



COVID-19 Preparedness Plan

Last Revision 07.19.2021

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 often 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 staff and persons we serve may, due to a variety of factors, be at a higher risk of serious complications should they contract COVID-19. “At-risk persons” include people who are:

- 65 years and older;
- Living in a nursing home or long-term care facility, as define by the Commissioner of Health;
- Any age with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised (caused by cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications);
 - People with severe obesity (body mass index (BMI) of 40 or higher);
 - People with diabetes;
 - People with chronic kidney disease undergoing dialysis; and
 - People with liver disease.

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. Adults with disabilities are three times more likely than adults without disabilities to have heart disease, diabetes, cancer, or a stroke.

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

COVID-19 vaccines are readily available in the United States. According to the CDC, currently authorized vaccines are safe and highly effective at protecting vaccinated people against symptomatic and severe COVID-19. Further, a growing body of evidence suggests that fully vaccinated people are less likely to have asymptomatic infection or transmit COVID-19 to others. This Plan includes 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 staff 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, as long as 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 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

- No communal food shall be permitted (donuts, potluck, cooking classes, etc.).
- The use of shared coffee or water coolers will also not be permitted.
- On-site food prep will be discouraged; all staff and clients will be encouraged to bring cold lunches.
- PRI will provide disposable kitchenware and discontinue the use of shared re-usable ware. If dishes that are not disposable absolutely must be used, they must be washed in the dishwasher and not by hand.

3. Cleaning and Decontamination:

- Each staff will be assigned to clean their own work station/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 more frequently, daily at minimum.
 - Each PRI location will have a cleaning schedule posted indicating who is assigned to complete the disinfecting tasks of each shared/common area.
- 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. The regular schedule is being monitored and increased as deemed beneficial with the HVAC maintenance vendor.
- HVAC maintenance vendors for all locations were consulted in May 2020 and the Workplace Building and Ventilation Protocols (https://mn.gov/dhs/assets/Guidance-for-COVID-plan-for-DHS-licensed-nonresidential_tcm1053-436634.pdf) were shared and reviewed with the vendors to deem the best procedures for each facility location.
- Upon assessment and consultation:
 - HVAC systems are set to run 24/7 - running during occupied and unoccupied periods with a ramp up period of 2 hours before occupancy
 - HVAC system fans were set to run 24/7 to promote air circulation throughout our facilities.
- Economizers were adjusted to maintain the highest level of air exchange possible while maintaining proper humidity levels. Air is filtered by HVAC system air filters:
 - Any gaps around filters were eliminated
 - Filters are replaced via regular quarterly HVAC maintenance and will be replaced more often if deemed beneficial by HVAC maintenance professional

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. In addition, these procedures have been implemented to protect 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. Health screening and temperature taking will be performed by a designated and trained Health Screener.
 - 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 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
- **When the above symptoms criteria are met OR if the individual tested positive for COVID-19 and had symptoms the individual can return to PRI after:**
 - 10 calendar days since symptoms first appeared **and**
 - 24 hours with no fever without the use of fever-reducing medications **and**
 - Other symptoms of COVID-19 are improving*
 - *Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*
 - Or the individual may return to PRI earlier if a doctor confirms the cause of the individual’s fever or other symptoms is not COVID-19 and the doctor provides a written release for the individual to return to PRI
- **An individual tested positive for COVID-19 but had NO SYMPTOMS, the individual can return to PRI** after 10 calendar days have passed since the administration date of the positive COVID-19 test.
- **If an individual develops symptoms after testing positive**, follow the guidance above for “When the above symptoms criteria are met or if the individual tested positive for COVID-19 and had symptoms.”
- **If an individual was severely ill with COVID-19 or has a severely weakened immune system (immunocompromised) due to a health condition or medication. When can they return to PRI?**
 - People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Persons who are severely immunocompromised may require testing to determine when they can be around others. Talk to your healthcare provider for more information. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.
- 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.
 - **For anyone who is fully vaccinated and has been in close contact with a person who tested positive for COVID-19**
 - No quarantine is required; however, they should still monitor for symptoms of COVID-19 for 14 days following an exposure.
 - If symptoms of COVID-19 present, do not report to a PRI site and follow guidance for those with symptoms.

- **For anyone who is NOT fully vaccinated and has been in close contact with a person who tested positive for COVID-19**
 - Do not report to a PRI site
 - Notify PRI of exposure
 - Except for those who have recovered from COVID-19 in the last 90 days, an unvaccinated individual must:
 - Monitor for signs and symptoms of COVID-19
 - If no signs or symptoms, can return to PRI 14 calendar days **after their last exposure** to that person
 - Due to exposure potential, and false negative being a possibility, a 14-day quarantine must be observed regardless of a negative COVID-19 test result.
 - For unvaccinated PRI employees, a determination on whether or not quarantine is required will be based on level of contact, PPE worn and MDH guidance.
 - 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.

- **All employees, clients, or visitors shall provide notice of any individual who develops symptoms or are confirmed as having COVID-19 for up to 7 days following their visit to PRI.**
 - If individuals are determined to have been potentially contagious while at the PRI site, the protocol for confirmed cases will be followed as laid out in this document.

5. Isolation Area

- Each PRI building will have isolation area(s) identified for use in the event that 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.

