

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

SWWC

Education & Administrative Resources

2020-21

COVID-19 Preparedness Plan

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SWWC COVID-19 Overview and Preparedness Plan

SWWC is committed to providing a safe and healthy environment for our staff, students, clients and communities. It is our intention to continue to follow the guidance under Minnesota’s “Stay Safe” Plan. Currently, we are under Phase 3 of the “Stay Safe” Plan, which includes encouraging staff to telework if they are able. However, this could mean different requirements for different positions. As we continue to reopen the offices and Educational Learning Centers, we will work with all of our staff to ensure a safe and appropriate work/school environment. It is important that our staff work with their direct supervisor during this time of reopening.

As a part of the Phase 3 “Stay Safe” Plan, SWWC has developed this COVID-19 Overview and Preparedness Plan for our offices, Educational Learning Centers and READY Clinic sites in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces. We are serious about the safety and health of our staff; your input in the development of this plan and your help in implementing this plan are greatly appreciated!

Please reach out to Abby Polzine, HR Director, or Morgan Litzau, Licensed School Nurse, if you have questions, concerns or suggestions as we navigate through the re-opening of our offices, Educational Learning Centers and READY Clinic sites.

SWWC’s COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota’s relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Ensure Sick Workers and Students Stay Home and Prompt Identification and Isolation of Sick Persons

Staff and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' and students' health status prior to entering the workplace and for staff and students to report when they are sick or experiencing symptoms.

- Do not come to work if you don't feel well, have a fever of 100.4 or above, or are exhibiting any new symptoms related to 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
- If staff will not be reporting to work, they should notify their direct supervisor and work out a plan for that day.
- If students will not be reporting to school, because of concern to COVID-19 symptoms they will follow typical protocol and notify the Site Administrator or Administrative Assistant. That contact will get them in touch with the appropriate COVID Coordinator.
- Staff are encouraged to take and verify their temperature before entering the worksite. If they do not take it before entering the worksite they will have it taken upon arrival. Non-contact infrared thermometers will be available at each site.
 - Staff should visit with their supervisor about the specific protocol that will be taking place at their worksite.
- Students temperatures will be taken upon arrival using a non-contact infrared thermometer.
- If staff or students exhibit a temperature that is 100.4 degrees or higher, they should not come to work/school or will be sent home.
 - Staff should notify their supervisor and work out a plan for that day (i.e. work from home if they are able or submit sick leave).
 - If fever is the only present symptom, staff and/or students may return to work after they have not had a fever for at least three days without medication.
 - If staff/students do not have a fever and are exhibiting any other symptoms they cannot attribute to another health condition (e.g. migraines, allergies, etc.), staff/students may return to work 24 hours after they are no longer exhibiting symptoms.
 - If staff/students are exhibiting a fever above 100.4 and experiencing any other symptom(s) they cannot attribute to another health condition, they should stay home for 10 days since symptoms first appeared.

- All Staff and students will be asked to complete a health screening form each day they come into worksite or school building.
 - For office and itinerant staff, this form will be sent as a Google form.
 - For staff/students at our Educational Learning Center Sites and READY Clinic sites, this form will be completed by paper/pencil upon arrival.
- If staff have not already taken their temperature at home, thermometers will be available at the office or site or provided to individual staff as necessary.
- If staff and/or students begin to exhibit symptoms while at work, they should notify their supervisor and the site LPN/Health Para, if applicable. Staff and/or students will be isolated in the designated isolation area until they can be sent home.

SWWC has implemented leave policies that promote staff staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

- **SWWC #410 FMLA Policy**
- **SWWC #454 Utilization of Paid Leave During Public Health Emergency Policy**
- **SWWC's FFCRA Guidelines**

Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented:

- If staff are able to telework, SWWC will look to that as the first option and work out a successful plan with that staff member.
- If staff are not able to telework, SWWC has and will continue to work with these individuals on a case-by-case basis.

If a staff member or student receives a positive test result for COVID-19, SWWC will notify anyone who had been exposed. The timeframe for having contact with an individual includes the time period of 48 hours before the individual became symptomatic.

Per CDC guidelines, SWWC is considered a critical infrastructure agency and staff may be allowed to continue to work as long as they remain asymptomatic. SWWC has developed a decision tree to help inform decisions that are made for COVID-19 reported events and is included inside this plan.

