



COVID-19 Preparedness Plan
July 24, 2020

MERRICK'S COVID-19 PREPAREDNESS PLAN

I. Purpose

Merrick, Inc., is committed to providing a healthy workplace for all of our clients, employees, and visitors. To best ensure this, we have developed the following procedures in response to the Covid-19 pandemic. Our goal is to mitigate the transmission of Covid-19 in our workplace and all employees are expected to follow these procedures until further notice. This plan follows the template provided by the MDH and was updated based on the 6/18/20 DHS notice on new requirements for licensed or certified programs effective 7/29/20.

II. Plan Summary

The CDC and MDH sometimes use the term “vulnerable” to define citizens at higher risk to contract Covid-19 due to their age or underlying health conditions. It is important to note that although all of the clients we serve are “vulnerable adults”, as that term is defined in state statute, this does not mean they are at a higher risk than the general population to contract Covid-19 unless they have one or more of these underlying health conditions. This plan uses the term “at risk client” as those who are:

- a. 65 years and older.
- b. Living in a nursing home or a long-term care facility, as defined by the Commissioner of Health.
- c. Any age with underlying medical conditions, particularly if not well controlled, including:
 - i. People with chronic lung disease or moderate to severe asthma.
 - ii. People who have serious heart conditions.
 - iii. People who are 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).
 - iv. People with severe obesity (body mass index of 40 or higher).
 - v. People with diabetes.
 - vi. People with chronic kidney disease undergoing dialysis.
 - vii. People with liver disease.

It must also be acknowledged that the nature of our services require frequent employee to client contact, crews of 4 – 6 people, workgroups of 10, group transit, and congregate programs. Accordingly, physical distancing (also referred to as social distancing) will be a challenge for employees supporting clients and for clients who, because of their cognitive disability, will not understand or comply with these new practices. With medical experts projecting that more than 50% of the general population will contract Covid-19 before a vaccine is available, it is likely that a client(s) or employee(s) will contract Covid-19. Therefore, it is the responsibility of each employee to choose if they will report to work given the nature of our services or if working in this environment is something they choose not to continue and voluntarily resign.

At risk clients have been encouraged by Governor Walz to stay in their place of residence except to engage in necessary activities for health and wellbeing (including, but not limited to, visiting medical professionals, picking up prescriptions and other medical equipment, grocery shopping, outdoor exercise, child care, caring for family members or pets) **and work**, if it is not possible to work from home for the duration of the peacetime emergency declared in Executive Order 20-01 or until Executive Order 20-55 is rescinded.

DHS sent notice on 6/1/20 that the Commissioner has temporarily modified Minnesota Statutes, section 245D.04, subdivision 2 pertaining to a person's service-related rights by adding a new clause ~ A person's service-related rights include the right to: (10) 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.

Effective May 29, 2020 until the end of the peacetime emergency, this notice also modified licensing requirements for providers of day services for adults with disabilities, as defined under Minnesota Statutes, section 252.41, subdivision 3 and governed under the standards under Chapter 245D. These new requirements include:

1. License holders who resume service delivery in the licensed day facility may provide such services in the facility only to persons who live in their own home or who live with family members in non-congregate licensed or unlicensed settings.
2. Prior to resuming services, the Authorized Agent for the licensed program must complete, sign and submit to DHS Licensing Division the “Notification of Operation of Day Services Pursuant to DHS Waiver CV73”.
3. Pursuant to Emergency Executive Orders 20-55 and 20-63, the Commissioner is requiring license holders of a day services facility license under Minnesota Statutes, Chapter 245D, to adhere to Minnesota Department of Health (MDH) and Centers for Disease Control and Prevention (CDC) guidelines on COVID-19. This is an ongoing requirement, as the guidance will evolve during the pandemic. DHS will communicate current guidance and any updated guidance to providers via email and on the DHS website. If a person receiving services or a staff person tests positive for COVID-19 or has symptoms of COVID-19, the license holder must follow the MDH and CDC guidelines specific to the situation and program capabilities.
4. License holders of day services for adults with disabilities must establish and implement a COVID-19 Preparedness Plan as set forth in Emergency Executive Order 20-63, paragraph 7.e. The plan must provide for the business’s implementation of Minnesota OSHA Standards and MDH and CDC guidelines in their workplaces. As set forth in the Plan Guidance, at a minimum, each Plan must adequately address the following areas:
 - A. **Require work from home whenever possible.** All Plans must ensure that all workers who can work from home continue to do so. Because the license holder is now allowed to deliver services remotely under Waiver CV43, the Plan should address how remote services are being delivered in addition to facility-based services.
 - B. **Ensure that sick workers stay home.** All Plans must establish policies and procedures, including health screenings that prevent sick workers from entering the workplace.
 - C. **Social distancing.** All Plans must establish social distancing policies and procedures.
 - D. **Worker hygiene and source control.** All Plans must establish hygiene and source control policies for workers.
 - E. **Cleaning, disinfection, and ventilation protocols.** All Plans must establish cleaning, disinfection, and ventilation protocols for areas within the workplace.

