



## COVID-19 Preparedness Plan

Last Revision effective 03/18/2022

### **Purpose**

Partnership Resources, Inc. (PRI) is committed to providing a safe and healthy environment for all of our clients and employees. This plan has been developed to ensure that specific precautionary and response actions, plans and procedures have been created to mitigate the potential for transmission of a pandemic illness and to safely execute and maintain service for the people served by PRI to the best of our ability. All employees and individuals served (clients) are expected to follow these procedures.

This plan has been updated to address emergencies resulting from COVID-19 and will be updated as new pertinent information regarding the pandemic is released by governmental agencies. When revisions to the plan have a significant impact, those changes will be communicated and the plan in its entirety will be redistributed via our usual communication channels.

### **Individuals Considered "At Risk"**

PRI understands that some of our employees and the individuals we serve may, due to a variety of factors, be at a higher risk of serious complications should they contract COVID-19. Most people with disabilities are not more likely to become infected with or have severe illness from COVID-19. However, some people with disabilities might be more likely to get infected or have severe illness because of underlying medical conditions, congregate living settings, or systemic health and social inequities.

All people with serious underlying chronic medical conditions like chronic lung disease, a serious heart condition, or a weakened immune system seem to be more likely to get severely ill from COVID-19. PRI employees who fall into an at-risk category or live with a household member who is at-risk should talk with Human Resources as soon as possible. PRI will engage in the interactive process to determine appropriate accommodations that may be available. This procedure may be re-evaluated in the future as new information is available.

### **COVID-19 Vaccinations**

In accordance with Partnership Resources, Inc.'s (PRI) duty to provide and maintain a workplace that is free of known hazards, we have adopted a Vaccination Policy to safeguard the health of our employees and their families; our clients, customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, which may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

According to the CDC, authorized vaccines are safe and highly effective at protecting vaccinated people against severe COVID-19 symptoms and complications. This Plan may include important protocols that are different for vaccinated individuals compared to unvaccinated individuals, based on guidance from the CDC and MDH.

If you are interested in receiving the COVID-19 vaccination, you can speak to your health care provider, Human Resources, or schedule directly online through Minnesota's Vaccine Connector website (<https://mn.gov/covid19/vaccine/connector/index.jsp>).

MN-DHS encourage providers and lead agencies to provide information to people receiving services and employees who are unsure about receiving a vaccine. Resources include:

- CDC-Key Things to Know about COVID-19 Vaccines: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>
- CDC-Benefits of Getting a COVID-19 Vaccine: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>

### **Honoring Choice**

PRI is committed to designing an environment that mitigates risk to the highest degree in which we are able. PRI is also committed to honoring the individual choices made by the people in our programs and therefore understand that some may choose not to return when services are available to them or may initiate a voluntary discharge at any point in the future.

The DHS Commissioner has temporarily modified Minnesota Statutes, section 245D.04, subdivision 2 pertaining to a person's service-related rights by adding a new clause: A person's service-related rights include the right to make an informed choice about whether to receive services in the community or to "stay-at-home" and not receive day services in the licensed facility or in the community during the peacetime emergency to minimize their exposure to COVID-19. This right exists even if the person does not meet the definition of an "at-risk person" under Emergency Executive Order 20-55, paragraph 2. Accordingly, PRI has updated its Rights of Persons Served Policy and will document the communication of this update along with each person's choice to stay at home or receive day services during the pandemic.

### **Phased Approach**

PRI will take a phased approach to providing in-person facility-based services. Based on discussions with individuals and their team, we will determine when in-person services are an option for an individual. Factors considered in this decision include the safety of the person served, their condition of health, ability to follow recommended hygiene procedures, and ability to observe safety requirements. In addition, we will consider the setup and capacity of the site they are returning to, the safety of other individuals at the site, transportation availability, along with staffing and capacity parameters.

### **Symptoms & Signs**

COVID-19 can be difficult to distinguish from other viral respiratory tract infections based on clinical signs alone. People with COVID-19 have a wide range of symptoms reported- ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

Reference: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## **Infection Control**

### **1. Hygiene**

- PRI will promote increased regular handwashing and hand sanitizer will also be readily available.
  - Employees and clients are instructed to wash their hands frequently throughout the day, but especially at the beginning and end of their day, prior to any mealtimes, after using the restroom, and after blowing one's nose, coughing or sneezing.
  - Hand sanitizer may be used for hand hygiene in place of soap and water, if hands are not visibly soiled.
- All visitors to PRI will be required to wash their hands prior to or immediately upon entering the facility.
- PRI will provide to all employees any recommended or required Personal Protective Equipment (PPE) following recommendations from health authorities.
- PPE must not be shared.
- Respiratory etiquette will be promoted, such as covering your cough or sneeze, avoiding touching your face and immediately washing your hands after either of those instances occur.

