



## COVID-19 Preparedness Plan

DATE DEVELOPED: 6/29/2020  
Updated: 1/7/2022

### **Background:**

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

A business’ COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices, and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

**MRCI** is committed to providing a safe and healthy environment. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19.

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:

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

### **Philosophy**

- This document lays out the MRCI’s Preparedness Plan concerning home care staff preparedness for the current pandemic of COVID19.
- MRCI is committed to providing a safe and healthy workplace for all clients and in-home care workers.
- MRCI is committed to encouraging social distancing, use of PPE, cleaning of commonly used surfaces, and the practice of personal monitoring for symptoms.
- MRCI will continue to monitor and provided updated guidelines for social distancing and hygiene outlined by state government or other local authorities.

- MRCI will amend this plan as information is acquired to better provide a safe environment.

Up-to-date guidance from the Department of Health on recommended community mitigation strategies can be found here.

Minnesota Department of Health  
COVID-19 Hotline: 651-201-3920  
1-877-676-5414  
<https://www.health.state.mn.us/diseases/coronavirus/index.html>  
Center for Disease Control (CDC)

General information about COVID-19  
1-800-232-5414  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### **All Individuals have a role at MRCI to reduce the spread of COVID-19**

- Cover your coughs and sneezes with your elbow or sleeve, or a tissue and then throw the tissue in the trash and wash your hands afterwards.
- Washing your hands often with soap and water for 20 seconds, especially after going to the bathroom or before eating. If soap and water are not readily available, use an approved hand sanitizer.
- Avoid touching your face – especially your eyes, nose, and mouth – with unwashed hands.
- Stay home if you have cold- or flu-like symptoms, for seven days after your illness onset and three days after your fever resolves without fever reducing medicine (whichever is longer) and avoid close contact with people who are sick.
- All persons are responsible for implementing and complying with all aspects of this Preparedness Plan.

### **Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19**

- **Workers** have been informed of and will self-monitor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent dry cough; difficulty breathing (unable to hold breath for 20-30 seconds); or unusual fatigue.
- When any of these symptoms occur for a worker, the worker must notify their client/client representative by following the client/client representative's call-in policies and stay at home until the fever has been absent for three consecutive days, without the use of medications.
- Workers who exhibit symptoms of COVID-19 while at work, will immediately notify the client/client representative, ensure safety of the client, sign out and leave the premises. They must stay at home until the symptoms have subsided for a minimum of three consecutive days, without the use of medications.
- Workers with ongoing symptoms are strongly encouraged to contact their health care provider. Should they be tested for COVID-19 and receive a positive diagnosis, they must inform their client/client representative immediately and not report to work until 5 calendar days have passed since the day of initial symptoms/positive test.
- Workers with a household member who has been tested and has received a positive diagnosis of COVID-19, must immediately inform their client/client representative and not report to work until 5 calendar days have passed since the day of initial symptoms.

### **Notification of Exposure to COVID-19**

If a client or worker is diagnosed with COVID-19 or there is a presumption of a positive test result, should notify their CDS contact. CDS shall notify the Minnesota Department of Health (MDH) and follow the protocols as directed by MDH.

- MDH will work with MRCI to determine the risk level of other employees and persons served and will provide guidance regarding communication and other steps.
- The notification will protect the confidentiality of the individual whom has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA)

### **Handwashing/Sanitizing**

- Clients and workers will wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon arrival and prior to departure, prior to any mealtimes and after using the toilet.
- Hand-sanitizer can be used if hands are not visibly soiled.
- If a person is diagnosed with COVID-19, extra sanitizing measures are recommended in the exposed areas.

### **Respiratory etiquette: Cover your cough or sneeze**

- Clients and workers 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 should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Workers are encouraged to wear face masks while transporting clients. It is recommended the client also wear a mask when being transported by their worker. Face masks cannot be shared with others.
- Using guidelines from the Centers for Disease Control (CDC), [www.cdc.gov](http://www.cdc.gov) or Minnesota Department of Health (MDH), [www.health.state.mn.us](http://www.health.state.mn.us), face masks need to be sanitized after each day.

### **Social distancing**

- Clients and workers are encouraged to keep a 6 ft distance, though this is not always possible with personal cares, extra handshakes, hugs, fist bumps, high fives and other physical forms of greeting are discouraged.

### **Housekeeping/Sanitizing**

- All persons will be encouraged to participate in disinfecting tables, chairs, door handles, and other common touch points throughout the day.
- Shared computers and mobile devices should be sanitized using a sanitizer at the end of each day. Additional sanitization is encouraged before and after each individual use.
  - Gloves shall be worn while cleaning.

### **Communications and training**

This Preparedness Plan was provided via electronic methods to workers and clients/client representatives.

## MRCI Coronavirus disease (COVID-19) Preparedness Plan

- Revisions to this plan will be communicated to workers, clients and client representatives after guidance is obtained through DHS for person-to-person services.

Everyone will be responsible to monitor effectiveness of implementation and training will be updated as necessary. This Preparedness Plan has been certified by MRCI and was posted on its internal website. It will be updated as necessary.

Submitted by

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