Each event will be treated appropriately and independently in an effort to balance the needs of the individual (confidentiality), safety of all and business continuity. There will be no “one size fits all” approach, but we will make decisions with the best information we have at the time, with the best outcomes in mind.

We will use a team approach whenever feasible to inform our decision-making; the core team will be made up of the following people:

1. Executive Director – Cliff Carmody
2. Director of HR – Abby Polzine
3. School Nurse – Morgan Litzau
4. Administrator(s) of the program/service

Upon a Report of a COVID Event

Abby and Morgan being will bring the appropriate team together to develop a plan of action that will be presented to me with recommendation(s) from the team. The below decision tree is what will be used to inform the decisions that are made based on that particular situation.

Staff has a fever of 100.4 or above or is exhibiting a new symptom related to COVID-19:

Staff should either not report to work that day or be isolated and sent home for the day.

Staff may qualify for FFCRA leave and should consult with Director of Human Resources to determine.

Staff are able to return to work once they have met these three criteria:

1. Staff have not had a fever for at least three days without medication;
2. Other symptoms, if any, have improved; and
3. At least 10 days have passed since their symptoms first appeared.

Staff is tested and results are negative with no other diagnosis:

Staff should quarantine at home for at least 10 days since symptoms first appeared AND no fever for at least 3 days without medication and other symptoms, if any, have improved.

Staff may qualify for FFCRA leave and should consult with Director of Human Resources to determine.

Staff should work with direct supervisor to determine a return-to-work date.

Staff that may have been exposed should monitor and if similar symptoms appear they should follow this same protocol.

Staff is tested and results are positive:

Staff should quarantine for the recommended 14 days since symptoms appeared.

Staff may qualify for FFCRA leave and should consult with Director of Human Resources to determine.

School Nurse will contact county and/or state health department and follow guidance given.

Supervisor should work to determine if any other staff and/or students were exposed.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required.

Decisions to close a site/program or keep a site/program open due to the pandemic will be made by the Executive Director.

Critical Infrastructure staff who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain 6-feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

In addition, SWWC has adopted and adheres to Policy #455 HIPAA Privacy Policy and Procedures. This policy has been implemented to protect the privacy of workers' health status and health information. SWWC also has Policy #515 Protection and Privacy of Pupil Records to ensure the privacy and confidentiality of all students' records and health information.

#455 HIPAA Privacy Policy and Procedures

#515 Protection and Privacy of Pupil Records

Social Distancing: Staff and Students Must be at Least Six Feet Apart

Social distancing of at least six feet will be implemented and maintained between staff and students in the workplace through the following engineering and administrative controls:

- If staff are able to telework, they should communicate with their supervisor and receive approval to do so.
- We will adhere to the social distancing guidelines. We ask that our staff keep a minimum six feet separation between each other at all times. Including if working in groups and moving/walking around other employees.
- Adhere to all posted signage including bathroom protocols, occupancy in conference rooms and break room and social distancing reminders.
- Restrooms that contain multiple stalls will be limited to one occupant at a time. A Vacant/Occupied sign will be hung on each door that occupants will turn over as they enter and exit the restroom.
- Staff will be asked to exercise all protective measures while using the kitchen/breakroom:
 - Practice social distancing;
 - Wash their hands prior to using any appliances or cupboards and drawers;
 - Wipe down and sanitize all areas used after each use.
- Staff, who are medically able, will be required to wear a mask whenever they are not at their desk or assigned work station and when they may come into contact from a member of the public. They can take their masks off at their desks provided they maintain six-foot distance from other individuals. Masks will be provided to all staff along with a personal hand sanitizer and instructions on how to wear the mask properly as well as how to properly clean and disinfect the mask.
 - Staff who may be considered unable to wear a mask would include those with conditions that may cause difficulty breathing and shortness of breath. Face shields and other alternatives may be used, if able.

- Students over the age of 5 will also be required to wear a face mask or some sort of face covering (e.g. face shield).
- Disinfectant and disposable towels will be provided to ensure we are keeping areas clean. Each staff member will be asked to regularly disinfect their own work space as well as before and after use of common areas (copy machines, printer, fridge, microwave, coffee pot, file cabinets, etc.).
 - We recommend staff exercise proper handwashing techniques after using and cleaning objects and equipment handled by other staff members.
- Stagger staff shifts when possible. SWWC will not be allowing more than a 50% occupancy until further notice. Supervisors will be establishing and communicating alternate work schedules for their department(s).
- Please follow the CDC's recommendations on handwashing, especially during these situations:
 - After blowing one's nose, coughing, or sneezing;
 - Before, during, and after preparing food;
 - After using the restroom;
 - After touching garbage;
 - Before and after the work shift;
 - Before and after work breaks;
 - After touching objects that have been handled by other staff members.