### **2. Housekeeping**

- Any communal or shared food is limited to store bought food.
- PRI will provide disposable kitchenware.

### **3. Cleaning and Decontamination:**

- Employees will clean and disinfect their own workstation/area daily.
- Common areas and shared equipment such as work surfaces, door knobs, faucets, phones and other commonly used items will be cleaned and disinfected daily at minimum.
- Shared computers and equipment will be disinfected by the employee or client before and after each use.
  - Use only Lysol (disinfectant wipes or disinfectant spray on a paper towel) or alcohol wipes/spray for cleaning of computer/electronic equipment
- Surfaces that become visibly contaminated will be disinfected immediately.
- Disposable gloves will be worn when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
- CDC guidance for cleaning and disinfecting will be followed:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

### **4. Heating, Ventilation, and Air Conditioning Systems (HVAC)**

- Regular quarterly maintenance is done by a contracted HVAC professional. HVAC maintenance vendors for all locations were consulted in May 2020 and the Workplace Building and Ventilation Protocols from MN DHS were shared and reviewed with the vendors to deem the best procedures for each facility location.
- HVAC systems are set to promote maximum air circulation and exchange while maintaining proper humidity levels.

## **Screening and Policies for Persons Exhibiting Signs and Symptoms of COVID-19**

The following policies and procedures will be implemented to assess client and employee health status prior to entering the PRI program site and for reporting of when they are sick or experiencing symptoms. These procedures have been implemented in a manner that protects the privacy of individuals' health status and health information.

### **1. Self-Monitoring & Procedures for individuals exhibiting signs and symptoms of COVID-19**

- Clients and employees will be informed of and encouraged to self-monitor for signs and symptoms of COVID-19 at all times.

- If a client or employee is sick or experiencing symptoms of COVID-19 at home, they will not report to a PRI site and should call PRI with the following information:
  - Description of symptoms they are experiencing.
  - If a test has been given, report the results of the test.
- If a client or employee becomes sick or is experiencing symptoms that meet PRI's symptom screening criteria during their time at PRI, then the illness will be reported to their supervisor or any available management personnel, and they will be isolated until they can promptly go home. PRI transportation will not be available for a symptomatic individual and the home will need to transport.

## 2. Health Screening & Exclusions

- Health screening is mandatory for all clients, employees, and visitors and will occur upon arrival to a PRI location. It will include a Health Screening Questionnaire and temperature taking.
  - In addition to completing PRI's health screening, PRI Employees who work at community employment sites will also follow any protocols that the community employment site has in place.
  - Clients who are employed directly by the community employment site (not on PRI's payroll) will follow the protocols that their employer has in place and will not be required to complete PRI's Health Screening process.
  - Any individuals who do not pass the health screening, will be promptly sent home. PRI transportation will not be available for a symptomatic individual and the home will need to transport.

## 3. Symptoms of COVID-19 and/or testing positive for COVID-19

An individual is **NOT** to report to PRI when testing positive for COVID-19 or when the following COVID-19 symptoms are present:

One or more of:

- Fever at or above 100.4 degrees F
- New or Worsening Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell

**OR** two or more of:

- Chills
- Excessive Fatigue
- Muscle pain or body aches
- New or Severe Headache
- Sore throat
- New Nasal Congestion or runny nose
- Nausea or vomiting
- Diarrhea

A. **When the above symptoms criteria are met OR if an individual tests positive for COVID:**

- **Isolation for at least 5 days is required**
  - If symptomatic but have not tested since the onset of symptoms, testing today is recommended to confirm if positive for COVID-19
- Can return to PRI after 5 days if:
  - Fever-free for 24 hours without the use of fever reducing medications and any symptoms are improving
  - Take additional precautions while at PRI until after day 10:
    - **Wear a well-fitting mask** (for client encourage using a N95 or KN95 mask, required and provided by PRI for staff)
    - **Remain at least 3-6 feet away from others**

