

COVID-19 Preparedness Plan



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COVID-19 Preparedness Plan Introduction

Executive Order 20-48 issued by MN Gov. Tim Walz on April 30, 2020, requires each business in operation during the peacetime emergency establish a COVID-19 Preparedness Plan. This plan also addresses the July 25, 2020 Executive Order 20-81 issued by Gov. Walz.

A business's COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, federal Occupational Safety and Health Administration (OSHA) standards and Executive Order 20-48, related to worker and customer – if the business has customer-facing operations – 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 (DLI), in consultation with MDH, has the authority to determine whether a plan is adequate.

Semcac's COVID-19 Preparedness Plan includes and describes how we will implement the following:

- Screening policies and infection prevention measures including prompt identification and isolation of sick persons;
- Handwashing, sanitization and hygiene;
- Respiratory etiquette and protective face coverings;
- Delivery protections, drop-off, pick-up protocols;
- Building ventilation;
- Engineering and administrative controls for social distancing;
- Housekeeping, including cleaning, disinfecting and decontamination;
- Communications and training for managers and workers necessary implement the plan.

Reference: Checklist guidelines for creating a COVID-19 Preparedness Plan at www.dli.mn.gov/updates.

Note: This plan will be added to other agency policies/procedures. It will be available for employees, volunteers, the general public at the Semcac COVID-19 Updates webpage: <https://www.semcac.org/covid19updates/>

It is available, for staff in the agency's EWS time entry system, main page menu. (Available to all staff who log in to record their time, online.) Additionally, it is available on the agency SharePoint page with more COVID-19 information; accessible on the Semcac SharePoint Team site –left side menu of the main page "COVID 19".

This COVID-19 Preparedness Plan has been approved by the Semcac Board of Directors and Douglas Grout, Semcac Executive Director

COVID-19 Preparedness Plan Development

Semcac is committed to providing a safe and healthy workplace for all our workers and customers. To ensure this, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Management and workers 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 Board of Directors, workers, management, volunteers, and consumers. Only through this cooperative effort, can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Semcac managers and supervisors have the full support of the agency in enforcing the provisions of this Plan.

Our workers are our most important resource. We are serious about safety and health in our workplaces. Involvement of all employees is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by: 1) developing an internal COVID Response Committee to address operations and employee communications, 2) developing a website page dedicated to COVID-19 updates to inform the staff, the public, volunteers, our constituents, our consumers, and our communities, 3) communicating with the public utilizing social media and via posted signage on Semcac buildings/locations, 4) following recommendations of our funding sources, as received and necessary, 5) allowing flexibility to staff, if they are able to work remotely, 6) purchasing laptops/technology, when available, to allow for more staff to work and meet remotely, 7) working directly with departments and programs, in order to address concerns and ideas (for each portion of our service area) with employee feedback, 8) developing this plan with employees, including administration and management, in addition to the Semcac Board of Directors – with feedback encouraged, 9) creating an internal document storage site for COVID 19 information, including this plan via SharePoint.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and MN Governor's Executive Orders 20- 48 & 20-81, and addresses the items listed in the Table of Contents.

Communications

This Preparedness Plan was originally communicated via email, through Semcac Directors/ Supervisors and Human Resources, to all employees 6/5/20 and related documentation was provided. Additional communication and training is ongoing and provided to all workers and volunteers. Instructions will be communicated to customers about how drop-off, pick-up and how delivery/services will be conducted. Managers and supervisors are to monitor the effectiveness of the Plan and communicate any barriers to the Human Resources Department or the Executive Director. Management, employees, and volunteers are to work through this new plan, together, with the understanding that updates will be necessary and communicated.

Mitigating Spread of COVID-19

Handwashing

Basic infection prevention measures are implemented at our workplaces. Workers 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 toilet. Hand sanitizer will be available at Semcac sites for visitors and staff, whenever possible. Semcac workplaces will have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, when applicable.

Employees will be provided hand sanitizer and handwashing supplies, at each location. Employees must wash hands or sanitize after each client/customer interaction. Semcac will also provide hand sanitizing pumps, for clients/consumers/the public to utilize, throughout our locations.

