

COVID-19 Preparedness Plan for Lifeworks Services Fiscal Employees

1. Hygiene and source controls

- Handwashing routines will at a minimum be at the beginning and end of the employees' shift, after having been in a public place, prior to and after eating, after using the toilet, or after blowing your nose, coughing, or sneezing. <https://www.health.state.mn.us/people/cyc/cycbgeneng.pdf>
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Participants and employees should wash their hands for at least 20 seconds with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. <https://www.health.state.mn.us/people/handhygiene/how/howto.pdf>
- Support Managers are to ensure handwashing facilities and/or hand-sanitizer are readily available and appropriately stocked.
- It is recommended that paper towels are used to dry your hands and ensure a trash-receptacle is placed by the bathroom door so a paper towel can be readily disposed of when operating the door.
- Per the Governor's [Executive Order 20-81](#), people in Minnesota are required to wear a face covering in all indoor businesses and public indoor spaces, unless you are alone. This includes workers who enter a person's home or assigned living unit for purposes of their job. There are many questions associated with this order, this link provides answers to frequently asked questions. <https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html>

2. Cleaning and disinfecting

- Follow MDH and CDC guidance for frequent cleaning and disinfecting of your space, especially shared spaces. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Ensure high-touch surfaces such as doorknobs, light switches, stair rails, counters, tables and chairs, phones, keyboards, and other shared items are regularly cleaned and disinfected.

3. Arrivals and departures

- Employees will self-assess for COVID-19 symptoms before beginning each shift. Employees will not report to work, stay away from other people, and contact their health care provider if they have any of the following symptoms:
 - A measured fever of 100.4 F. or feel as if I have a fever
 - Chills
 - A new cough
 - Shortness of breath
 - A new sore throat
 - New muscle aches
 - New headache
 - New loss of smell or taste
- If the Support Manager has a designated entrance/exit they would prefer staff to use, staff will use that entrance/exit.

4. Screening and policies for employees exhibiting signs or symptoms of COVID-19

- Employees will self-assess possible symptoms before beginning each shift. Employees will not report to work, stay away from other people, and contact their health care provider if they have any of the following symptoms:
 - A measured fever of 100.4 F. or feel as if I have a fever
 - Chills
 - A new cough
 - Shortness of breath
 - A new sore throat
 - New muscle aches
 - New headache
 - New loss of smell or taste
- The signs and symptoms of the COVID-19 illness can be accessed here:
<https://www.health.state.mn.us/diseases/coronavirus/materials/isitcovid.pdf>
- Accommodation requests for “high risk” individuals will be reviewed and determined by Support Manager and Lifeworks.
- If an employee has, is suspected to have COVID-19, or come in close contact with someone who has tested positive, they must immediately notify Marie Rutz, Human Resource Manager at (651) 365-3723 in order to comply with MDH and CDC guidance and reporting requirements. Employees are classified as “Tier 1” workers.
- If an employee who has recently worked tests positive for COVID-19, the MDH recommendation, communication and directions will be followed while not disclosing the individual’s identity to those who are not authorized to receive that information.
- It is encouraged that Support Managers have a plan for back-up staffing in case a staff member becomes ill during their shift.

5. Screening and policies for service recipients exhibiting signs or symptoms of COVID-19

- Monitor Participants for signs of illness, including using a health screening tool such as this:
<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>.
- The signs and symptoms of the COVID-19 illness can be accessed here:
<https://www.health.state.mn.us/diseases/coronavirus/materials/isitcovid.pdf>
- If a Participant has or is suspected to have COVID-19 the Support Manager must immediately notify Marie Rutz, Human Resource Manager at (651) 365-3723 in order to comply with MDH reporting requirements.
- If employees recently worked with a Participant who tested positive for COVID-19, the MDH recommendation, communication and directions will be followed while maintaining the individual’s identity is not disclosed to those who are not authorized to receive that information.

6. Social distancing throughout the day

- Increase physical space, recommendation from MDH and CDC is 6-feet, between employees and Participants whenever possible.

7. Food preparation and meals

- Wash your hands prior to preparing, serving, or eating meals.

- If meals are served family-style, plate each meal when serving so that multiple people are not using the same serving utensils.

8. Ventilation

- Work to maximize the amount of fresh air being brought in, limit air recirculation and ensure ventilation systems are properly used and maintained.

9. Communications and training

- Employees will be provided a copy of the Preparedness Plan.
- This plan will be posted on Lifeworks external website for employees, Support Managers, and Participants to access.
- Lifeworks will make this plan available to Participants upon request, and if appropriate to their parents, legal guardians, or case workers, as requested.
- LMS will be used to train employees who require training.

This Preparedness Plan has been certified by Lifeworks Services management. It will be updated as necessary.