

# COVID-19 Preparedness Plan for Cherish

**Cherish** is committed to providing a safe and healthy workplace for all our Program Participants and Employees, Program Participants, guests and visitors. To ensure we have a safe and healthy workplace, Cherish has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and Program Participants and Employees 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 Program Participants and Employees and Program Participants. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the Cherish Owners, who maintain the overall authority and responsibility for the plan. However, Program Participants and Program Participants and Employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Cherish's Program Participants and Employees have our full support in enforcing the provisions of this plan.

Our Program Participants and Employees are our most important assets. Cherish is serious about safety and health and protecting its Program Participants and Employees. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our Program Participants and Employees in this process by encouraging suggestions and feedback.

We acknowledge the vital role our Home Health Care Workers have in meeting the needs of the people Cherish serves, and we understand that restricting contact and social distancing is not possible when providing a hands-on service. DHS created the following guidance to help agencies during the COVID-19 emergency.

## Standard precautions

All workers should continue to practice standard precautions to help prevent transmission of infection as they perform their job duties. DHS created a refresher training about this topic for PCA workers and other similar workers: [DHS training about standard precautions](#).

Workers and people who receive services should:

- Practice diligent hand washing
- Avoid touching their eyes, nose and mouth
- Cover coughs and sneezes with tissues and throw the tissues away
- Clean and disinfect frequently touched surfaces
- Wear a facemask to protect others from transmission of the virus.

MDH created a comprehensive page with information about each of these topics: [MDH guidance to protect yourself and your family](#).

Additionally, people who receive services should:

- If possible, limit visitors to their home to only those who provide essential supportive services (e.g., PCA services, personal support, community health workers)
- Stay home as much as possible
- Stay at least six feet from other people if it is necessary to go out in public
- Avoid contact with people who are sick.

## Symptoms and early detection

According to the CDC, early detection of potentially infectious people is essential to prevent unnecessary exposure to people who receive services, workers and other household members.

Agencies should implement policies and procedures to be in contact with their workers and people who receive services to encourage them to self-monitor for signs and symptoms of COVID-19. Agencies should also have a mechanism for workers and people who receive services to report this information to a person designated by the agency. Potential signs and symptoms vary depending on the population. Symptoms to monitor may include, but are not limited to:

- Cough
- Shortness of breath
- Fever (temperature >100.0° Fahrenheit)
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- New confusion
- Additional symptoms not attributed to another illness, including fever <100° F, nausea, vomiting, diarrhea, abdominal pain, runny nose, and fatigue.

If any of your Cherish employees have been in contact with or provided in-home services to a person with a confirmed or suspected case of COVID-19, the worker should follow [MDH COVID-19 recommendations for health care workers](#).

If any of Cherish employees report they have symptoms of COVID-19, the worker should not work and should contact their health care provider for guidance and potential testing. If a worker has a suspected or confirmed case of COVID-19, they should avoid providing services to people and follow [CDC guidelines for what to do if you are sick](#).

## *DHS Recommended Emergency back-up plans and preventing service interruptions*

- *People who use PCA services and other in-home services may be reluctant to allow a worker into their home due to fear of exposure to infection. It is important to respect people's preferences.*

*Agencies should communicate with people who use services to determine their preferences and discuss back-up plans.*

- *PCA agencies should review emergency back-up plans for the people they serve to plan for potential loss of workers, prevent service interruptions and address identified safety issues. The agency should assess the risk to the person if they are unable to receive services.*
- *Agencies should work with people to use their informal supports and/or their emergency back-up plan when they lose services because of COVID-19 restrictions. Agencies also should reach out to the county, tribal nation or managed care organization (MCO) if the person has a care coordinator or is on a home and community-based services waiver. Counties, tribal nations and MCOs also have a role in developing and implementing emergency back-up plans.*
- *People with complex needs who do not have informal supports could be the most affected during the COVID-19 emergency. If a person will not be able to maintain their health and safety without services, the agency is mandated to report this information to the Minnesota Adult Abuse Reporting Center (MAARC) by calling 844-880-1574 or using [MAARC online mandated reporter form](#).*

Cherish'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 Program Participants and Employees stay home and prompt identification and isolation of sick persons;
- social distancing – when possible;
- 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.

