



COVID-19 Preparedness Plan

Last Revision 9.23.2020

I. 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.

II. Individuals Considered “At Risk”

- PRI understands that some of our staff and people 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.
- PRI will be individually communicating with staff and with persons served, and as appropriate, their residential staff and family members, to assess if they meet the criteria for being “at risk”.
- Pursuant to the Governor’s Executive order 20-55, in which “at risk” individuals are encouraged to stay home.

- 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.

III. Phased Approach

- PRI will take a two-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 social distancing. 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 scheduling parameters. This approach will gradually allow for services to be provided to those with more significant support needs and higher level of risk as the spread of COVID-19 slows.
 - Phase I will include providing services to those who can wear a mask during transportation and while in our facility, tolerate or independently handwash, remain in designated program areas, and maintain social distancing.
 - Phase II will include providing services to those who would have trouble following health requirements, have personal care needs that would create significantly increased risk of transmission, are not able to tolerate a mask, will not tolerate or independently handwash, will not maintain social distance, are not able to remain in designated program area, and needs assistance that requires the person to remove a mask and be within 6 feet of a staff person for prolonged periods of time (e.g. assisting a person with lunch).
- Timing on when to implement Phase II will be determined based on PRI leadership, guidance from the Governor, the Minnesota Department of Health (MDH), and the Minnesota Department of Human Services (DHS) nearing the end of the Governor’s declared peacetime emergency. PRI will limit visitors and volunteers entering our programs during phase I.

IV. 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 peacetime emergency.

V. 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>

VI. INFECTION CONTROL

1. Healthy Hygiene Practices

1. 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.
 - Employees and clients are expected to follow hand washing procedures as detailed by the CDC: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

- Clients will be reminded and supervised when appropriate, to wash their hands.
- 2. PRI will provide recommended Personal Protective Equipment (PPE) such as masks, gloves, and gowns where necessary to promote client and employee safety following recommendations from health authorities.
 - PPE must not be shared.
 - Employees will be trained in the proper use of PPE using the following resource: <https://www.health.state.mn.us/diseases/hcid/videos.html>
- 3. 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. Respiratory etiquette is demonstrated on posters and supported by making tissues and trash receptacles available at all PRI facilities.
- 4. Signs will be posted on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures and properly wear a face covering.

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 & Environmental Decontamination Practices

3.1 Routine Cleaning and Decontamination:

- If multiple service shifts are offered, the service site will be thoroughly cleaned and disinfected between the service shifts
- 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.
- Staff and clients will wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
- CDC guidance for cleaning and disinfecting will be followed, including:

- Follow standard procedures for cleaning and disinfecting with an Environmental Protection Agency (EPA) registered disinfectant with a claim for human coronaviruses.
- First, clean dirt off of the surface using a detergent or soap and water. Then wipe the surface with disinfectant. Leave the surface you are cleaning wet with disinfectant for as many minutes as the product instructions require. This step is key, and people often miss this important step. It is not enough to just wipe a surface with a rag dampened with disinfectant.
- Clean high-touch areas, such as door handles, phones, remote controls, light switches and bathroom fixtures. Clean horizontal surfaces, such as countertops, kitchen tables, desktops and other places where cough droplets could land frequently.
- The most important factors to disinfecting are cleaning frequently, thoroughly, and using the cleaning product correctly.
- Always follow the disinfectant manufacturer's instructions for use, including:
 - Use the proper concentrations of disinfectant
 - Allow required wet contact time
 - Pay close attention to hazard warnings and instructions for using personal protective items like gloves and eye protection
 - Use disinfectants in a sufficiently ventilated space

3.2 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 from MDH (https://mn.gov/deed/assets/general-industry-guidance-ACC_tcm1045-432880.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

4. Supply Management

- The Office Manager (OM) is responsible for assessing and ensuring an adequate amount of necessary supplies, such as hand sanitizer, hand soap, paper towels, disinfectant, disposable kitchenware, tissues, and PPE- gloves, masks, shields, gowns, etc.
- Tracking of supply inventory will be put in place by the OM and will be maintained daily primarily by the Administrative Assistants (AA) and/or the PD's and Designated Coordinators (DC) as needed at each site.