- Required to isolate for 10 days before returning to PRI if:
    - Unable to wear a mask and/or social distance when around others
    - Has a fever on day 5, stay home until fever resolves even if other symptoms are improving
  - B. Testing – although not required for return to PRI, we encourage antigen testing on day 5 to help determine presence of COVID-19. **If testing positive at any time, please contact PRI immediately for further instructions and do not report to PRI site.**
  - C. Individuals may return to PRI earlier if there has been no known recent exposure to COVID-19 and a doctor confirms the cause of your symptoms is not COVID-19 and provides a written release to return to work
  - D. If individual is severely ill with COVID-19 or has a severely weakened immune system (immunocompromised) due to a health condition or medication, they should consult with their healthcare provider on when to return to PRI.
- 4. Exposure to/Close contact with a person who tested positive for COVID-19**
- Close contact is defined as within 6 feet of the positive person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset, or for asymptomatic patients starting from two days prior to positive specimen collection, until the time the patient is isolated.
  - **In any of the scenarios below, if someone has recovered from COVID-19 in the past 90 days** and are exposed again, they do not need to quarantine if ALL of the following are true:
    - Their illness was laboratory confirmed in the past 90 days (documentation required);
    - They have fully recovered;
    - They do not currently have any symptoms of COVID-19.
  - In all potential exposures, we encourage testing 5 days after last contact with the positive case to help determine presence of COVID-19. Testing is not required or a condition for return to PRI.
- A. **Anyone who is NOT VACCINATED and has a close contact exposure OUTSIDE OF PRI:**
- **Quarantine for at least 5 days since last contact with the positive case**
  - Can return to PRI 5 calendar days after last exposure to the positive person if they:
    - Are able to separate from the positive case (no ongoing exposure)
    - Have not developed any symptoms of COVID-19
    - Take additional precautions while at PRI until after day 10:
      - **Closely monitor for symptoms**
      - **Wear a well-fitting mask** (for client encourage using a N95 or KN95 mask, required and provided by PRI for staff)
      - **Remain at least 3-6 feet away from others**
  - Due to exposure potential, and false negative being a possibility, a 5-day quarantine must be observed regardless of a negative COVID-19 test result
  - If symptoms of COVID-19 present or you test positive, follow the guidance above for “When the above symptoms criteria are met or if you tested positive for COVID.”
- B. **Anyone who is VACCINATED and has a close contact exposure OUTSIDE OF PRI:**
- **No quarantine is required**; however, they should still closely monitor for symptoms of COVID-19 for 10 days following an exposure.
  - If symptoms of COVID-19 present or you test positive, do not report to a PRI site and follow guidance “When the above symptoms criteria are met or if you tested positive for COVID.”

C. **Anyone\* (REGARDLESS OF VACCINATION STATUS) who has a potential close contact with a positive case WITHIN PRI:**

- **No quarantine is required**; however, they should still monitor for symptoms of COVID-19 for 10 days following an exposure.
- If symptoms of COVID-19 present or you test positive, do not report to a PRI site and follow guidance “When the above symptoms criteria are met or if you tested positive for COVID.”

\* Although unlikely, quarantine could apply for an employee if the individual had a **high-risk exposure** including **prolonged close contact** with positive case **and at least one of the following**:

- EE not wearing medical-grade facemask
- EE had sustained breach in PPE for more than 15 minutes
- EE had unprotected direct contact with excretion or secretions from test-positive patient without wearing PPE to prevent unprotected contact
- EE not wearing all recommended PPE during aerosol-generating procedure
- EE is exhibiting symptoms of COVID-19
- In the case of a high-risk exposure follow CDC recommendations based on exposure and vaccination/booster status of employee plus current staffing need (conventional, contingency, or crisis)

**5. Isolation Area**

- Each PRI building will have isolation area(s) for use if an individual is exhibiting signs and symptoms of COVID-19 that meet PRI’s symptoms criteria and therefore needs to be isolated until they can be removed from the location.
- PRI will provide the recommended PPE to the isolated individual and anyone needing to come within 6 feet of the isolated individual.