Deliveries to Semcac locations should be handled with minimal person-to-person contact. Deliveries of in-kind donations are being set aside for a specified period, and staff may utilize gloves. Staff should follow the guidelines provided by their program regarding deliveries.

Social Distancing – Workers must be at least six-feet apart

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Workers, volunteers, visitors and customers will maintain a distance of at least six feet from each other. Workers and visitors are prohibited from gathering in groups in confined areas, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices (without 6 foot distance available) or other personal work tools and equipment.
- Semcac is utilizing telework/remote work options with staff, whenever possible. Each program and department will work to stagger employee hours, workspaces, etc. (6 feet distance apart) as much as possible.
- Semcac will work, individually, with locations to provide Plexiglass (or similar) barriers installed/erected for the shielding and safety of staff and customers if at all possible. Semcac will work with each location in order to ensure that social distancing options are available.
- Semcac will follow recommendations of the state Governor regarding the number of people who can gather, in one area, at a time. (For example: 10 or less, 30 or less, etc.). Signage may be posted at each site to minimize the amount of people allowed in a space.
- Every effort will be made to minimize in-person contact, including for deliveries of purchases and mail as aforementioned.
- Ride sharing– At this time, carpooling in Semcac vehicles or to Semcac events is not recommended.

Respiratory Etiquette and Protective Face Coverings

Facemasks are required for staff, clients and visitors, at all Semcac sites and locations.

As of **8/10/2021**, staff are required to wear a facemask in all communal settings and when meeting with others (internal or external parties) **regardless of vaccination status**. Please follow manufacturer guidance about wearing face coverings (masks, face shields, etc.).

Notification sent to all staff from the Exec. Director; emailed 8/09/21.

Staff who are not vaccinated for COVID-19 are strongly encouraged to wear face coverings at all times, not just communal settings, and to consult with their medical professional about receiving a vaccination.

Governor's Executive Order 20-81 Face Coverings Required as of July 25, 2020; Rescinded via Executive Order 21-23 on May 6, 2021

On May 6, 2021, Governor Walz issued Executive Order 21-21 detailing a series of measured steps to safely end COVID-19 restrictions on social gatherings and businesses and set a timeline to safely rescind numerous other executive orders that will no longer be necessary. The Centers for Disease Control and Prevention ("CDC") released new recommendations advising that vaccinated people are not required to wear face coverings in most places. Consistent with that approach, we continue to urge individuals who have not been vaccinated to wear face coverings in indoor public spaces in accordance with CDC and Minnesota Department of Health ("MDH") recommendations. Given the CDC's new guidance, our progress on vaccine administration and encouraging trends in our key public health risk metrics, this Executive Order lifts face-covering requirements in most settings. Paragraphs 12.a and 12.b of Executive Order 20-81, relating to child care, preschool, pre-kindergarten, and K-12 schools, remain in effect. Schools and school districts must continue to follow the face-covering requirements in the Safe Learning Plan 2 through the end of the 2020-21 school year.

<https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html>

<https://mn.gov/governor/news/executiveorders.jsp>

Semcac's Executive Director communicated to all staff regarding the Executive Order 20-81 on July 24, 2020 via email.

Cleaning & Disinfecting

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Semcac is providing disinfectant cleaning supplies for all Semcac sites. Employees will implement a regular cleaning schedule, following appropriate guidelines. Additional, professional cleaning services will be contracted, if available/possible.

Items that are unnecessary in designated 'waiting areas' will be removed, such as child/kid play area toys; magazines/books; games; any communal activities/entertainment items and the like.

Semcac vehicles – Semcac will implement a plan for agency vehicles to be regularly sanitized/cleaned; wipes will be provided in each vehicle, etc.

