

# Opportunity Partners

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## COVID-19 PREPAREDNESS PLAN



*July 15, 2020/Version1*

OPPORTUNITY PARTNERS | 5500 OPPORTUNITY COURT | MINNETONKA | MN | 55343

# COVID-19 Preparedness Plan

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**PLAN PURPOSE:** This Preparedness plan is meant to provide guidance on Opportunity Partners' policies and procedures due to the Covid-19 pandemic. Health and safety of persons served, staff, and stakeholders is top priority for Opportunity Partners. Opportunity Partners will adhere to Minnesota Department of health (MDH) and Centers for Disease Control and Prevention (CDC) guidelines on COVID-19.

This plan is a living document and will be updated as often as relevant information regarding the pandemic is released. Opportunity Partners has formed a [Response Team](#) to ensure compliance of this plan.

All Opportunity Partners staff will be trained and are required to follow this plan and their duties that are found in the plan, by their supervisor. All staff are required to immediately report concerns to their supervisor.

Assigned supervisors on site are required to complete compliance checks twice per day, once in the AM and once in the PM. The supervisor will monitor to ensure the plan is being continuously implemented—social distancing, hand/respiratory hygiene, proper use of face masks, cleaning and disinfection practices. Training and coaching will be provided as needed.

The plan is posted at all OP facilities, group homes and hoMEbase apartment locations for easy access to staff and persons receiving services. The plan will be offered to all persons receiving services, their legal guardian, and case manager as well as posted on the Opportunity Partners [web site](#).

## Response Team:

Bill Schultz, **Interim President & CEO**  
Lori Schluttenhofer, **VP Day & Employment Services**  
Calli Kadlec, **Senior Director, Day and Employment Services**  
Aimee Barbeau, **VP Residential & Community Living**  
Todd Schoolman, **VP HR**  
Cami Lande, **Residential Nurse Manager**

## Contact information:

Email – [ResponseTeam@opportunities.org](mailto:ResponseTeam@opportunities.org)

This plan has been approved by the Response Team and Senior Leadership of Opportunity Partners. If you have any questions, please reach out to your supervisor or you can email [ResponseTeam@opportunities.org](mailto:ResponseTeam@opportunities.org) for more information.

Signed,



Bill Schultz, Interim President & CEO

**“Affected” and “Symptomatic”** people are required to stay home or in their place of residence and are not permitted to access an OP facility, vehicle, or day/employment services that are provided in the community.

**“At-Risk”** persons are strongly urged to stay at home or in their place of residence except to engage in necessary activities for health and wellbeing. Opportunity Partners will offer remote services as an alternative to in-center.

### **“AFFECTED PERSON”**

An **“affected person”** is defined as a person with:

- A household member, intimate partner, or person within close contact with a confirmed case of Covid-19.  
**Close contact** is defined as being within 6 feet of a person for a prolonged period of time- 10 minutes or more.

Affected people are able to return to an OP facility/vehicle or day/employment services after a 14-day self-quarantine at home following date of exposure, while monitoring and remaining free of Covid-19 symptoms

### **“SYMPTOMATIC (OR CONFIRMED POSITIVE) PERSON”**

A **“symptomatic person”** is defined as a person with a confirmed COVID-19 test result or showing any signs and symptoms related to COVID-19: fever (100.0 or above), cough, or difficulty breathing, chills, repeated shaking with the chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea or diarrhea.

Symptomatic people with a confirmed medical professional diagnosis that is **NOT** COVID-19 may return to work prior to the 10 days AND 24 hours without fever reducing medication AND symptoms have improved.

Symptomatic people are able to return to an OP facility/vehicle or day/employment services after 10 days AND being symptom free for 24 hours without taking any fever controlling medication, whichever is longer.

Symptomatic people with a confirmed medical professional diagnosis that is **NOT** COVID-19 may return to work prior to the 10 days if they have been symptom free for 24 hours without fever controlling medication.