5. Implementation & Monitoring

- PRI management staff will ensure that frequent reviews of these Infection Control protocols are provided to all employees.
- On-site monitoring of the implementation of these protocols will be the responsibility of each DC and PD.

VII. 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.
- 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 is met, the individual is not to report to PRI until:

- **You think that you may have or know that you had/tested positive for COVID-19, and HAD SYMPTOMS.**

You can be 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
- **You tested positive for COVID-19 but had NO SYMPTOMS, you can return to PRI:**
 - If you continue to have no symptoms, you can be return to PRI after 10 calendar days have passed since you had a positive viral test for COVID-19.
 - If you develop symptoms after testing positive, follow the guidance above for "You think that you may have or know that you had/tested positive for COVID-19, and had symptoms."
- **You were severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can you 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.
- **For Anyone Who Has Been Around a Person who tested positive for COVID-19**
Anyone who has had close contact (defined as within 6 feet of the person for greater than or equal to 15 minutes with a positively tested person) with someone with COVID-19 will:
 - Notify PRI of exposure
 - 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
- **Individuals who had direct contact with a person who tested positive for COVID-19 but the contact was not considered “close contact”** (i.e. the contact was not within 6 feet of the person for greater than or equal to 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated: will call the MDH at 651-201-5414 to determine when they can report to PRI.

PRI has developed a guide for questions to ask the potentially exposed person to determine if the level of exposure is considered “close contact”.

- If an individual is returning from travel out of the country and/or to any level 3 warning notice location in the last 14 days, it must be reported to a PRI supervisor & Human Resources Department. PRI will follow CDC recommendations: <https://wwwnc.cdc.gov/travel/notices>
- 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.
- All employees and clients 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.

2. 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 that 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.

3. Health Screening

- Health screening is mandatory for all clients, employees, and essential 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.
- Health screening and temperature taking will be conducted in a private area near the site entrance if possible.
- All results and information obtained during health screenings will be kept confidential. Information is only to be shared according with persons according to the reporting procedures section in this plan.
- Each PRI location will have a designated private health screening area. The screening areas for each location are designated as follows:
 - MPLS: Conference Room 1 for clients; Conference Room 2 for staff
 - SLP: Conference Room
 - VIP: Entrance Vestibule Area
- The flow of traffic into the building will be managed to ensure that social distancing is adhered to throughout the health screening and building admittance process. Those waiting to be screened will practice social distancing guidelines.
- All PRI employees (this includes clients on PRI's payroll) who work at community employment services sites shall complete PRI's online Health screening form each day prior to reporting to their designated employment site and will immediately report to their PRI supervisor if they answer yes to any of the questions or if their temperature is at or above 100.4° Fahrenheit.
 - 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.
 - The COVID-19 Pandemic Preparedness Plan for each community employment site will be reviewed by a PRI PD, the SDPS or the CEO prior to employees returning to work at that site to ensure sufficient protocol and safety.
- Immediately following the completion of their health screening, clients and employees will wash their hands at the nearest hand washing station.
- Any individuals who do not pass the health screening, will be promptly sent home.

4. Isolation Area

- Each PRI building will have a primary and back-up isolation area 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.

- MPLS: Primary- Designated Coordinator Office; Backup- Program Director Office
- SLP: Primary- Designated Coordinator Office; Backup- Program Director Office
- VIP: Primary- Conference Room, Backup- Spare Office
- PRI will provide the recommended PPE to the isolated individual and anyone needing to come within 6 feet of the isolated individual.
- Once the individual has exited the isolation area to return home, the area accessed by the individual will be thoroughly disinfected following the procedures outlined in section VI 3.1 above.