Visitor Requirements

- For visitors at our office locations, visitors will sign in upon arrival.
- Until further notice, visitors will not be allowed at our Educational Learning Center sites, unless by appointment.
- We ask that visitors complete a health screening form included below to confirm they do not have a fever or are experiencing any of the listed symptoms related to COVID-19.
- Wearing of mask is required.
 - SWWC will have disposable masks available for visitors, if needed.
- Adhere to 6-feet social distancing guideline and adhere to all posted signage.

Worksite Preparation

- Provide directional and 6-feet distance markings on floor of worksite, breakroom and printing and other common areas.
- Prop open interior doors to allow air flow and to avoid door handles being touched by multiple staff members or students in a day.
- Post signage at building entry regarding masks, social distancing, bathroom, conference room and breakroom occupancy, hand washing reminders and other applicable ways to stop the spread.
- Implement protective barriers in work space areas that may not adhere to the six-foot social distancing guideline.
- Remove unnecessary furniture and supplies from office areas to minimize cross contamination.
- Internal/External sanitation crew will clean and sanitize assigned worksite at the end of each day.
- If possible, supervisors will work with their staff to establish a staggered shift schedule, alternative work locations, etc.

- Staff will each receive a personal “health kit” that contains hand sanitizer, mask and directions on how to properly wear and clean their mask.
- Ensure a thermometer is on-site.
- Ensure cleaning and sanitation supplies is located frequently throughout the building as well as nearby frequently used spaces (printers, breakroom, conference rooms and mailing station).
- Each Educational Learning Center and READY Clinic site will be furnished with necessary Personal Protective Equipment.
- Itinerant staff will be provided such equipment as necessary to ensure staff safety.
- Staff will be trained on how to properly use the PPE that may be necessary for their role. (e.g. face masks, gloves, face shields, gowns)
 - This training will be done by our School Nurse, Morgan Litzau, and the Site LPN/Health Para, if applicable.

Marshall Office Hours

- “Building office hours” will remain 8:00am to 4:30pm. Any changes in office hours will be communicated to staff by the Executive Director. Individual exceptions should be discussed with your direct supervisor and Human Resources.
- The following hours will be the hours the Marshall Office will be open to the public:
 - 9:00am – 12pm on Tuesdays, Wednesdays and Thursdays, starting June 15 and ending August 7.
 - 9:00am – 12pm Monday through Friday starting August 10 through September 4.

Travel Guidance

- Only essential business travel will be allowed with prior approval from your supervisor.
- Staff are discouraged from carpooling using both personal and SWWC vehicles, but may do so if they feel comfortable.
- If you do carpool, we ask that staff please review the following guidance from the CDC in regards to vehicle cleaning:
 - www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles
- Additionally, SWWC is urging employees to use caution when making personal travel decisions and to rely on publicly available guidance from the CDC.
- If you will be traveling internationally:
 - All SWWC staff that travel internationally will be asked to stay home, and work from home if able, for 14 days from the time returned home from international travel.
- If you are considering traveling away from your local community, do your best to protect yourself and others during your trip by:
 - Cleaning your hands often.
 - Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, after touching surfaces frequently touched by others, after blowing your nose, coughing, or sneezing, and before touching your face or eating.
 - If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
 - Avoid touching your eyes, nose, or mouth.
 - Avoid close contact with others.
 - Keep 6-feet of physical distance from others.

- Wear a cloth face covering in public.
- Cover coughs and sneezes.
- Consider picking up food at a drive-thru, curbside restaurant service, or stores.

If staff will be traveling internationally or within the United States to areas that may be considered “high risk”, we ask that you work directly with your supervisor.

Worker Hygiene and Source Controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom.

All staff, students, clients and visitors to the workplace will be asked to:

- Wash or sanitize their hands prior to or immediately upon entering the facility.
 - Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
- Staff and visitors will be provided a cloth face mask and asked to wear it any time they are not at their assigned workstation.
- Cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands.
- Dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.
- Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff, students and other persons entering the workplace.