### **“AT-RISK”**

**“At-Risk”** is defined as people who are:

- 65 years and older.
- Living in a nursing home or a long-term care facility, as defined by the Commissioner of Health.
- Any age with underlying medical conditions, particularly if not well controlled, including:
  - Chronic lung disease or moderate to severe asthma
  - Serious heart conditions
  - 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)
- Persons with severe obesity (BMI 40 or greater).
- Persons with diabetes, chronic kidney disease undergoing dialysis, or liver disease.

## **STAFF SCREENING**

**Prior to arriving at an OP service location, if symptoms are present or you had contact with a known case of infection:**

- **Do not leave your house and call your supervisor or OP staff contact.** Leave a message if they don't answer and wait for them to call you back.
- Call your medical provider or the Minnesota Department of Health COVID-19 Hotline at **651-201-3920** or use this web resource: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

**Prior to arriving at an OP service location:**

- Complete a daily symptom check:
  - Take your temperature. OP Staff log on SharePoint or personal log (follow department procedures).
  - Do you have any of the following symptoms: fever (100.0 or above), cough, difficulty breathing, chills, repeated shaking with the chills, muscle pain, headache, sore throat, vomiting, diarrhea, new loss of taste or smell?
- Daily health screening questionnaire:
  - Have you had contact with someone symptomatic or known to have COVID-19?
  - Do you have any of the following symptoms: fever (100.0 or above), cough, difficulty breathing, chills, repeated shaking with the chills, muscle pain, headache, sore throat, vomiting, diarrhea, new loss of taste or smell?

If yes to any of the above:

- **Do not leave your house and call your supervisor or OP staff contact.** Leave a message if they don't answer and wait for them to call you back.
- Call your medical provider or the Minnesota Department of Health COVID-19 Hotline at **651-201-3920** or use this web resource: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

**Arrival and throughout the day at an OP service location:**

- Put your mask on prior to entering the building. Be sure your mouth and nose are covered. You are required to wear a mask at all times.
- Enter the building based on the zone you are assigned to:
  - Koch is divided into 2 zones
    - Admin/Classrooms staff are permitted to enter E2, N5 (cafeteria) or W6
    - Work floor staff are permitted to enter E1 or W8
  - Asplin is divided into 2 zones
    - Admin/Classrooms staff are permitted to enter S1 and proceed to the right only
    - Work floor staff are permitted to enter the S1 and proceed to the left only
  - Bren is not divided into zones
    - Staff are permitted to enter at the main entrance
- Wash your hands or use hand sanitizer immediately after entering the building.
- Log your health screening information if you have not already done so prior to leaving your house.
- All meetings will be held through Teams, ZOOM, or another virtual meeting provider until further notice.

## **PROMPT IDENTIFICATION AND ISOLATION OF SICK PERSON(S):**

### **Staff person becomes symptomatic/receives notice they are an “affected person” while at work:**

- Wash your hands/use hand sanitizer.
- Put on a surgical mask and place your cloth mask into a trash bag to take home with you to wash.
- Contact supervisor immediately.
- Isolate yourself in staff office or in a Designated Quarantine Room. Stay far away from others as supervision needs allow.
- Follow supervisor directions as to when to leave. Do not leave facility or work site if there are no other staff present to support persons served. Wait to leave until supervisor directs you to do so.
- If symptomatic, contact your medical provider or the Minnesota Department of Health COVID-19 hotline at **651-201-3920**.
- If symptomatic, do not return to work for at least 10 days, AND until you are fever free for at least 24 hours without taking any fever reducing medication, whichever is longer.
- If considered an “affected person”, self-quarantine and monitor for symptoms for 14 days. If you are called back in to work prior to the 14 days being up, due to urgent need, you are required to wear a surgical mask.

## **NOTIFICATION:**

### **Notification of any of exposure events will be conducted as soon as possible:**

- Response Team will be notified immediately of the situation and details of the event.
- Persons served will be sent home with a notification statement, giving information about their level of exposure risk (identified in the risk assessment) and direction for returning to service and monitoring for symptoms.
  - Residential staff, guardians, and case managers will be notified of the exposure event and given the information on the notification statement.
  - If a person does not have residential staff or a guardian, a notification must be made to an IDT member who can check in with the person and help the person self-monitor for symptoms.
- Staff will be given information about their level of exposure risk (identified in the risk assessment) and direction for returning to work and monitoring for symptoms.