6. Traveling out of the State of Minnesota Requirements

- If an individual is returning from travel out of the state, it must be reported to a PRI supervisor & Human Resources Department. PRI will follow local orders, MDH & CDC recommendations: <https://wwwnc.cdc.gov/travel/notices>

Confirmed Cases & Reporting Procedures

1. In the event of a confirmed case:

- If a person with a confirmed case of COVID-19 was in a PRI facility while potentially infected, any areas the infected individual used for prolonged periods of time will not be used until they have been cleaned.

2. 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:
 - 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
 - Notification of Exposure to COVID-19: Any employee or person served who has been in "close contact" with another individual at PRI who has been diagnosed with COVID-19 will be notified of their potential exposure within 24 hours, either personally or via email, text, or telephone call. For persons served, the following people will also be notified as applicable: their guardian, residential provider, and case manager.
 - Notification of the potentially exposed individual will include the following information:
 - Confirmation that the individual was potentially exposed to an individual at PRI who was recently diagnosed with COVID-19;
 - Reminder that the exposed person must adhere to PRI's data privacy policy to maintain the infected individual's privacy;
 - Requirement to self-quarantine in accordance with exposure section above and to monitor for signs and symptoms due to exposure to an infected person; and
 - For an employee positive case, OSHA recording and reporting requirements will be followed.

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 and services:
 - **Masks are NOT required for:**
 - Employees, clients, and visitors who are fully vaccinated - defined as at least two weeks (14 days) having passed since the final dose of the COVID vaccine was received

- **Masks are required for:**
 - Employees, clients, and visitors who are NOT fully vaccinated
 - People with compromised immune systems regardless of vaccination status
- PRI encourages people who are vaccinated to wear a mask or other facial covering based upon their personal comfort level and risk tolerance
- Employees who are not fully vaccinated will:
 - Wear surgical/medical grade masks supplied by PRI when providing services to clients.
 - Wear eye protection supplied by PRI when within three feet of an individual and there is an increased risk of infectious agents entering eyes

2. Social Distancing

- Effective 7/6/21, PRI will loosen social distancing requirement to 3 feet of distance (replacing the previous requirement of 6 feet) at all PRI facilities
- PRI continues to operate within cohorts at our day services sites

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:

- It will be PRI's responsibility to determine if any of its PRI locations or community employment sites are of particular risk for exposure.
- 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 is an exposure in multiple cohorts
 - Ability to maintain minimum staffing ratios including ability to maintain staffing while minimizing the mixing of cohorts.
 - Non-participation by individuals receiving services due to COVID-19 exposure of infection
 - If 2 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 it is considered a potential outbreak at that location and can advise us on next steps.
- If the determination is made to suspend services at a PRI location(s), then an orderly shutdown of the site will occur in accordance with PRI's Emergency Closing Procedures.
- Virtual services may be provided with staff on-site or remotely.

Personnel Policies

Personnel policies regarding time off may be modified if an absence is due to pandemic circumstances to promote sick persons to stay home (see PRI Attendance Policy for current modifications).

Employees who have symptoms of COVID-19, or other similar conditions, and are seeking a diagnosis, may be eligible for 80 hours (prorated for part-time employees) of emergency sick

leave paid by PRI as required by the Families First Coronavirus Response Act (FFCRA). Other eligibility criteria under the FFCRA include the following:

1. have been advised by a healthcare provider to self-quarantine because of concerns related to COVID-19;
2. 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; or
3. need to care for a child(ren) because their school or childcare is closed or unavailable because of COVID-19. Employees will contact PRI's Human Resources department to be provided with the form needed to determine eligibility for emergency sick leave.

Once emergency sick leave is exhausted, employees may be eligible for Emergency FMLA if they continue to need time away from work for eligible reasons pertaining to COVID-19.

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 as 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 staff, clients, and their residences.

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>

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

Thank you,



Chief Executive Officer

PRI HEALTH SCREENING PROCESS

- For the safety and security of our clients and employees, **EVERYONE must answer the questions below** in order to enter a PRI building or community site.
- **CLIENTS & VISITORS** – Health screen will be completed by a PRI designated staff before accessing our facilities.
- **EMPLOYEES** - Screening data should be entered into PRI online health screen app. If app is not available, a paper form is available at the front desk.
- Questions must be answered when you access a PRI service site for the first time that day. You do not need to answer the questions if you leave the site and re-enter the site or another PRI site.

Health Screening Questionnaire:

1. In the last 3 days, have you experienced any COVID-19 symptoms (Not associated with allergies and not treated by a doctor where a return-to-work release was issued) **including:**

- **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

***2. Have you been in close contact with someone diagnosed with COVID-19 in the last 14 days?**

(Close contact defined as within 6 feet 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.)

***3. Have you traveled in the past 10 days?** Travel is defined as any trip that is overnight AND on public transportation (plane, train, bus, Uber, Lyft, cab, etc.) OR any trip that is overnight AND with people who are not in your household)

4. Record current temperature. If body temperature is at or above **100.4 degrees** Fahrenheit, the individual must be sent home immediately.

If the individual answers YES to any of the questions 1-3, and/or has a temperature at or above 100.4 degrees Fahrenheit, the individual will NOT have access to PRI facilities.

*If you are fully vaccinated, and answered YES to question 2 or 3, quarantine may not be required. Please confirm this with your supervisor or Human Resources to determine access to PRI facilities.