SWWC will ensure staff are trained at the beginning of the school year on these protocols. We will also hang necessary signage throughout the buildings to remind staff of these protocols. This will also be a standing agenda item at each monthly staff meeting supervisors hold to review with their staff.

Workplace Building and Ventilation Protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

SWWC has conducted facility inspections to ensure ventilation systems operate properly. Staff will open doors and windows, when able to do so safely, to circulate outdoor air as much as possible. Steps will also be taken to minimize air flow blowing across people.

Workplace Cleaning and Disinfection Protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

You can find the daily, weekly and monthly cleaning and disinfecting checklists here:

<https://docs.google.com/spreadsheets/d/1HtukDyTxyZzCgmipswY7Q8kaz6HBIvIGges-ovIiwWI/edit?usp=sharing>

All cleaning supplies utilized by SWWC has been CDC-approved and consists of Clorox and Lysol disinfectant products.

If a staff member becomes infected with COVID-19 the following CDC recommended protocols will be followed:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- Follow the CDC cleaning and disinfection recommendations:
 - Clean dirty surfaces with soap and water before disinfecting them.
 - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.
- In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions:
 - **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
 - **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
 - **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
 - **Social Distance:** The employee should maintain 6-feet and practice social distancing as work duties permit in the workplace.
 - **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Further training on appropriate cleaning and disinfecting will be provided. Please reach out to Morgan Litzau or the site nurse, if applicable, for guidance or questions on cleaning recommendations.

Drop-off, Pick-up and Delivery Practices and Protocol

- Deliveries for our worksite locations will be left outside the main entrance door of each site or location, unless a signature is required.
- Each morning, the Administrative Assistant will bring the mail bin to the front lobby area and will exchange with the USPS Mail Carrier to minimize unnecessary visitor contact throughout the office or site.
- In terms of student materials:
 - Itinerant staff will follow current district protocols.
 - Educational Learning Center staff will participate in contactless deliveries and pick up of students' materials and supplies.

- For Technology Related Devices:
 - Equipment will be placed in a box located near the reception area of each SWWC location. SWWC Technology staff will collect equipment from the drop-off location and fully sanitized the equipment before it will be worked on. When work is complete the equipment will be re-sanitized by SWWC Technology Staff and placed in a bag or clean box that will be left with the building receptionist at the SWWC site that you will pick the equipment up from. Upon removing the equipment from the package, you are strongly encouraged to re-sanitize the equipment following the following procedures: (website link on employee portal).
- Important notes for Technology Support:
 - All support that can be performed remotely, will be performed remotely regardless if you are working from home, a school or an SWWC location. All steps possible will be taken to minimize in-person support work.
- If in-person support work is required on devices in SWWC location
 - Equipment will be sanitized both before and upon the completion the work performed
 - Staff will maintain social distancing when support is being provided
 - Tech support staff will be required to wear a facemask while performing support. If you do not leave your work area during the support visit you will also be required to wear a facemask and maintain social distancing.

Communications and Training Practices and Protocol

This COVID-19 Preparedness Plan was reviewed and communicated to all supervisors on July 31, 2020. It was will be reviewed with staff on August 10, 2020, and August 13, 2020. It was also provided to all staff via e-mail and accessible on SWWC's Employee Portal on August 7, 2020. Additional communication and ongoing training will be provided throughout the school year as needed.

Training will be provided to all staff who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all staff, students and visitors including:

- 1) social distancing protocols and practices;
- 2) drop-off, pick-up, delivery of packages and supplies;
- 3) practices for hygiene and respiratory etiquette; and
- 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by staff, students and visitors.

All staff, students and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. SWWC has developed a COVID-19 Response Team to discuss and address areas of both improvement and success regarding this preparedness plan. All management and staff are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by SWWC leadership and the plan was posted throughout the workplace and made readily available to employees on August 7, 2020. It will be updated as necessary by the Director of Human Resources and School Nurse.

Certified by:



The READY Clinic Preparedness Plan

April 30, 2020

SWWC and The READY Clinic are committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All members of The READY Clinic team are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace, and that requires full cooperation among all team members. Only through this cooperative effort can we establish and maintain the safety and health of our clients, our team and the clinic.

The READY Clinic team is responsible for implementing and complying with all aspects of this Preparedness Plan. All supervisory and management positions associated with The READY Clinic have SWWC's full support in enforcing the provisions of this policy.