## **LEAVE POLICIES**

Opportunity Partners has implemented leave policies that promote workers staying 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. OP uses paid time off (PTO) policies that may be used for any time off needs, to include sickness, quarantine or other health related issues. In addition, if the employee does not have sufficient PTO time, OP still works with the staff to accommodate their personal needs. This may include Family and Medical Leave Act (FMLA), short-term disability benefits and/or personal leave policies. Staff work with their manager and HR as appropriate for the approval and use of these policies and benefits. Particularly during this Covid-19 pandemic, staff work with OP-HR to discuss and implement accommodations for their own or their families underlying health conditions. While the discussion of accommodations normally is associated with Americans with Disability Act (ADA) policies, OP has applied a more liberal interpretation in its application of accommodations in order to address issues not normally covered by ADA.

OP also takes seriously its obligations to protect the staff’s private health information. As part of our Health Insurance Portability and Accountability Act (HIPAA) policies, managers are directed to NOT ask or discuss a staff member’s

health information, and direct the staff to HR. HR does NOT provide private health information to managers, and works with the managers to effect the appropriate accommodations without discussing the underlying health issues.

## **STAFF AND WORKPLACE HYGIENE AND SOURCE CONTROLS**

- No visitors are allowed inside OP facilities.
- Staff who are able to work from home are required to do so, unless directed by their supervisor.
- Face Masks:
  - Staff are required to wear face masks that cover their mouth and nose at all times.
  - Cloth face masks are available at OP locations for all to use, staff are responsible for properly cleaning their own cloth face masks and returning them to work each day.
  - Surgical masks are available as needed.
  - People are allowed to bring in their own face masks as long as they meet or exceed our guidelines.
- Do not share PPE and ensure used PPE is disposed of properly in a lined trash can.
- Mobile devices and computers will not be shared by anyone and must be sanitized daily.
- Start times for work shifts and services will be staggered to allow time and space to be maintained as people enter the building.
- Staff is required to take breaks at assigned times and in assigned locations while maintaining 6 feet of social distance.
  - Handwashing breaks will be at minimum every 2 hours.
  - No communal food is allowed on the jobsite until further notice (donuts, pizza, potluck, etc.).
  - Individuals are required to bring refillable water bottles from home; drinking fountains will be closed.
  - Microwaves and refrigerators are available, staff are responsible for disinfecting them after use.
  - Vending machines will be unavailable until further notice.
- Staff is required to “foam in/foam out” with hand sanitizer when available while entering and exiting a room.
- Staff is required to participate in infection control and disinfecting guidelines of frequently touched surfaces (light switches, tables, chairs, door handles, work stations, microwaves, refrigerators, etc.) Surfaces will be wiped down prior to use of a space and prior to exit.
- Facilities staff will maintain OP service locations with daily cleaning in accordance to [CDC guidelines](#), and in addition extra sanitizing of restrooms, high touch surfaces (door handles, railings, telephones, countertops, etc.) and highly used common areas will occur every 2 hours.

## **WORKPLACE SOCIAL DISTANCING:**

- Maintain a 6-foot minimum distance between all individuals at all times.
- Common areas and other areas of congestion will be marked to provide for social distancing of at least 6-feet.
- Floor markings will be used as visual aids to illustrate traffic flow and appropriate spacing to support social distancing.
- Workstations that are within 6 feet from one another will have a barrier between them in as many instances as possible.
- Cohorts of 10 or fewer people, including staff, will be maintained throughout the week, whenever possible. To minimize cross-contamination between cohorts of people, individuals will be assigned to a specific zone and should remain in that zone of the building at all times. No staff are permitted to cross through zones unless authorized to do so.

- Stagger breaks to maximize social distancing.
- Hold meetings remotely if possible.
- Restroom capacity and areas will be marked off for where to wait to use the restrooms.