Workplace building ventilation

Operation of Semcac-owned buildings in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

Screening & Leave Policies

Workers have been informed of, and are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Self-Health Screenings: Staff and volunteers are encouraged to complete a daily symptom checklist (Employee Health Screening Checklist) that serves as a self-check for COVID-19 symptoms, and to record the results prior to work. Directions are included on the form as to what to do if symptoms are present. The MN Dept of Health guides the required symptom collection information, and was utilized to create the form. Temperature checking equipment will be made available at agency locations, whenever possible.

Employees should submit/send their self-screening health form originals to the Human Resources office in Rushford, on a monthly basis. (Instructions are included on the agency's self-screening health form.) If an employee has to leave work due to symptoms, this must be reported to their supervisor. Supervisors should inform Department Director/Human Resources.

- If there is a department that has implemented a program-specific employee health screening form, as long as the employee's symptoms are being checked on a daily basis prior to work, that screening method can take the place of the agency self-screening form.

Employees need to leave the workplace immediately when COVID-19 symptoms appear (according to current MDH guidelines) and inform their supervisor. Employees with symptoms should not report to work, and should inform their supervisor. The supervisor/site manager/team at that location will clean/sanitize the symptomatic person's work area.

Semcac has implemented leave policies that promote workers 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. (Reference Personnel Policy # 25 & 26 for Sick Pay procedures.) Contact the Human Resources staff at the main office if you have questions about where or how to charge your time due to COVID-19 related leave (ex: ~~FFCRA~~ CARES Act, Extended FMLA, SICK, etc.).

Accommodations for workers with underlying medical conditions, or who have household members with underlying health conditions, have been implemented. Semcac employees have been encouraged to work from home/remotely if the position is able to do so – otherwise staff can utilize their Sick or Vacation pay. (The previously available Families First Coronavirus Response Act (CARES) pay is no longer available to pay employees.) Employees were informed about these options by the agency.

Vaccine

Semcac strongly encourages all staff to get the COVID19 vaccine and to consult with their medical professional if they are hesitant to receive a vaccination.

As information becomes available regarding COVID19 vaccination accessibility in the Semcac service area, the agency will make efforts to disseminate the information to staff and to the community at large. Semcac encourages staff to be advocates for themselves if they wish to be on specified waitlists for receiving a COVID19 vaccine.

Employees who are receiving a COVID19 vaccine should follow the same policy in place for any other health/medical related absence regarding charging time, as applicable; refer to the agency Personnel Policy, Policy 25.

Due to the uncommon nature of the COVID19 pandemic distribution of vaccinations, Semcac understands that scheduling vaccines when they are available (to an employee) is of importance. The agency is supportive of employees accepting vaccination appointment times as soon as they become available.

If it has been 14 days since an employee has been fully vaccinated (after the 2nd dose if there are 2 doses), they do not need to quarantine – if they do not have symptoms of COVID-19 and don't live with someone who tested positive for COVID.

Information about the State of Minnesota's COVID19 vaccination tiered, phased approach, visit: <https://mn.gov/covid19/vaccine/whos-getting-vaccinated/index.jsp>

Information about COVID19 vaccination facts, visit: <https://mn.gov/covid19/vaccine/data/index.jsp> & <https://mn.gov/covid19/vaccine/index.jsp>

See Addendum A for Vaccine Mandate information

General

- If your medical provider's instructions and advice contradicts Semcac's, please contact Semcac Human Resources.
- If your program has specific instructions regarding mitigation of COVID-19, please refer to those provided by your department director.

Exposure

Semcac will inform workers if they have been exposed to a person with COVID-19 at their

workplace and require them to quarantine for the required amount of time (according to MDH guidelines). For other options, such as working at home or paid leave, the employee should contact their supervisor to discuss. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Semcac will keep employees' health status as confidential as possible. **The point person for any agency contact tracing is Pat Georgens, Human Resources Director.**

Close Contact Exposure Semcac will require staff exposed to a person with COVID-19 (Exposed = less than 6 feet for a cumulative amount of 15+ minutes) to quarantine for 14 days and to get a COVID-19 test. Semcac may request additional information regarding the close contact exposure.