The Behavior Therapy team is our most important asset. We are serious about safety and health and keeping our team at The READY Clinic working. Individual and team involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our team in this process by closing The READY Clinic during Governor Tim Walz's stay at home order, surveying each individual team member's comfort level for returning to work determining next steps based on team majority response, and training disinfectant and sanitation practices in the workplace. We have reviewed and trained the updated policies and procedures, and obtaining team consent on the COVID-19 Preparedness Plan prior to reopening. We have created a schedule of services that minimizes staff and patient contact when The READY Clinic reopens. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- engineering and administrative controls for social distancing;
- prompt identification and isolation of sick persons;
- hygiene and respiratory etiquette;
- housekeeping – cleaning, disinfecting and decontamination;
- communications and training that will be provided to The READY Clinic team; and
- management and supervision necessary to ensure effective implementation of the plan.

Social Distancing

Unless in case of emergency The READY Clinic team members are required to remain 6-feet apart from fellow staff at all times. Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- A. Survey of Staff: The READY Clinic team members were privately surveyed on two occasions to determine staff that were comfortable in resuming client services at the clinic. Any staff who expresses concern is given telecommuting options to the best of SWWC and The READY Clinic's ability.
- B. Treatment Implementation: We understand that, in order to treat the clients we serve, the nature of a therapy session and the protocols outlined in medically necessary treatment programs may require interactions that do not always allow for social distancing 6-feet apart between staff and clients. Staff physical prompting of the client will only be used if necessary for client safety or client success in treatment.

- C. Adjustments to Standard Operating Procedures: In order to maintain standard operating procedures at The READY Clinic which require two staff be on site when a client is present, The READY Clinic will proceed as follows until further notice:
1. An additional float staff is scheduled to be on site at The READY Clinic and assigned to work in the clinic's classroom.
 2. Treatment sessions may be conducted in separate rooms in the building or in the standard treatment locations in The READY Clinic. Social distancing of 6-feet apart will be maintained to the best of staff's ability with each client.
 3. If staff are conducting sessions in a separate part of the building, those staff will set up a telehealth connection from their assigned treatment rooms with the float staff via the clinic's tablets and HIPAA compliant telehealth platform, Cisco. The float staff will serve as the second staff on site to assist as needed.
 4. Staff will meet clients curbside and implement the Daily Health Record of Clinic Attendees starting at the time of drop off and every three hours a client is present at the clinic.
 5. Caregivers and visitors will not be allowed in the building until further notice.
 6. The float staff and the first staff working with a client each day will arrive 30 minutes prior to the client's scheduled arrival and prepare their treatment location for the session. Preparation will include ensuring that staff have assembled required disinfectant products such as disinfectant spray, disposable paper towels, disinfectant wipes, and hand sanitizer to keep their workplace clean and sanitized. Staff may also use this time to assemble any personally preferred protective equipment such as a mask and sterile gloves to keep their workspace clean and sanitized.
 7. Each staff will carry a walkie-talkie set on channel 2. When staff need assistance, they can speak into the tablet screen to the float staff if they are connected via telehealth, or use the walkie-talkie to reach out to the float staff.
 8. Staff will take breaks individually. Staff will dine alone and clean and sanitize the area used before the end of the break. Staff will observe all handwashing procedures and maintain 6-feet apart when entering and exiting common spaces. Update 5/21/2020: staff may dine in the same room at separate tables at least 6-feet apart.
 9. Staff must wear gloves during client dining sessions and when assisting with client toileting routines. Staff may choose to wear gloves during therapy sessions. Gloves are provided at the clinic.
 10. The READY Clinic team is prohibited from gathering in groups and confined areas, including offices, and from using other workers' personal protective equipment, phones, computer and tablet equipment, other personal work tools and equipment.
 11. Ride sharing is suspended until further notice. Update 5/8/2020: staff may choose to ride share.

Screening and Policies for Employees/Clients Exhibiting Signs/Symptoms of COVID-19

The READY Clinic team and families have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess team and client health status prior to entering the workplace, throughout the work day, and for team members and clients to report when they are sick or experiencing symptoms.

Continue to Implement the Daily Health Record of Clinic Attendees

1. Blank and completed copies of both the Daily Health Record of Clinic Attendees and the Daily Health Record are located and stored in The READY Clinic's office, in the HIPAA compliant locked cabinet, in the folder labeled "DHR of Clinic Attendees". Master templates are also contained in the COVID-19

Preparedness Plan electronic folder in the READY Clinic shared drive on the SWWC server and attached to this document. Each procedure will be implemented as instructed on the individual documents.