## **WORKPLACE BUILDING AND VENTILATION**

**Opportunity Partners will implement, where possible, the following recommendations for day-to-day operations:**

- Maximize fresh-air into the workplace and work to eliminate or minimize air recirculation.
- Maintain relative humidity levels of RH 40-60%.
- Keep systems running longer hours to enhance the ability to filter contaminants out of the air.
- Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy, if possible.
- Check and rebalance the HVAC system to provide negative air-pressure, if possible.
- Minimize air-flow from blowing across people.
- Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers if helpful to provide advice and assistance on making adjustments to ventilation systems, and on properly maintaining ventilation-systems. See ASHRAE's COVID-19 Preparedness Resources:  
<https://www.ashrae.org/technical-resources/resources>.

# COVID-19 PREPAREDNESS PLAN

## **PART 2:** GENERAL INFORMATION FOR ALL INDIVIDUALS RECEIVING OP SERVICES

DAY & EMPLOYMENT SERVICES

RESIDENTIAL & COMMUNITY LIVING SERVICES



# GENERAL INFORMATION for All Individuals Receiving OP Services

## TRANSPORTATION:

### **Transportation provided by OP staff will adhere to the following prevention efforts:**

- Surfaces in the vehicles will be cleaned at the start of the day, at the end of each route, and between transporting passengers. Surfaces include: door handles, arm rests, seats, seatbelt buckles/straps, control knobs, window controls, etc.
- Drivers will be equipped with a car kit that contains symptom check supplies, extra masks, gloves and cleaning supplies.
- Drivers are required to wear surgical masks.
- Day & Employment services drivers as well as OP van driven route drivers will conduct a full health check prior to letting anyone enter the vehicle, when providing transportation to/from a person's home to services.
  - Staff will take the person's temperature and record it, if a person has a temperature of 100.0 or higher the person will be required to stay home.
  - Staff will complete a visual check of the person's appearance looking for paleness, sweating, respiratory distress, shortness of breath, glassy eyes and record if signs are present. If signs are present, the person will be required to stay home.
  - Staff will ask the person how they are feeling today and provide a visual guide for them to respond. Staff will record the answer.
- Riders are required to wear masks at all times while in the vehicle.
- Vehicle occupants will space 6 feet apart when possible.
- Vehicles will operate with no more than 3 riders whenever possible.
- Windows will be slightly open to allow for fresh air-flow into the vehicle.

## DAY & EMPLOYMENT SERVICES

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According to a modification to Minnesota Statutes, section 245D.04, during the peacetime emergency: Opportunity Partners has updated a person's service-related rights to include the right: **make an informed choice about whether to receive day services in the licensed facility/community or to "stay at home" and receive no day services or receive services remotely 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.**

### **REQUIREMENTS FOR PROVIDERS OF DAY SERVICES AND ADULTS WITH DISABILITIES:**

Opportunity Partners, as a license holder, may resume service delivery in a service location only to persons who live in their own home or who live with family members in non-congregate licensed or unlicensed settings. Opportunity Partners will complete, sign and submit to Department of Human Services (DHS) Licensing Division the "Notification of Operation of Day Services Pursuant to DHS Waiver CV73 <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7313C-ENG-pform>.

Opportunity Partners will adhere to Minnesota Department of Health (MDH) and Centers for Disease Control and Prevention (CDC) guidelines on COVID-19 and follow the MDH and CDC guidelines specific to the situation and program capabilities.