VIII. 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 employee used for prolonged periods of time will not be used until they have been cleaned. An orderly shutdown will occur while it is determined what areas may have been impacted and who may have been exposed.
 - a. PRI's Chief Executive Officer (CEO) & Senior Director of Program Services (SDPS) in conjunction with the Program Director (PD) will lead this investigation & decision-making process.
- The area determined to be used by the infected person will be closed for decontamination and will not be used until they have been cleaned and disinfected before returning to routine service provision and operations.
- Whenever feasible, PRI will observe waiting 24 hours before cleaning or disinfecting to reduce risk to individuals cleaning.
- All affected or potentially affected areas will be thoroughly disinfected using CDC cleaning and disinfection recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>) and also noted in section 3.1.

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
- PRI's PDs, with guidance from the CEO and/or SDPS, will cooperate with the tracking and notification recommendations provided by the MDH.
 - MDH number for reporting a positive case: 651-201-5414
- 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.
 - "close contact" includes being within 6 feet of an infected person for more than a 15-minute period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.
 - 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 that the exposed individual self-quarantine for 14 days (from the date of last contact with COVID-19 positive person) to monitor for signs and symptoms due to exposure to an infected person; and
 - Advice to follow CDS and MDH quarantine guidelines for persons exposed.
- Three (3) or more people (client or staff) with coronavirus-like illness within the same 3 days (72-hour period) indicates a potential outbreak at that location. The Minnesota Department of Health should be notified immediately in the event that you see signs of a coronavirus-like illness so that they can advise us on next steps.

IX. SOCIAL DISTANCING & PRECAUTIONARY MEASURES

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

- Face coverings shall be required for the duration of time at a PRI service site even if social distancing is possible.
 - A "face covering" must be worn to cover the nose and mouth completely and can include a paper or disposable face mask, a cloth face mask, a scarf or bandana, a neck gaiter or a religious face covering.
 - Employees and clients may bring their own masks for use at PRI service sites. The company reserves the right to not permit the use of a mask that it feels in its

own determination, is inappropriate and/or compromises the health and safety of others.

- If social distancing recommendations cannot be followed due to performing personal cares, then a surgical mask and face shield or eye protection is recommended so long as supply availability makes it possible for PRI to supply.
- Masks may be temporarily removed in the following circumstances:
 - if an individual is in an unshared office/room with no other persons, but must be put back on before entering any common areas or occupied spaces. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.
 - When eating or drinking, provided that 6 feet of physical distance is maintained between persons.
 - While communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons.
- Individuals who are unable to tolerate wearing a mask will be invited back to PRI when Phase II of our plan is implemented.
- While Personal Protective Equipment (PPE) supply continues to be in high demand, PRI will follow MDH and CDC guidelines for optimizing supply.
- Cleaning and Reuse of PPE:
 - A mask should be removed if it becomes soiled, wet, damaged, or hard to breathe through.
 - Cloth masks can be reused and should be washed daily in the washing machine with hot water and regular detergent and dried completely in the dryer on high heat setting.
 - It is the responsibility of each employee or client to wash their own cloth mask.
 - For reusable PPE such as fabric masks, PRI will provide a bag for PPE to be stored in when not in use. Bags will be labeled with the individual's name and for reuse by that person only.
 - Surgical masks should be disposed of if it becomes damaged or deformed; becomes wet or visibly dirty; breathing becomes difficult; or if it becomes contaminated with blood, respiratory or nasal secretions, or other bodily fluids.
 - Surgical masks are generally not approved for reuse as conventional standards of care; however, decontamination and reuse may be needed during times of shortage to ensure continued availability. In these cases, PRI will follow CDC guidance for decontamination or reuse.