The Plan must also include specific policies and procedures to ensure compliance with new licensing requirements under Chapter 245D set forth below.

1. The license holder must train staff related to their duties in implementing the COVID-19 Preparedness Plan and document the provision of this training. This training must be included in orientation of new staff.
2. The license holder must monitor implementation of the COVID-19 Preparedness Plan and revise the plan when the license holder identifies a need for revision.
3. The COVID-19 Preparedness Plan must be posted on site and readily accessible to staff and persons receiving services.
4. A copy of the COVID-19 Preparedness Plan must be offered to each person receiving services, their legal representative, if any, and their case manager.
5. The COVID-19 Preparedness Plan must be available to the Commissioner upon request.

After reviewing our Covid-19 Preparedness Plan, clients (and their advisors) will decide when it makes sense for them to attend our programs and we will do our best to address their concerns and incorporate their suggestions into updates of this plan. Clients living in their own home were permitted to attend their day program on June 8th, and, as of July 13th, clients living in a licensed group home (both waiver and ICF/DD) are now permitted to attend their day program. Those living in an ICF/DD cannot receive remote services.

III. Procedures

Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of Covid-19 in our program and that requires the cooperation of our employees, clients, and visitors. Only through this cooperative effort can we protect the safety and health of all persons in our programs.

1.00 Screening and policies for employees exhibiting signs and symptoms of Covid-19.

- 1.10 Employees who are not required to be onsite to provide services must work remotely.
- 1.11 Employees should only report to work if they are symptom free and immediately complete the health screening checklist each day upon arrival and submit to their supervisor or designee. This checklist of CDC signs and symptoms of Covid-19 includes: fever (100.4 or higher), feeling feverish, or chills; new cough; shortness of breath; new sore throat; new muscle aches; new headache; or new loss of taste or smell. When any of these signs and symptoms are present the employee is to immediately report to their supervisor or designee, punch out, go directly home, and not report to work until permitted by their physician/clinic. Employees can go to <https://mn.gov/covid19/> to get more information on when and where to get tested.
- 1.12 Employees that begin to have the signs and symptoms of Covid-19 while at work are to immediately report to their supervisor or designee, punch out, go directly home, and not report to work until permitted by their physician/clinic. If the employee is tested for Covid-19, and the result is negative, they may return to work the next day unless their physician/clinic instructs them to stay at home because of another medical condition.
- 1.13 Employees that have come in close contact (unprotected direct contact with the excretion or secretion of another person) or prolonged exposure (less than 6 feet of physical distancing for 15 minutes or more in a 24-hour period) with someone who may have Covid-19 must call MDH at 651.201.3920 to determine if they can report to work.
- 1.14 If it is determined that an employee, a member of their household, or someone the employee has had a close contact with has the signs and symptoms of Covid-19 and will not be tested, the employee call must call MDH at 651.201.3920 to determine if they can report to work.
- 1.15 Unless they have a letter from MDH permitting them to return to work after certain criteria have been met – and the criteria has been met, employees with a lab test confirming they have Covid-19, or a member of their household has tested positive for Covid-19, or someone they have come in close contact with has Covid-19 must to inform their supervisor and, not return to work for 14-calendar days starting from the test result date. When speaking to MDH, employees should share their supervisor’s name and office phone number. The company will cooperate with the tracking, notification, and quarantine recommendations provided by MDH. Experience indicates the following actions will be taken by MDH when tracking a positive test:
 - 1.151 MDH will confirm with the employee that we are a licensed day program and ask if we are serving clients, what clients and employees are doing, did the person have close contact (unprotected direct contact with the excretion or secretion of another person) or prolonged exposure (less than 6 feet of physical distancing for 15 minutes or more in a 24-hour period) with anyone. Therefore it is important that we do our best in maintaining 6 feet of physical distance between individuals and cohorts so we do not have situations of prolonged exposure.
 - 1.152 If the person testing positive did not have prolonged exposure with anyone MDH is not requiring others to be quarantined.