### **In the event an affected person is present at an OP facility/vehicle in the last 48 hours:**

1. The site manager or designee will notify the [Response Team](#) via email at [responseteam@opportunities.org](mailto:responseteam@opportunities.org) and begin to identify locations and individuals the affected person had contact with in the 48 hours prior to becoming affected. Use the Exposure Tracking form to log the details.
2. Locations will be locked down by the site manager or designee (no one will leave their current area) as they are identified in the investigation process.
  - Affected areas (room, line, general work area or classroom) will be shut down and closed off for a period of 24 hours (when possible) and then cleaned and sanitized by facilities staff per CDC guidelines.
  - People in affected areas will be relocated to a safe space when possible and a risk assessment will be completed with the site manager or designee.
3. All people believed to be in contact, including transportation, with the affected person will complete a risk assessment with the site manager or designee to determine their level of exposure risk.
  - Priority of assessment starts with persons served, transportation, and then moves to staff.
4. OP area director, site manager, and the Response Team will lead this investigation and decision-making process.
5. After the investigation has been completed, individuals determined to not have been affected (no risk or low risk) can continue working/receiving services onsite so long as it does not impact sanitizing efforts and there are adequate staff to meet ratios.
6. Individuals determined to be medium or high risk will be sent home and asked to self-quarantine and monitor for symptoms for 14 days unless determined otherwise by the Response Team.

### **SCREENING – STAFF: [Page 3](#)**

## **SCREENING - PERSONS SERVED AT OP SERVICE LOCATIONS:**

Two to four OP Staff wearing surgical masks and face shields will be stationed at all assigned entrances, prepared with the following: day sheet, pen, wellness visual guide, walkie, thermometer, clean cloth masks and unused surgical masks.

- Staff will wear gloves and distribute clean face masks to all people as they get off their transportation, if they don't already have one on.
- Persons served are required to wear face masks that cover both their mouth and nose at all times.
- Persons served will be checked prior to or immediately after exiting their transportation. If needed, persons served will line-up on marked locations on the ground, to assure social distancing, for their turn at the health check.
  - Staff will take temperatures of all persons served, and record it.
  - Staff will complete a visual check of the person's appearance looking for paleness, sweating, respiratory distress, shortness of breath, glassy eyes and record if signs are present.
  - Staff will ask the person how they are feeling today and provide a visual guide for them to respond. Staff will record the answer.
- If any concerns are noted during the screening contact site manager via walkie.
- Throughout delivery of services, staff will visually monitor individuals for symptoms and complete a full symptom check should they be concerned that symptoms have developed.

## **PROMPT IDENTIFICATION AND ISOLATION OF SICK PERSON(S):**

**Person served becomes symptomatic/receives notice they are an "affected person" while at service:**

- Ask the person to wash their hands/use hand sanitizer.
- Escort the person to the designated quarantine area and ask them to stay there.
- Staff will grab their "exposure kit" and put on required PPE.
- Put a surgical mask on the person and support them to leave it on at all times, dispose of the cloth mask into a trash bag to send home with the person to be washed.
- Contact supervisor immediately.
- Staff must continue to check on person frequently, or stay present with them in the room based on symptoms.
- **If symptoms are urgent, call 911.**
  - Difficulty breathing or shortness of breath.
  - Persistent pain or pressure in the chest.
  - New confusion or inability to wake up.
  - Bluish lips or face.
- Person will be sent home:
  - Staff will assist with arrangements for transportation home.
    - The person may transport themselves if they have their own transportation and are well enough to use it.
    - If they ride the public bus, site manager will assist with arranging an alternative ride home.
- Person will wait in designated quarantine area until their ride arrives.
- Person will be asked to not return for at least 10 days, AND until they are fever free for 24 hours without taking any fever reducing medications, whichever is longer.
- OP staff will notify IDT Members who support the person of the restrictions for returning.

## **NOTIFICATION:**

### **Notification of any of exposure events will be conducted as soon as possible:**

- Response Team will be notified immediately of the situation and details of the event.
- Persons served will be sent home with a notification statement, giving information about their level of exposure risk (identified in the risk assessment) and direction for returning to service and monitoring for symptoms.
  - Residential staff, guardians, and case managers will be notified of the exposure event and given the information on the notification statement.
  - If a person does not have residential staff or a guardian, a notification must be made to an IDT member who can check in with the person and help the person self-monitor for symptoms.
- Staff will be given information about their level of exposure risk (identified in the risk assessment) and direction for returning to work and monitoring for symptoms.