2. Complete a paper copy of the Daily Health Record for staff and an electronic copy in Rethink for clients and caregivers if there are **any** symptoms reported or observed. If the client, caregiver, or staff is staying at the clinic because their symptoms are non-exclusionary, all staff who work with that person for the day review and sign the Daily Health Record (DHR). Continue with Daily Health Record of Clinic Attendees procedure for the day and start a new record on a new day.
3. Any member of The READY Clinic team or client and family will immediately contact the Quality Assurance Analyst via phone in the event that symptoms have developed. The Quality Assurance Analyst, Jennifer Bozosi (QAA) will contact the Clinical Director, Amber Bruns, to determine next steps. Next steps will be communicated within 24 hours of the QAA being notified.
4. Any client who has developed exclusionary symptoms during the course of the treatment day must immediately be isolated with one staff who identified the symptoms and has had the most exposure to that client. Isolation may either be in the treatment room used by the client or in the Educational Learning Center Nurse's office. Staff will immediately contact caregivers to have the client picked up and notify the QAA.
5. Any staff who has developed exclusionary symptoms during the course of the treatment day must transition their assigned client immediately to the float staff and depart from the clinic. Staff will immediately notify the QAA and next steps will be communicated.
6. In any instance when an attendee has developed symptoms while at The READY Clinic, disinfectant and sanitation procedures will be conducted in the areas that have been occupied by that attendee upon the first time available and prior to the days' end.

Continue to Implement the Illness Policy from Service Agreement/Informed Consent to Treatment

Staff will complete a Daily Health Record (DHR) procedure upon the child's arrival. If a child or family member scheduled to be at The READY Clinic has a contagious illness, caregivers will notify The READY Clinic immediately. If a child becomes ill during the therapy day, the DHR will be updated and the child will remain in the nurse's office (or designated treatment room) until picked up by a parent. See attached Service Agreement and Informed Consent to Treatment.

For the protection of the child and family, as well as other clients and staff, The READY Clinic staff, clients, and family members who exhibit any of the following contagious illness symptoms will be unable to participate at The READY Clinic:

- An oral (mouth), tympanic (ear), axillary (arm pit), or temporal (forehead) temperature of at least 100.4 degrees Fahrenheit
- Thick and frequent green or yellow discharge from the nose or eyes
- Vomiting or diarrhea in the past 24 hours, whether it may be stomach flu or reaction to antibiotics
- Unexplained skin rash, skin sores with puss or discharge
- Head lice or evidence of lice nits
- Ring worm, pin worm, or scabies
- Mumps, measles, impetigo, chicken pox, or hand foot mouth disease
- Persistent cough or cough producing green or yellow phlegm
- Strep throat or swollen glands

Generally, clients need to be able to participate in the regular part of the daily schedule of treatment. Diagnosis of a contagious illness that can be treated with antibiotics may be considered for return if the illness has been treated consistently for the past 24 hours i.e., strep throat, pink eye. For other symptoms related to COVID -19, clients, family members, and staff may return to the clinic:

- If fever is the only present symptom, staff and/or students may return to work after they have not had a fever for at least 3 days without medication.
- If staff/students do not have a fever and are exhibiting any other symptoms they cannot attribute to another health condition (e.g. migraines, allergies, etc.), staff/students may return to work 24 hours after they are no longer exhibiting symptoms.
- If staff/students are exhibiting a fever above 100.4 and experiencing any other symptom(s) they cannot attribute to another health condition, they should stay home for 10 days since symptoms first appeared.

In some instances, a doctor's note stating that the client can return to The READY Clinic may be requested.

Suspension of Service Agreement Policies

1. Client cancellation policies in the Service Agreement and Informed Consent to Treatment for clients have been suspended until further notice.
2. The READY Clinic encourages families to keep their children home if symptoms arise with their children or a family member, or if there is known exposure to COVID-19.

