office and in the homes must be cleaned and sanitized every day. Employees must also clean and disinfect company vehicles daily.

Cleaning and disinfectant supplies are used in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Communication, Training, and Supervision

This COVID-19 Preparedness Plan was communicated to all workers via a Therap S-Comm on May 15, 2020, and necessary training was provided. All Cardinal COVID-19 protocols are updated as needed and deployed through the management team to the entire workforce.

The following 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 is required via Relias.

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

Vaccinations

Cardinal of Minnesota does not mandate employees or clients to receive the COVID-19 vaccine. However, as a long-term care provider we strongly encourage all employees and clients to be vaccinated. Cardinal does not tolerate discrimination, harassment, or disrespect toward anyone who chooses not to be vaccinated or has a medical disability or religious belief that would prevent them from being vaccinated.

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

Certified by:



Michelle Priggen, CEO