## **STAFF PROCEDURES FOR WORKING WITH AN AFFECTED OR SYMPTOMATIC PERSON**

### **SERVED:**

- Wash your hands/use hand sanitizer.
- Use required PPE from your assigned “exposure kit”:
  - Mask
  - Face shield
  - Rain coat/gown
  - Disposable gloves
- Maintain social distance of 6 feet from person who has symptoms, unless providing care.
- Encourage person to remain in designated quarantine area while waiting for their ride.
- Encourage person to continue to wear their mask, remain calm, and explain what is going on.
- Accompany the person to and from any restroom, support the person to remain 6 feet from others, continue wearing their mask, and to return to designated isolation area with minimal contact with others.
- Monitor person for worsening symptoms and if symptoms become urgent, **call 911**.
- Escort person out of the building to their waiting transportation, supporting them to remain 6 feet from others, continue to wear their mask, and have minimal contact with others.
- Close off the quarantine room after use, wait 24 hours to clean and disinfect according to the [guidelines](#) posted on the wall in the room. \*if 24 hours isn't feasible, wait as long as possible before cleaning.

## **PERSONS SERVED HYGIENE AND SOURCE CONTROLS**

- Face masks: Persons served are required to wear face masks that cover their mouth and nose at all times when in-center, on transportation, or in the community delivering services:
  - Cloth face masks will be available at OP locations for all to use, as well as a limited number of surgical masks.
  - OP janitorial services will sanitize reusable PPE per recommended [washing procedures](#) after each use.
  - People are allowed to bring in their own face masks as long as they meet or exceed our guidelines.
  - Persons Served who are unable to tolerate wearing masks may be asked to stay home until they are able to tolerate masks, depending on the situation.

- Do not share PPE and ensure used PPE is disposed of properly in a lined trash can.
- Start times for work shifts and services will be staggered to allow time and space to be maintained as people enter the building.
- Persons served will remain in their transportation vehicle until they are signaled to approach the health check station to enter the building.
- Persons served are required to:
  - “Foam In/Foam Out” with hand sanitizer when available while entering and exiting a room.
  - Required to participate in infection control and disinfecting guidelines of frequently touched surfaces (light switches, tables, chairs, door handles, work stations, etc.) Surfaces will be wiped down prior to use of a space and prior to exit.
- Employment Services:
  - Persons Served that work on Supported Employment Team (SETs) sites will not enter any OP services locations. All hubbing for rides is not permitted until further notice.
- In-Center Day Services:
  - Occupancy at day service locations will be limited to 50% of the licensed capacity or a maximum of 50 people at a time, including staff, whichever is smaller.
  - People receiving in-center day services will receive a maximum of three hours of day service. Start and end times of each individual will be recorded along with all staff present. The building will be cleaned between day service shifts.
  - Program spaces will be marked with maximum occupancy and rooms shall stay arranged according to the standard posted on the wall, which includes directional seating to reduce droplet transmission.
  - Program spaces will stay stocked with necessary cleaning supplies, hand sanitizer, hand soap and paper towels where applicable. Should supplies be missing or empty, contact facilities for refills.
- Remote Day Services:
  - Opportunity Partners will provide Remote Day Services as an alternative to in-center services.
  - Remote day services will be delivered by day service staff from their homes, to persons served in their own homes, via virtual chat or phone, whenever possible as an alternative to in center services. Click [here](#) for more information and detailed description about remote services.

## **WORKPLACE SOCIAL DISTANCING**

- Maintain a 6-foot minimum distance between all individuals at all times.
- Common areas and other areas of congestion will be marked to provide for social distancing of at least 6-feet.
- Floor markings will be used as visual aids to illustrate traffic flow and appropriate spacing to support social distancing.
- Workstations that are within 6 feet from one another will have a barrier between them in as many instances as possible.
- Cohorts of 10 or fewer people, including staff, will be maintained throughout the week, whenever possible. To minimize cross-contamination between cohorts of people, individuals will be assigned to a specific zone and should remain in that zone of the building at all times. No staff are permitted to cross through zones unless authorized to do so.
- Stagger breaks to maximize social distancing.
- Hold meetings remotely if possible.
- Restroom capacity and areas will be marked off for where to wait to use the restrooms.