- Reusable PPE such as Face Shields or eye protection will be disinfected between use, at minimum daily or if in contact with a suspected case it will be replaced before contact with another person.
- Whenever feasible, a 6-foot minimum distance shall be maintained between all individuals while onsite.
- A maximum number of individuals in each area within PRI buildings will be designated and maintained based on size of the area.
 - Each area/room will have posted the number of individuals who can be in a room based on size and social distancing guidelines.
 - No more than 10 individuals gathering in a group will be permitted in any area.
 - To minimize cross-contamination between areas, individuals will be assigned to a specific caseload and area for the day and should remain in that area, with the exception of using the restroom.
 - Caseloads will include the same groups of individuals and the same support staff each day to the extent possible.
 - Mixing between groups will be restricted
 - Staffing will be as consistent as possible
 - Each caseload grouping will have a program activity schedule that minimizes contact with others outside of their cohort.
 - Individuals will not be allowed to walk throughout the building, including those who work in offices, other than for necessary operations.
- Community Activities outside of PRI service sites will be limited to outdoor settings (with the exception of community employment sites, which will be evaluated on an individual basis).
 - People may access community indoor public facilities for restroom use or protection from inclement weather.
- Non-essential visitors to PRI buildings will be prohibited
 - The doors will be locked during business hours and a sign will be posted to ring doorbell for assistance as needed.
 - PRI staff will open the door to receive deliveries or allow for essential business operations. Deliveries will be stored in the following locations until they can safely be unpacked and put away:
 - MPLS- Conference Room 2
 - SLP- Copy Room
 - VIP- Designated Area near entrance
 - Senior- Development Director office
 - If it is deemed absolutely necessary for a visitor to be on site, they will be required to follow the same procedures as employees and clients noted in this plan including a health screening performed upon entry, washing of hands, and requirement to wear a mask. Areas accessed by visitors will be limited to those absolutely necessary and contact with clients and client service areas will be not allowed unless absolutely necessary. Any area accessed by visitors will be disinfected after visitor departs.

- On-site tours for prospective clients are not permitted until further notice
- On-site employee recruitment interviews will not be permitted until further notice
- On-site client support team meetings will not be permitted. As agreeable with participants, the client's support team meetings will be held by conference call or virtual video platform.
- Employees or clients may order meals to be delivered only if they prepay. Meals will be delivered to a designated area in the entry area and the employee or client will be paged.
- Individuals will be required to take breaks, lunch, and meetings in their assigned area of the PRI site.
- Employees whose work can be performed remotely will be required to do so.
- Group meetings will be held through Microsoft Teams or another virtual meeting provider whenever maintaining social distancing guidelines would not be possible.
- Visual markings and physical space dividers and signage will be added to the site to direct traffic patterns and promote social distancing and/or to partition multi-purpose or large areas.
- Activities offered will be evaluated and certain activities may be excluded based on sharing of supplies or inability to maintain social distancing.
 - The use of items that are not easily cleaned or disinfected (e.g. plush toys or books) will be avoided.
 - Adequate supplies will be maintained to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc.).
 - Use of supplies & equipment will be limited to one group at a time and disinfected between each use.
- Each person's belongings will be stored separately in individually labeled storage containers.

Service Site Determinations:

- Clients will receive communication discouraging those who are at-risk of severe illness from COVID-19 to not attend PRI service sites.
- Length of DT&H services in-center will be limited to one three-hour shift per day for persons served. This time does not include transportation or community-based employment services.
 - The start and end time of each shift will be documented as well as the names of any staff working each shift.
 - If more than one shift is scheduled in a program area, that area will be cleaned and disinfected between shifts.
- Capacity in our buildings will not exceed more than 50% of licensing capacity in service areas (including clients and staff) at any one time.
- It will be PRI's responsibility to determine if any of its PRI locations or community employment sites are of particular risk for exposure.
 - Locations with high concentrations of people or locations where individuals may be unable to manage their own hygiene issues, may be sites of particular concern.

- Determinations will also be made on an individual basis taking into consideration each client's ability to adhere to the current guidelines and PRI's ability to provide adequate staff support to assist clients in maintaining current social distancing/hygiene guidelines.
- If feasible, clients displaced from community employment sites will be given the option to attend a PRI agency site if transportation, staffing, and space allows.
- If PRI is informed that an employee or customer of a community site tests positive, all clients and employees will be immediately removed from the site. Return to the site will be determined on an individual basis.
- 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. If staff provide these remote services at a site where in-person services are being provided, the individuals on site will be counted in building capacity numbers not to exceed 50% capacity.