- Close contact exposure can occur when people have repeated exposure (such as 3 instances of 5 minutes of contact = cumulative 15 minutes) over the course of a day (24 hrs).
- Close contacts include those who are asymptomatic, but have tested positive.
- Timeline for defining Close Contact Exposure, includes: 2 days before the COVID positive person was symptomatic; if the COVID positive person was asymptomatic, then 2 days before the date of the positive test.
- People who live in the same household as someone with COVID -19.

Semcac may require written documentation from a medical provider regarding COVID status and when the employee can return to work.

Quarantining Update, 9/24/2021

FULLY VACCINATED DEFINITION: Fully vaccinated employees/people means that it has been 14 days since an employee has been vaccinated for COVID (after the 2nd dose if there are 2 doses).

If the employee is not fully vaccinated and has been exposed to COVID-19, they must quarantine for seven days. They will need to be tested (with a PCR test) three to five days after exposure and can return to work on the eighth day if: They do not have symptoms, they have a negative (PCR) COVID-19 test result, and they do not live with someone who has COVID-19.

If the employee has been fully vaccinated against COVID-19, and have been exposed to COVID-19, they do not need to quarantine. However, they should get tested three to five days after exposure, even if they do not have symptoms. They can continue to work with negative test results (unless they live with someone who tested positive, in which case the 7 day quarantine recommendation, above, would apply).

The executive director communicated this Quarantine Update to all staff via email on 9/24/21. In addition, information regarding an upcoming, free informational webinar hosted by Mayo Clinic was shared with all staff within the same communication.

Travel

Domestic travel Employees are encouraged to follow [MN Department of Health](#) and Centers for Disease Control & Prevention ([CDC](#)) recommendations regarding domestic, out of state travel.

- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
- <https://www.health.state.mn.us/diseases/coronavirus/prevention.html#travel>

International travel Please visit the [Centers for Disease Control website](#) for guidance regarding travel to and from the U.S. If you are planning international travel, please inform your supervisor

and Human Resources, and guidance will be provided regarding the return to work. After returning to the U.S., the above Domestic Travel policy will apply.

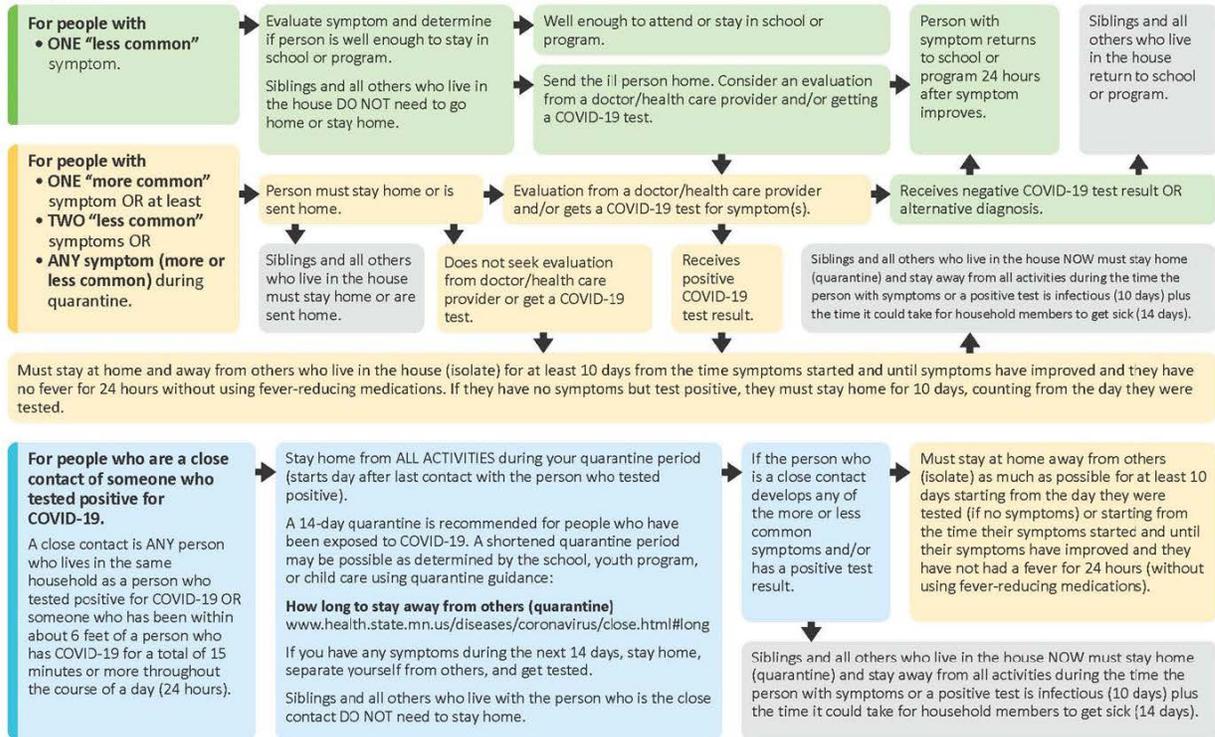
- After You Travel Internationally: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>
- Testing & Air Travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-air-travel.html>