## RESIDENTIAL & COMMUNITY LIVING

The plan is posted at all OP facilities (day service locations), throughout the building, group homes and hoMEbase apartment locations for easy access to staff and persons receiving services. The plan will be offered to all persons receiving services, their legal guardian, and case manager as well as posted on the Opportunity Partners [web site](#).

### SCREENING – STAFF see page 3

### SCREENING - PERSON SERVED

Person served will be screened 2-3 times daily for symptoms of Covid-19. If a staff or person served from the home has been identified with having Covid-19 symptoms, screenings should be increased per nursing recommendations. If a person served presents with COVID-19 symptoms (fever of 100.0 F, cough, shortness of breath) and/or has had exposure to an individual with COVID-19, staff must immediately contact the Nurse Manager to assess the person and seek medical guidance. Staff should then notify the facility Program Manager.

Take the following precautions while awaiting response from Nurse Manager or Program Manager:

1. Have the person quarantine in their bedroom.
2. Designate a bathroom for people/staff who are showing symptoms.
3. Provide all meals to the person in their bedroom.
4. Provide medication administration to the person in their bedroom.
5. Person Served who have symptoms or a confirmed case of Covid-19 should wear a mask when outside of their bedroom (not N95, unless only N95 is available).
6. Staff should wear cloth masks provided by OP when on shift. If a staff or person served have been identified with having Covid-19, staff should switch to wearing surgical/N95 masks if available.
7. If medical symptoms become urgent, seek emergency medical attention.

Nurse and/or Designated Program Staff should notify Program Director immediately and seek additional guidance from medical personnel (MDH COVID-19 Hotline **651-201-3920, available from 7am-7pm daily.**)  
Program Staff will work with Nurse to identify any additional need for PPE's.

### PROGRAM QUARANTINE

Given the close living proximity in our group homes, it is difficult to ensure infection control and Covid-19 distancing practices will effectively prevent transmission between residents prior to the onset of symptoms. Practicing quarantine procedures within the home provides the least amount of disruption to person served home environment, staffing structure, and reduces the risk of further exposure beyond the residence.

Staff will maintain the following precautions during recommended quarantine timeframe:

1. Have persons served infected with Covid-19 quarantine in their bedroom.
2. Provide all meals to the person in their bedroom.
3. Provide medication administration to the person in their bedroom.
4. Adhere to infection control and disinfecting guidelines for restrooms, high touch surfaces (such as door handles, telephones, etc.) and highly utilized common areas.

5. Person served will be screened 2-3 times daily for symptoms of Covid-19. If a staff or person served from the home has been identified with having Covid-19, screenings should be increased per nursing recommendations.
6. Person Served who have symptoms or a confirmed case of Covid-19 should wear a mask when outside of their bedroom (not N95, unless only N95 is available).
7. Staff should wear cloth masks provided by OP when on shift. If a staff or person served have been identified with having Covid-19, staff should switch to wearing surgical/N95 masks if available.
8. If medical symptoms become urgent, seek emergency medical attention.

### **RELOCATION QUARANTINE**

Should the number of infections across OP residential locations increase to where proper care and/or proper staffing become unmanageable, individuals may be relocated to a designated location for care in a larger congregate setting. Individual programs should be prepared with the documentation necessary to support the individuals' needs through staffing means that may be non-typical for those individuals. For most OP residential programs that would include:

- Emergency packets/folders:
  - Face sheets
  - Pertinent contact information (primary care, family, etc.)
- Paper Medication Administration Records.
- Person Centered Plans (Accessible through CareDirector).
- Individual home training PowerPoint presentations (Accessible through LMS).

OP residential locations should also be prepared to send essential personal items for persons served to ensure that people have what they need during a quarantine period.

### **MEDICAL FACILITY RELOCATION**

Opportunity Partners supports many individuals with underlying health conditions that pose additional health risks for persons served should infection occur. Some instances of infection may require individuals to seek emergency medical attention and receive extended support in a medical facility. Residential locations should be prepared to share the necessary documentation and/or items required for medical personnel to deliver care to the individual.