- 1.16 Supervisors are to report all employee related instances of Covid-19 in the workplace to MDH at 651.297.1304 and follow their directions. The supervisor will provide all related information to the Human Resources Director who will maintain communication with and gather information from employees who may be ill and ensure their privacy is maintained.
 - 1.17 Employees have been informed in writing that if they have symptoms of Covid-19, or other similar conditions, and are seeking a diagnosis, they may be eligible for 80 hours (prorated for part-time employees) of emergency sick leave paid by the company as required by the Families First Coronavirus Response Act (FFCRA). Other eligibility criteria under the FFCRA include the following: (i) have been advised by a healthcare provider to self-quarantine because of concerns related to Covid-19; (ii) caring for another who is subject to quarantine or has been advised by a healthcare provider to self-quarantine because of concerns related to Covid-19; or (iii) need to care for a child(ren) because their school or childcare is closed or unavailable because of Covid-19. All employees have been provided with the form needed to determine eligibility for emergency sick leave and instructed to submit to HR for verification.
 - 1.18 Employees have also been informed that once emergency sick leave is exhausted they may be eligible for Emergency FMLA if they continue to need time away from work to care for a child(ren) because their school or daycare remains closed due to Covid-19.
- 2.00 Screening and policies for clients exhibiting signs and symptoms of Covid-19.
- 2.10 Except for those residing in an ICF/DD, DHS now allows remote services for clients living in licensed group homes and those living in their own home choosing not to return to the day program. PPCs will determine which eligible clients are interested in remote services and work with the case manager to get service agreement authorization. At this time remote services include:
 - 2.101 Health, safety, and well-being check-ins and assistance with problem solving;
 - 2.102 Stress management and behavioral redirection; and
 - 2.103 Community and safety awareness.
 - 2.11 Client homes have been given a health screening checklist that they have agreed to use before permitting a client to be transported to any of our service sites. This checklist of CDC signs and symptoms of Covid-19 includes: fever (100.4 or higher), feeling feverish, or chills; new cough; shortness of breath; new sore throat; new muscle aches; new headache; or new loss of taste or smell. When any of these symptoms are present, the client/home is to notify Merrick, Inc., and not come to the program until permitted by their physician/clinic. Clients can go to <https://mn.gov/covid19/> to get more information on when and where to get tested.
 - 2.12 Clients that have come in contact with someone who may have Covid-19, and that person is being tested, may not return to the program until the results of that test are known.
 - 2.14 Clients that may have come in contact with someone who has a confirmed case of Covid-19 are to call the MDH at 651.201.3920 to determine if they can attend the program.
 - 2.15 When clients arrive to the program, DSPs will observe those they support for signs and symptoms of Covid-19 and document. Clients that may have the signs and symptoms of Covid-19 while at the program will be isolated from others, driven home, and instructed to not come to the program until permitted by their physician/clinic. If the client is tested for Covid-19, and the result is negative, they may return to the program the next day unless their physician/clinic instructs them to stay at home because of another medical condition.

- 2.16 If it is determined that a client with the signs and symptoms of Covid-19 will not be tested, they can return to the program after these three conditions have been met: (i) no fever for at least 72 hours (that is, 3 full days of no fever without the use of medicine that reduces fevers); (ii) respiratory symptoms have improved; and (iii) at least 10 calendar days have passed since their symptoms first appeared.
- 2.17 Unless they have a letter from MDH permitting them to return after certain criteria have been met – and the criteria has been met, clients with a lab test confirming they have Covid-19, or a member of their household has tested positive for Covid-19, are not to report to the program for 14-calendar days starting from the test result date. The company will cooperate with the tracking, notification, and quarantine recommendations provided by the MDH.
- 2.18 Supervisors are to report all client related instances of Covid-19 to the Program Director who will notify MDH at 651.297.1304 and follow their directions. The Program Director will ensure the client’s privacy is maintained and manage communication protocols to legal representatives, case managers, and residential providers when clients have been potentially exposed.