**Cherish** has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota.

### **Ensure sick Program Participants and Employees stay home and prompt identification and isolation of sick persons**

Program Participants and Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.

**Cherish** has implemented leave policies that promote Program Participants and Employees 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. Program Participants and Employees with underlying medical conditions or who have household members with underlying health conditions may opt to take a leave of absence. Program Participants and Employees are responsible to inform the Program Participants they work for and the Cherish office staff if they are ill or if they are taking a leave for medical reasons. Documentation is required for leave based upon an underlying medical condition.

Under a state health law, if you have contracted or been exposed to COVID-19 and the Minnesota Department of Health (MDH) recommends you stay home (isolate or quarantine yourself), your employer may not discharge, discipline or penalize you for missing work. This protection also applies if you need to care for a minor or adult family member for whom MDH recommends isolation or quarantine. (The adult family member must have a disability or be a vulnerable adult.) This employment protection is available for 21 workdays.

**Cherish** has will inform Program Participants and Employees and program participants if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Cherish will protect the privacy of Program Participants and Employees' health status and health information.

#### **Social distancing – Program Participants and Employees must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained when possible Program Participants and Employees. It is impossible for direct care workers and their clients to always remain 6 feet apart due to the nature of the work. Employees will do their best to conduct their work safely with extra attention on infection prevention.

#### **Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees 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. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at the office entrance so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Employees and Program Participants are being instructed to 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. Program Participants and Employees are expected to 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 Program Participants and Employees and other persons entering the workplace.

#### **Face Covering Requirements**

As of July 25, 2020, per the [Governor's Executive Order 20-81](#), people in Minnesota are required to wear a face covering in all public indoor spaces. Types of face coverings can include a paper or disposable mask, a cloth

mask, a neck gaiter, a scarf, a bandanna, or a religious face covering. A face covering must cover the nose and mouth completely. The covering should not be overly tight or restrictive and should feel comfortable to wear. Alternatives to masks such as clear face shields may be considered for those with health conditions or situations where wearing a mask is problematic.

Masks are not required while receiving personal care services--that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. When entering apartment buildings Direct Care Staff shall wear a mask. If the Program Participant requests that the Direct Care staff wear a mask at all times, the Direct Care Staff will comply.

In the Cherish Office masks are not required when alone, such as when working in an office or a cubicle with walls higher than face level when social distancing is maintained. In such situations, persons should still carry face coverings to be prepared to wear when no longer alone.

Executive Order 20-81 does **not**:

- Require businesses or their workers to enforce face covering requirements when it is unsafe to do so.
- Authorize businesses to restrain, assault, or physically remove workers or customers who refuse to comply with Executive Order 20-81 when it would not otherwise be legal to do so.
- Authorize businesses and their workers to violate other laws, including anti-discrimination laws.

#### **Workplace building and ventilation protocol**

Operation of the building in which the office is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being 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, checkout stations, fitting 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, credit card readers, delivery equipment, etc.

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.

### **Drop-off, pick-up and delivery practices and protocol**

Employees and Program Participants must call before entering the office, and will use the drop box when possible.

### **Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated to all Program Participants and Employees, COVID-19 signage is displayed in the office and on the Cherish web page, and necessary training was provided. Additional communication and training will be ongoing by QPs and Program Supervisors. Training will be provided to all Program Participants and Employees who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all Program Participants and Employees about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by Program Participants and Employees. All Program Participants and Employees will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19

Program Participants and Employees are expected to monitor how effective the program has been implemented. All Program Participants and Program Participants and Employees 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 **Cherish** Program Participants and the plan was posted throughout the workplace and made readily available to employees on March 16, 2020. It will be updated as necessary by Cherish Owners.

Policy reviewed and authorized by the Cherish owners at a formal Board of Directors meeting

Last policy review: 6/17/2020

A handwritten signature in black ink, appearing to be "Timothy D. Hylton", written over a light blue horizontal line.

## **Appendix A – 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](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://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](http://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](http://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](http://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](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://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](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://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](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

### **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://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](http://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](http://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](http://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](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)