Transportation & Arrival & Departure Procedures:

- Clients will be encouraged to use private/individual transportation to and from PRI sites.
- Support persons dropping off or picking up a client will use the designated pick and drop off door and will not enter the building.
 - For drop off, support persons will remain at PRI until the client has cleared the health screening process.
- If outside of regular pick up and drop off times, support persons will ring the doorbell and will remain outside until a staff can escort the client. Persons dropping off or picking up will not be required to sign the individual in or out per the usual process. The front desk staff will complete this documentation.
- If PRI contracted transportation is offered and is to be used, PRI will review the transportation provider's pandemic safety plan to determine if the plan sufficiently follows CDC guidance and will make a determination as to if the provider may transport individuals to and from PRI.
 - Individuals using PRI's contracted transportation (Drivers and passengers) will be required for the duration of transport to follow PRI's face covering guidance outlined in the Social Distancing and Precautionary measures section of this document.
 - Drivers are health screened according to their company policy prior to the start of their shift.
 - Transportation drivers reserve the right to refuse service to clients if they are exhibiting signs and symptoms of COVID-19 and/or if they are unable to adhere to the requirement of wearing a face covering.
 - Ventilation in the vehicle will be increased to the extent possible by opening windows when weather permits or setting the air ventilation/conditioning on non-recirculation mode.
 - Commonly touched surfaces in and on the vehicle will be cleaned and disinfected, at minimum, at the beginning and end of each shift/route (per CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>)

- If a client fails the health screening at PRI, exhibits symptoms while at PRI, or is not able to comply with safety guidelines outlined in this document, it will be the responsibility of the client's home to transport the client home promptly (contracted transportation will not be offered for this purpose).
- Individuals using PRI's contracted transportation will be seated within the vehicle in a manner that maximizes space between persons to the extent possible.
 - One seat will be left open between each passenger and only 50% capacity per vehicle will be allowed.
- Arrival times will be staggered to the extent possible to minimize congregating in groups during transition times or while waiting to complete the health screening process. Only 1 vehicle at a time will be allowed to unload passengers.
- Clients who require assistance will need to be escorted by the home support person between the vehicle and the home. The transportation driver will support the person in and out of the vehicle and ensure safety belts are secured.
- Transportation companies are required to notify their supervisor and PRI's CEO and SDPS of any potential exposures to positive COVID-19 individuals immediately, including but not limited to:
 - A driver who transported PRI clients who has tested positive to COVID-19 or has had prolonged contact with an individual who has tested positive
 - An occupant of a vehicle used to transport PRI clients has tested positive to COVID-19 or has had prolonged contact with an individual who has tested positive.

Communication & Training for the COVID Preparedness Plan:

- The CEO will serve as the Pandemic Response Coordinator for PRI.
 - The Senior Director of Program Services & Systems Administrator will monitor new guidance from the State Governor executive orders, Department of Human Services and federal and state public health advisories.
 - The Office Manager will monitor guidance as it pertains to PPE and update the Response Coordinator.
 - The Human Resources Manager will monitor Department of Labor employer and employee rights and responsibilities and update the Response Coordinator.
- 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.
- 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.
- Staff with concerns about their employer's COVID-19 Preparedness Plan or questions about their rights should contact MNOSHA Compliance at osha.compliance@state.mn.us, 651-284-5050 or 877-470-6742.

References/Additional Resources:

- The Minnesota Health department hotline for COVID-19 is 651-201-3920
- 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 QUESTIONNAIRE

- For the safety and security of our clients and employees, **EVERYONE must answer the questions below** in order to enter an PRI building or community site.
- When possible, screening data should be entered into PRI online app. If app is not available, complete via paper form and return form to PRI Human Resources
- 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.

Name: _____

Date: _____ Time: _____

1. **Have you been within 6 feet for 15 minutes or more of someone diagnosed with COVID-19 in the last 14 days?**
2. **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**
3. **Have you travelled out of the country and/or to a level 3 area in the last 14 days?**

PRI will follow CDC recommendations: <https://wwwnc.cdc.gov/travel/notices>

4. **Current temperature recorded:** _____

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 must be sent home immediately.

Their supervisor and/or Human Resources will follow-up with the individual regarding when they can return to PRI.

Date the individual was sent home: _____

Date the individual returned to PRI: _____

Screening Completed by: _____

*Route forms completed for employee to Human Resources