**Confirmed Cases & Reporting Procedures**

Reporting and response procedures will be immediately followed to minimize exposure and transmission of COVID-19 in the event of any of the following:

- A confirmed case of COVID-19 for a client, employee, driver, or person living with a client, employee, or driver
- An employee or client is denied access to a PRI service site based on the Health Screening or removed from the site for fever or symptoms associated with COVID-19
- Notice of a client, employee or driver being otherwise exposed or impacted by COVID-19

The reporting procedure is as follows:

1. PRI’s CEO and SDPS shall be immediately notified.
  - If the incident involves a PRI employee (either the employee is the affected individual or an employee has been exposed to an infected individual) the Human Resources Manager (HRM) will also be notified
2. Notification of Potential Exposure to COVID-19: A notification will be sent to client homes at the affected site indicating that there was a positive case within the site (notice sent home with client if attending a day facility or emailed if client working at a job site) and all PRI employees will receive notification via email.

**CURRENT GUIDANCE & PRECAUTIONARY MEASURES**

The following social distancing and precautionary measures will be implemented based on current guidance from health authorities and as applicable to the setting:

## 1. PPE/Source Control

- **Masks remain required for all occupants (employees and clients) in a vehicle during transport regardless of vaccination status.** This applies to all transport including personal vehicles, contracted and public transportation, etc.
- Within all PRI facilities, services, and transport, **masks are required to be worn by all employees and clients who are able to accommodate face covering in accordance with CDC guidance:**
  - When occupying shared spaces and common areas in PRI buildings
  - When working in community businesses or at community locations with PRI employees present
  - When outdoors in crowded settings where social distancing cannot be followed
  - When providing services to clients, employees are to wear surgical/medical grade masks supplied by PRI. When there is an increased risk of infectious agents entering eyes, employees are to wear eye protection supplied by PRI in addition to a surgical mask when within three feet of an individual
  - This applies to all transport including personal vehicles, contracted and public transportation, etc.
- People who cannot wear a mask due to their disability should speak with their PRI Director or Designated Coordinator to discuss necessary and appropriate accommodations.

## 2. Social Distancing

- Social distancing of at least 3 feet of space will be encouraged at all PRI facilities.
- PRI will operate within cohorts at our day services sites during times of high community transmission rates.

## 3. Meetings and Outside Visitors:

- PRI continues to limit outside visitors within facilities.
- PRI continues to encourage a virtual option for meetings when feasible.

## 4. Service Site Determinations:

- PRI may make the determination to voluntarily close a facility temporarily until services can be delivered safely. Factors considered in making the determination include, but are not limited to:
  - Whether there are cases or exposures within multiple cohorts
  - Ability to maintain minimum staffing ratios
  - Non-participation by individuals receiving services due to COVID-19 exposure of infection
  - If 3 or more people (client or staff) within the same program/facility display coronavirus-like illness within the same 14 days, PRI will work with the Minnesota Department of Health to determine if there is a potential outbreak and what next steps are advised.
- If the determination is made to suspend services at a PRI location(s), an orderly shutdown of the site(s) will occur in accordance with PRI's Emergency Closing Procedures.
- Virtual services may be provided during a temporary closure.

## Communication & Training for the COVID Preparedness Plan:

- Supervisors will monitor to ensure PRI's pandemic plan is being continuously implemented.
- This plan will be communicated to all employees and necessary training will be provided as soon as there is an impending or declared pandemic and ongoing as information is updated.
- This plan will be posted in PRI locations, shared with contracted transportation providers, and sent to client homes when requested.
- PRI has an established telephone calling procedure that is used during inclement weather conditions. This protocol will be used to expedite urgent communication regarding conditions related to an influenza or coronavirus outbreak or PRI closure to employees, clients, and their residences.

This plan has been certified by Partnership Resources, Inc.'s Senior Leadership team. If you have any questions, please don't hesitate to reach out to your Program Director to assist you or you can contact me at [jkzbaracki@partnershipresources.org](mailto:jkzbaracki@partnershipresources.org)

Thank you,

A handwritten signature in black ink, appearing to read "Jack Zbaracki", with a long horizontal flourish extending to the right.

Chief Executive Officer



**References/Additional Resources:**

- The Minnesota Health department hotline for COVID-19 is 651-201-3920
- MDH Provider Hotline: 651-201-5414 (option 3)
- MN Dept of Health (MDH): <https://www.health.state.mn.us/diseases/coronavirus/index.html>
- The Hennepin County Public Health department number is 612-348-5618
- Centers for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- OSHA: <https://www.osha.gov/SLTC/covid-19/controlprevention.html>
- MNOSHA: <https://www.dli.mn.gov/business/workplace-safety-and-health/mnosha-compliance-novel-coronavirus-covid-19>