This may include:

- Emergency packets/folders:
  - Face sheets
  - Pertinent contact information (primary care, family, etc.)
- Paper Medication Administration Records.
- Person Centered Plans.
- Individual home training PowerPoint presentations.

OP residential locations should also be prepared to send essential personal items for persons served to ensure that people have what they need during a quarantine period.

### **STAFF AND RESIDENT HYGIENE AND SOURCE CONTROLS**

- Visitors are allowed if they wear a mask and follow social distancing protocol.

- Staff and visitors are required to wear a mask when in common areas and within 6 feet of another person. Persons Served are strongly encouraged to wear a mask when in common areas.
- Reinforce handwashing routines, after having been in a public place, prior to and after eating, after using the restroom, or after blowing your nose, coughing, or sneezing.
- Ensure handwashing and/or hand-sanitizer facilities are readily available and appropriately stocked including by entrances.
- Remind staff and residents to avoid touching your eyes, nose and mouth with unwashed hands.
- Provide paper towels and ensure a trash-receptacle is placed by the bathroom door so a paper towel can be readily disposed of when operating the door.
- Staff will be provided with recommended protective supplies, such as facemasks, gloves, disinfectant, eye protection, shields, etc.
- Provide tissues for proper cough/sneeze etiquette and no-touch disposal containers.

### **CLEANING AND DISINFECTING**

- Staff will follow MDH and the CDC's guidance cleaning and disinfection of residential program space, especially shared space. <https://www.cdc.gov/coronavirus/2019-ncov/communication/cleaning-disinfecting-decision-tool.html>
- Establish a documented sanitation schedule and checklist, identifying surfaces/equipment to be sanitized, the agent to be used, and the frequency at which sanitation occurs.
- Ensure high-touched surfaces such as doorknobs, light switches, stair rails, counters, tables and chairs, phones, keyboards, program equipment and other shared items are regularly cleaned and disinfected.
- Minimize the use of shared supplies (e.g. arts and crafts, office supplies) that cannot be sanitized and consider using designated bins for clean and used items.
- Use EPA-registered disinfectants recommended by the CDC: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.
- When washing towels, bedding, and other items, use the warmest appropriate water setting and dry items completely.
- Establish procedures for cleaning and disinfection after persons suspected or confirmed to have COVID-19 have been in the residential program, including:
  - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
  - This includes focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as-needed.
  - If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

### **RESIDENTIAL SOCIAL DISTANCING**

- Maintain a 6-foot minimum distance between all individuals at all times.
- Gathering of residents and staff in the facility should be carefully considered and redesigned, as necessary, to reduce prolonged close contact amount staff, residents, and families.
- Common areas and other areas of congestion will be marked to provide for social distancing of at least 6-feet.



- Seating spaces will be rearranged to maximize the space (at least 6 feet) between people. Chairs will be turned to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Staff will limit entering residents' rooms as much as possible to reduce potential for cross-contamination, unless required for supervision.
- Beds will be spaced out as much as possible if applicable.

## **WORKPLACE BUILDING AND VENTILATION**

**Opportunity Partners will implement, where possible, the following recommendations for day-to-day operations:**

- Maximize fresh-air into the workplace and work to eliminate or minimize air recirculation.
- Maintain relative humidity levels of RH 40-60%.
- Keep systems running longer hours to enhance the ability to filter contaminants out of the air.
- Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy, if possible.
- Check and rebalance the HVAC system to provide negative air-pressure, if possible.
- Minimize air-flow from blowing across people.
- Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers if helpful to provide advice and assistance on making adjustments to ventilation systems, and on properly maintaining ventilation-systems. See ASHRAE's COVID-19 Preparedness Resources <https://www.ashrae.org/technical-resources/resources>.

## **DROP-OFF, PICK-UP, AND DELIVERY PRACTICES**

- Deliveries will be received via a contactless method when possible.
- Staff will provide contactless deliveries that promote delivery at a "doorstep", where persons maintain a distance at least 6-feet away while verifying receipt of the delivery between staff and delivery person.
- Staff will minimize unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel.
- Maintain a distance 6-feet or greater from others during interactions while receiving or exchanging deliveries.