Medication Training and Administration

1. The READY Clinic team was privately surveyed to identify any staff who would like to volunteer to receive formal training to administer oral and rectal medications. Those who volunteered were trained by Morgan Litzau, RN, via telehealth on May 4, 2020 administer medications.
2. Staff may revoke or amend their voluntary participation of medication administration status at any time in orally or in writing, without penalties or consequences to their employment position at SWWC's The READY Clinic.
3. The READY Clinic service schedule will be designed to ensure that staffing can meet the individual medical needs of clients who require medication administration. Parents will be informed if their child's needs cannot be met by the staff who have volunteered or due scheduling conflicts.
4. Oral administration: Trained staff will always be on site to administer oral medication in the event that one is prescribed for a client. In the event that a voluntary trained staff will not be on site at the clinic, parents will be informed that their child's needs cannot be met by the staff.
5. Rectal administration: Trained staff will always be on site in to administer rectal medication in the event that one is prescribed for a client. In the event that a voluntary trained staff will not be on site at the clinic, the child's lead Behavior Analyst will inform parents and the QAA and next steps will be determined.
6. Specific caregiver consent must be obtained from caregivers to allow voluntary staff administration of medications. Parents may revoke consent orally or in writing at any time without penalty or undo consequences posed to the child's treatment.
7. In the event that a client is prescribed medication that is planned to be administered while the client receives treatment at the clinic:
 - i. Voluntary trained staff will either be scheduled to work with client or to be the designated the float staff and are readily available for administration.
 - ii. If voluntary trained staff are working with another client, then float staff must take over the volunteer's client so the volunteer may administer the medication.

Amendments to SWWC's Leave Policies and Procedures

- Staff will refer to the following SWWC Employee Policies with regards to the Preparedness Plan:
 - SWWC Employee Policy 410 FAMILY AND MEDICAL LEAVE POLICY 2/20/2020 (see attached)
 - SWWC Employee Policy 454 – UTILIZATION OF PAID LEAVE DURING A PUBLIC HEALTH EMERGENCY 3/25/2020 (see attached)
- These policies promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The adopted policy provides accommodations for employees with underlying medical conditions or who have household members with underlying health conditions the possibility of receiving an advance on paid leave due to missing work for a reason caused by the pandemic.
- The READY Clinic continues the policy of requiring staff to provide a physician's note stating that an employee is fit for work following 3 consecutive days of absence.
- Finally, The READY Clinic will continue to implement standard operating procedures and HIPAA to protect the privacy of workers' health status and health information.

Hygiene and Respiratory Etiquette

The following is a summary of the required procedures intended to reduce the risk of the spread of contagious illness at The READY Clinic:

A. Respiratory Etiquette: Mask Requirements and Cover Your Cough or Sneeze

- 1) All attendees at The READY Clinic are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They will dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- 2) Respiratory etiquette is demonstrated on posters throughout workspaces and supported by making tissues and trash receptacles available to all clinic attendees.
- 3) Effective July 26, 2020, staff, parents and all individuals older than five years of age are required to wear a mask while indoors. Masks may be removed when working alone in an office or work station, or while outdoors and able to engage in social distancing practices. Exceptions are allowed for medical reasons (Ref. Executive Order 20-81). Detergent is provided by The READY Clinic with the option to launder masks on the highest heat settings at the clinic if needed.

B. Handwashing

- 1) Basic infection prevention measures are being implemented at our workplace at all times. Hand washing procedures are posted in at all handwashing stations accessible The READY Clinic team. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift with any client, prior to any personal or client mealtimes, and after using the toilet or assisting clients with their toileting routine.
- 2) All persons are required to wash their hands prior to or immediately upon entering the clinic.
- 3) Some treatment areas may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Staff will be provided with a container of hand sanitizer that may kept with them in their individual treatment rooms.

- 4) Staff may choose to take breaks during client treatment sessions by transitioning with the client to a bathroom or hand washing station, or by contacting the float staff and transitioning the client to the float in order to complete the hand washing routine without the client.
- 5) At the end of each week, the team and QAA will conduct an inventory of all sanitation supplies, including those for the physical spaces being used and those used for personal sanitation, will ensure that there are enough supplies for treatment to occur the following week.

Housekeeping

The following are the recommended procedures and schedules for daily housekeeping.

A. Daily Regiment

Regular daily housekeeping practices are being implemented by all staff, including routine cleaning and disinfecting of work surfaces, equipment, tools, and areas in the work environment. Staff will wipe down items with disinfectant solution in restrooms and rooms used for treatment. Routine cleaning and disinfecting is completed by all closing staff at the end of each day following the departure of all clients and unnecessary staff.

B. Session Regiment

Frequent cleaning and disinfecting is conducted between and throughout treatment sessions or even brief transitions of clients in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, stimuli, toys, railings, copy machines, etc. All high-touch items in a treatment area, including stimuli and toys are cleaned and disinfected by the staff who used the items at the end of each client session and prior to the event of a staff shift change. Procedures include wiping down surfaces and toys, and submerging toys in disinfecting solution.