The executive director communicated the Travel section of plan to staff via email on 1/20/21. The revised plan location was noted & is available on the timesheet online system, along with an updated daily employee self-monitoring health-screening form. | Edits to travel plan were made week of 3/9/2021.

COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

- **More common:** fever of 100.4 degrees Fahrenheit or higher; new cough or a cough that gets worse; difficulty/hard time breathing; new loss of taste or smell.
- **Less common:** sore throat; nausea; vomiting; diarrhea; chills; muscle pain; extreme fatigue/feeling very tired; new severe/very bad headache; new nasal congestion/stuffy or runny nose.



STAY SAFE MN

Minnesota Department of Health | health.mn.gov | 651-201-5000 | 625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975
Contact health.communications@state.mn.us to request an alternate format. | Updated 12/21/2020

The Decision Tree above, is for Head Start and Semcac Clinic staff.

Addendum A

Vaccine Mandate

The following was communicated to all staff via email from the Executive Director on 9/24/21. Additional information regarding a vaccine mandate will be forthcoming:

As you are probably aware, President Biden recently issued an Executive Order mandating employers with over 100 employees to ensure employees are vaccinated against COVID-19 by the end of the year (or get a weekly COVID-19 test). The Occupational Safety and Health Organization (OSHA) will be responsible for establishing guidelines and enforcement of the order, which will take time. There are also pending legal challenges to this mandate, which could further delay it. There could also be certain exceptions for employees to the vaccination mandate. Head Start programs throughout the country, including Semcac, are implementing a vaccination requirement, with specified exceptions.

Semcac is waiting for further instruction and information regarding the vaccine mandate. We are actively checking with MinnCAP, funding sources, the Minnesota Department of Health, and other reputable organizations regarding implementation. As previously stated, we are waiting for operational and legal clarification and guidance prior to providing employees with a formal policy for implementation and exceptions.

Appendix A – Resources for this Plan

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

State of MN Quarantine Guidance - <https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf>

Governor Walz Executive Orders - <https://mn.gov/governor/news/executiveorders.jsp>

CDC County Status Transmission of COVID- <https://covid.cdc.gov/covid-data-tracker/#county-view>

Businesses

CDC Resources for businesses and employers – 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

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing | <https://youtu.be/d914EnpU4Fo>

Respiratory etiquette

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Known Exposure- Employees who have been exposed to COVID-19

Head Start and Semcac Clinic programs are to follow the COVID-19 Decision Tree for People in Schools, Youth and Child Care Programs – Provided by the MN Dept. of Health – Stay Safe MN initiative. Health.mn.gov | health.communications@state.mn.us | 8/31/2020

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

Travel

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-air-travel.html>

<https://www.health.state.mn.us/diseases/coronavirus/prevention.html#travel>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

Vaccine

<https://mn.gov/covid19/vaccine/whos-getting-vaccinated/index.jsp>

<https://mn.gov/covid19/vaccine/data/index.jsp>

<https://mn.gov/covid19/vaccine/index.jsp>