3.00 Handwashing and Source Control.

- 3.10 Employees have been 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, after having been in a public place, prior to and after eating, after using the bathroom and after blowing their nose, coughing, or sneezing. Posters demonstrating handwashing practices have been placed in employee bathrooms.
- 3.11 Employees should practice physical distancing when using the bathrooms (i.e., 1 person at the sink, 1 person in the bathroom whenever possible, wearing a mask if there are 2 occupants, etc.).
- 3.12 Clients will be reminded, and supervised when appropriate, 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 day, after having been in a public place, prior to and after eating, after using the bathroom, and after blowing their nose, coughing, or sneezing. Posters demonstrating handwashing practices have been placed in client bathrooms.
- 3.13 Clients should use bathrooms one at a time whenever possible. Employees are to wipe down the bathroom countertops and faucet handles with disinfectant at the end of each client shift.
- 3.14 Door signage will advise visitors not to enter if they are experiencing Covid-19 symptoms and to wash their hands immediately upon entering the building (except those dropping off or picking clients up at the transportation office).
- 3.15 Ventilation system has continuous air circulation that maximizes fresh air in the workplace and filters are changed monthly. Fans are to be position to minimize air flow blowing across people.
- 3.16 Hand sanitizer that contains at least 60% alcohol will be provided to each mobile crew that can be used when soap and water is not reasonably available.
- 3.17 Personal Protective Equipment (PPE) will not be provided except to follow the procedures outlined in the Company’s Blood Borne Pathogens Exposure Control Plan and gloves will be provided to assist clients at lunchtime. The CDC is clear, and it has been confirmed by MN OSHA, that washing hands with soap and water is still the best practice and gloves are not considered as PPE. This means gloves provided by the company are not to be used for all other tasks (i.e., cleaning, using the keyboard, handling equipment, etc.).

- 3.18 Plastic face shields have been provided to program areas for employees to use when doing client personal cares due to the potential for a close contact or prolonged exposure with an at risk client. The employee will disinfect the plastic face shield after each use.
- 3.19 The Facility & Transportation Manager will ensure that a sufficient inventory of disinfectant, sanitizer for food surfaces, soap, paper towels and tissues are in stock and distributed as needed.

4.00 Respiratory Etiquette.

- 4.10 Per Executive Order 20-81, as of 7/25/20, employees and visitors are required to wear a face covering (i.e., paper or disposable mask, cloth mask, neck gaiter, scarf, bandanna, or religious face covering) at all times in the building that completely covers their mouth and nose unless they have an exempt medical, mental, or disability condition (see 4.11). Face masks that incorporate a valve designed to facilitate easy exhaling; mesh masks; or masks with openings, holes, visible gaps in the design or material, or vents are not acceptable face coverings. Unless exempt per 4.11, employees refusing to wear a face covering as required by this plan will be subject to disciplinary action up to and including termination.
- 4.11 Face covering exemptions can include:
 - 4.111 Children under the age of 2 must not wear face coverings and are optional for children ages 2 to 5.
 - 4.112 Persons who have medical or other health conditions, disabilities or mental health, developmental, or behavioral needs that make it difficult to tolerate wearing a face covering.
 - 4.113 Any person who has trouble breathing, is unconscious, sleeping, incapacitated, or is otherwise unable to remove the face covering without assistance.
 - 4.114 When wearing a face covering would create a safety hazard to the person or others as determined by local, state, or federal regulators or workplace safety guidelines.
- 4.12 All clients are exempt from this requirement because of their disability and will be encouraged to wear a face covering. Employees claiming an exempt condition must have this verified by the HR Director consistent with ADA and may need to wear a plastic face shield while in the building. Employees are to use a plastic face shield when removing their face covering to communicate with another who is deaf or hard of hearing.
- 4.13 The company will post signage on the face covering requirement at door entrances and in the employee breakroom. Employees are to report to their supervisor any coworkers or visitors they observe not wearing a face covering while in the building. Criticizing or “shaming” someone for wearing or not wearing a mask will not be tolerated.
- 4.14 Employees may remove their face covering in the building when: (i) drinking; (ii) eating for less than 15 minutes with others or longer if 6 feet of physical distancing from others is maintained, (iii) alone in an enclosed space (i.e., office with 4 walls – door can be open, cubicle with walls higher than face level, or company vehicle); (iv) a single participant of a video session (multiple employees engaged in remote services should either wear a plastic shield or each use a separate device); or (v) speaking to a group if 6 feet of physical distancing can be maintained.
- 4.15 Visitors that enter the building without a facemask will be reminded to wear a face covering. A plastic shield will be provided for those claiming an exempt condition consistent with 4.11. A visitor refusing to wear a face covering or plastic shield in the building will be asked to leave the premises. The Executive Director or designee is to be contacted if any visitor refuses to leave the premises. Nothing in the Executive Order permits the company to have someone refusing to wear a face covering physically restrained or removed that would not otherwise be legal.

- 4.16 The company will provide two (2) fabric face masks (available from Transportation office) to each employee for their personal use that they are responsible to launder. Employees and clients may bring their own face covering to wear and the company reserves the right to not permit the use of a mask that it feels, in its own determination, is inappropriate or does not meet the requirements of 4.10.
- 4.17 Employees have been 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. Cover your cough signs have been placed throughout the building.
- 4.18 Employees will remind clients 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. Cover your cough signs have been placed throughout the building. Clients that cough or sneeze into their hands will be directed to a sink and supervised as needed to wash their hands for at least 20 seconds with soap and water.
- 4.19 Employees must wear face coverings when supporting clients outdoors (i.e., exercising, walking, gardening, etc.) and in any public outdoor space or business when it is not possible to maintain 6 feet of physical distancing from others or where close person-to-person interaction is possible or likely, such as when entering or exiting a business, moving around in a space with others present, using the restroom, ordering food, or waiting in line.

5.00 Physical Distancing.

- 5.10 To help ensure physical distancing can be practiced, for each licensed space onsite occupancy will be limited to no more than 50% of the licensed capacity or a maximum of 50 people at a time, including employees, whichever is less.
- 5.11 Clients can be onsite for a maximum of a three (3) hour shift and program must document the start and end time of each shift, the DSPs who worked those shifts, and disinfect client areas between shifts. Each client program area will have their own plan supplement detailing how they will implement the plan.
- 5.12 During prolonged periods employees will be encouraged to maintain a six (6) foot distance between others. Criticizing or “shaming” someone for not physical distancing will not be tolerated.
 - 5.121 DSP shifts will be staggered by 15 minutes and all employees are to use the timeclock nearest their timecard, follow the traffic flow indicators on the floor, and minimize the time spent in the breakroom when not eating their lunch.
 - 5.122 Employees are not permitted to use another employee’s workstation, mobile device, or equipment.
 - 5.123 Employees are not permitted to eat their lunch with clients.
 - 5.124 Employees with offices should try to eat lunch in their office so that more space is available for other employees in the breakroom. Until further notice no shared food is permitted (i.e., pizza, doughnuts, potlucks, etc.).
- 5.13 Employees are not permitted to gather in groups of more than 10 and are encouraged to practice physical distancing in offices, meeting rooms, breakrooms, smoking areas, and punching in and out on the timeclock. When practical, please use employee mailboxes to exchange documents, talk by phone, or send an email rather than meet in person.

- 5.14 During prolonged periods client seating will maintain a six (6) foot distance between others and be facing in the same direction whenever possible. Clients are not permitted to share another client's equipment or supplies. Employees supporting clients during a prolonged period cannot exceed 10 people in a cohort and clients are to be reminded of maintaining a six (6) foot distance with others. Cohorts are to stay in their designated areas, be comprised of the same clients and employees throughout the week whenever possible, and minimize contact with others outside of assigned cohorts. The clients and DSPs in each cohort will be documented each day.
- 5.15 DSPs are to clean the workstation of any client they support before it is used by another client and at the end of each program day.
- 5.16 For the short-term, clients are not permitted to walk throughout the building without DSP support. DSPs are expected to remind these client(s) to practice physical distancing and bring disinfectant as needed to clean touch points clients have contacted.
- 5.17 Clients are to eat lunch with only two (2) people at a table and no shared food is permitted (i.e., pizza, doughnuts, potlucks, etc.) until further notice. Employees will wear gloves provided by the company when serving or assisting clients with their lunch.
- 5.18 Self-Advocacy groups of 10 or less people may meet while practicing physical distancing.
- 5.19 As agreeable with participants, the client's Program Plan Coordinator will host client meetings by conference call or using the company's Zoom platform.

6.00 Housekeeping.

- 6.10 Prior to the arrival of clients, the Transportation and Facility Manager will ensure that sufficient EPA-registered disinfectants recommended by the CDC (or an equivalent), sanitizer for food surfaces, soap, and tissues are distributed to the employee and client areas.
- 6.11 All bathrooms will be cleaned at least daily and disinfected with the Clorox 360 System between client shifts. Door knobs, light switches, railings, keypads, copy machines, and other common touch points will be regularly cleaned and disinfected. When possible, employee doors may be propped open during programs hours.
- 6.12 Employees using a conference room are to disinfect the hardtop surfaces when finished.
- 6.13 The transportation office will have limited access. Vehicle keys and mobile communication units will be available on a cart outside the office for employee access. Employees are to sanitize the unit when returning it to the cart. Visitors dropping off or picking up clients will sign in at the window and wait on the bench.
- 6.14 Until further notice, tours for prospective clients are only permitted before or after program hours.
- 6.15 Employees and clients may order meals to be delivered only if they prepay. Meals will be delivered to a cart in the reception area and the employee or client will be paged.
- 6.16 Until further notice, public water fountains have been disconnected.
- 6.17 To supplement regular cleaning, we have purchased the Clorox Total 360 system (RFSM) that pairs an innovative electrostatic sprayer with the Anywhere Hard Surface Sanitizing Spray to deliver superior coverage that kills 99.9% of bacteria on hard and soft surfaces without wiping.

- 6.18 A sanitation schedule will be kept identifying surfaces/equipment to be sanitized, the agent used, and the frequency at which the sanitization occurs.

7.00 Transportation and Offsite Activities.

- 7.10 Newtrax drivers will exit the vehicle at the client's home, stand outside the door of the vehicle, and from a socially distanced position be prepared to assist a client who may lose their balance entering or exiting the vehicle. Drivers will continue to load, secure, and unload nonambulatory passengers.
- 7.11 Clients requiring weight bearing or significant assistance entering or exiting the vehicle will have specific instructions on their facesheet/bus cards provided to Newtrax. These clients are to be wearing a transfer belt and will be loaded and unloaded using the lift. Drivers will wear facemasks, face shields and gloves when in close contact assisting clients.
- 7.12 Unless a rider is needed for passenger safety, only one ambulatory rider will be seated in each row and is expected to fasten their own seatbelts with verbal reminders from the driver who will visually check, and assist as needed, to ensure that all seatbelts are fastened. Each route will have its own seating chart that will be followed until further notice.
- 7.13 Newtrax vehicles will be sanitized by the driver between routes and disinfected at the end of the day.
- 7.14 Employees will support clients exiting or entering the vehicle at our program site and control unloading so that only one group of clients is entering a doorway at a time.
- 7.15 When on a mobile crew, no more than 2 clients may share a bench seat (one on either end), and no one in the same row with the driver whenever possible. All occupants must wear a face mask while in the vehicle *and outside the vehicle when 6 foot physical distancing cannot be maintained*. The driver is not to use the recirculated air option when labeled on the dashboard.
- 7.16 Company will provide disinfectant and cloths on the smoking platform that drivers are to use to clean the steering wheel, dashboard, door handles, window frames, and seats of the vehicle they just drove.
- 7.17 When not in their own vehicle, clients and employees are encouraged to wear a personal face mask while in transit.
- 7.18 Employees and clients will need to be trained on any Covid-19 Preparedness Plan for their community worksite.
- 7.19 Employees will support clients to practice physical distancing when engaged in any community activities.

8.00 Communications and Training.

- 8.10 The Executive Director is the Administrator of this plan.
- 8.11 All current and new employees and substitute staff will be trained on this plan and sign that they understood and would follow its procedures. Updates will be sent by email and deemed to have been read and understood upon receipt.

- 8.12 This plan will be posted on the company website, available in the employee breakroom, shared with Newtrax, and offered to each client, their legal representative, and case manager.
- 8.13 Supervisors have the company's full support in enforcing the provisions of this plan and employees are encouraged to ask questions, raise safety and health concerns, and offer suggestions related to the plan and its implementation. If an employee has a workplace safety or health question or concern that has not been resolved by the company, they can contact MNOSHA Compliance at 651-284-5050 or osha.compliance@state.mn.us.

I certify and affirm the company's commitment to implement and follow the plan.



John Wayne Barker
Executive Director
July 24, 2020