C. Professional Cleaning Regiment

The READY Clinic's cleaning company will continue to provide weekly cleaning service.

D. Approved Products

The following is an approved list of products used at The READY Clinic cleaning and disinfection, which are located in the HIPAA compliant locked cabinet and in the clinical office:

1. Disposable paper towel or clean laundered towels.
2. Re-Juv-Nal disinfectant
3. A 1:32 solution of regular household bleach (8.25% sodium hypochlorite) is appropriate for daily use
4. Disinfectant bleach wipes
5. Daily laundering of rags, whereby wash and dry settings will be set to "hot" for disinfection.

E. Confirmed Case of COVID-19

- In the event that a clinic attendee is diagnosed with COVID-19 or other known contagious illness, the clinic will be closed upon notification, and housekeeping practices will be immediately implemented to clean and disinfect the clinic.

Communications and Training

This Preparedness Plan was communicated in writing and trained via synchronous telehealth to all staff on or prior May 5, 2020. The QAA provided additional onsite training on or before May 11, 2020. Training will be scheduled for any staff who did not attend the initial training. Additional communication and training will be ongoing and communicated via updated written document and procedure revision, telehealth supervision, and in person by the QAA or a trained Behavior Analyst. The Clinical Director, QAA, and Behavior Analysts are to monitor how

effective the plan is being implemented by conducting on site or telehealth direct observation that includes the required use of this plan, by email survey, and by question and answer during scheduled group meetings. The READY Clinic team is working through this new program together and will update the plan, policies and training as necessary.

This Preparedness Plan has been certified by SWWC and The READY Clinic management and was posted throughout the workplace on May 11, 2020. The Preparedness Plan was sent via email and USPS April 30, 2020, and to the families of currently enrolled clients, and those planned to receive assessment and intake at The READY Clinic. It will be updated as necessary.

Certified by:  **Clinical Director of Behavioral Health Services**

Appendix B

Conduct Health Screening Each Time Employee Works On-Site

Staff will be asked to take their temperature each day they come into the office. They can do so beforehand and self-report or they can do so at their assigned SWWC office/site. Each office/site will have 2 or more thermometers available for use. Staff will also be asked to complete either the following Google form each time they will be in the office. If staff answers “Yes” to 2 or more of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.

Staff Health Screening Checklist

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Name: _____

Date: _____

Please answer “Yes” or “No” to each question. Do you have:

- Fever (100.4°F or higher) Yes No
- Chills? Yes No
- Cough? Yes No
- Shortness of breath or difficulty breathing? Yes No
- A sore throat? Yes No
- New muscle aches? Yes No
- Headache? Yes No
- New loss of smell or taste? Yes No
- Congestion or runny nose? Yes No
- Nausea or vomiting? Yes No
- Diarrhea? Yes No

Appendix C

Conduct Health Screening Each Time Visitors Enter the Facility

Visitors will be asked to take their temperature at office/site health screening station. After they take their temperature, the Administrative Assistant will ask them the following questions. If a visitor answers “Yes” to 2 or more of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.

Visitor Health Screening Checklist

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Name: _____

Date: _____

Please answer “Yes” or “No” to each question. Do you have:

- Fever (100.4°F or higher) Yes No
- Chills? Yes No
- Cough? Yes No
- Shortness of breath or difficulty breathing? Yes No
- A sore throat? Yes No
- New muscle aches? Yes No
- Headache? Yes No
- New loss of smell or taste? Yes No
- Congestion or runny nose? Yes No
- Nausea or vomiting? Yes No
- Diarrhea? Yes No

Screening completed by (Name and Title): _____

Guidance for Developing a COVID-19 Preparedness Plan

General

- Centers for Disease Control and Prevention(CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV
- Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus
- State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

- CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html
- CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html
- CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
- MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html
- MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf
- MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials
- Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>
- Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates
- Federal OSHA – www.osha.gov

Handwashing

- MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory Etiquette: Cover Your Cough or Sneeze

- CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
- CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
- MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social Distancing

- CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
- MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

- CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
- Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees Exhibiting Signs and Symptoms of COVID-19

- CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
- MDH: www.health.state.mn.us/diseases/coronavirus/basics.html
- MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf
- MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf
- State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

- CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
- Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf
- MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf