

COVID-19 Preparedness Plan for Blue Sky Inc.

Blue Sky Inc. is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Supervisors and DSPs are responsible for implementing and complying with all aspects of this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

BSI's Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

1. hygiene and source control;
2. cleaning and disinfecting;
3. policies related to arrivals and departures and visitors;
4. screening and policies for staff and volunteers exhibiting signs or symptoms of COVID-19;
5. screening and policies for service recipients exhibiting signs or symptoms of COVID-19;
6. social distancing;
7. food preparation and meals;
8. ventilation and transportation;
9. communication and training about the plan.

Please note that while we are doing everything we can to mitigate the virus in the workplace, Blue Sky Inc. does not have the ability to supervise every employee's actions throughout the day and cannot guarantee with certainty an employee will not contract the virus.

1. PLAN FOR HYGIENE AND SOURCE CONTROLS:

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. 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, after being in a public place, after blowing their nose, coughing or sneezing and after using the toilet. All visitors, service recipients, volunteers and staff will be required to wash their hands prior to or immediately upon entering the facility. Hand sanitizer dispensers that contain greater than 60% alcohol will be available for use and can be used in place of soap and water, as long as hands are not visibly soiled.

There are two restrooms available with antibacterial soap for handwashing at the BSI office, sanitizer available for each staff member, as well as multiple hand sanitizer pumps throughout the facility. Personal hand sanitizer will be provided, supplied and maintained, and workers will be allowed to perform handwashing at any time to meet this precaution. Face masks and gloves will also be provided by BSI.

*Residential settings: Multiple sinks available for handwashing at both of BSI's residential settings.

Respiratory Etiquette: Cover your cough or sneeze

Workers, visitors, and service recipients are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

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Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all personnel, service recipients and visitors. Throughout the facility there are hand sanitizers, tissues and garbage cans. Posters and/or stickers are placed throughout the facility reminding staff to cover their cough.

Facemasks

All staff and service recipients who are visiting the BSI office for longer than 10 minutes will be required to wear a facemask, when required by current CDC and MDH guidelines. Additionally, masks will be worn during any meetings between two or more individuals whose proximity is closer than 6 feet apart, following current CDC and MDH guidelines. When transporting consumers, employees are **required** and consumers are strongly encouraged to wear a face covering for the duration of transport. Additionally, transportation drivers reserve the right to refuse service to person's served if they are exhibiting signs and symptoms of COVID-19.

*Residential settings: Staff will be required to wear masks at all times when in close proximity of participants, following current CDC and MDH guidelines.

2. PLAN FOR CLEANING AND DISINFECTING:

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, company cars and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting with EPA-registered disinfectants will be conducted in high-touch areas, such as phones, keyboards, door handles, copy machines, etc. Staff will be required to clean and disinfect their work stations before leaving each day. Disinfectant spray and/or wipes will be available to clean work stations. Work stations will be cleaned with proper sanitizing cleaners and workspace aired out as able if a worker is diagnosed with COVID-19. Companies do not necessarily need to close after a person with confirmed or suspected COVID-19 has been in a company facility. The area(s) used or visited by the ill person will be closed for 24 hours or as long as possible. Outside doors and windows will be open as much as possible ensuring that doing so does not pose a safety risk to children using the facility (i.e. make sure that children are not able to enter the closed off area through any windows or doors) and ventilating fans will also be used to increase air circulation in the area. Once the area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person with confirmed or suspected COVID-19 can return to work immediately after disinfection is completed.

*Residential settings: The kitchen area at both residential settings are being cleaned and disinfected at least four times throughout the day with EPA-registered disinfectants. Additionally, disinfecting spray is being used throughout the house approximately 3 times per day. All dishes are run through the dishwasher for sanitation purposes.

3. PLAN FOR ARRIVALS AND DEPARTURES:

Instructions will be posted in the BSI entrance with the following information: Do not enter if you are experiencing COVID-19 symptoms; wash or sanitize your hands upon arrival; a screening for COVID-19 symptoms will be required immediately upon entering; please wear face-coverings if you are visiting for more than 10 minutes or as required by current CDC and MDH guidelines; and please adhere to hygiene and social distancing instructions, signage and markings.

All employees reporting to the BSI office may be screened, if current CDC and MDH guidelines require screenings, for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19 upon entering the Blue Sky Inc. office. Employees will report to the receptionist area upon arrival at work and prior to entering any other areas of Blue Sky Inc. property. Here, they may be screened privately by administrative staff {or on their own} using a touchless forehead thermometer and questionnaire regarding any respiratory symptoms they may be experiencing. The employee's temperature and answer to respiratory symptom questions will be documented and the record will be maintained as a private medical record. Employees that do not check into the BSI office may be required to screen themselves using the same COVID screening log that is used at the office and will be required to turn them in with their timesheets each week. Person's served may also be screened by staff for any COVID-19 symptoms, but documentation will not be required. Immediately following the completion of their health screening, person's served and employees will wash their hands at the nearest hand washing station. Any individuals presenting respiratory symptoms, fever, and/or meet the criteria developed by BSI to be categorized as a risk to human health as it relates to COVID-19, will be promptly sent home. It will be BSI's responsibility to determine if any community services sites are of particular risk for exposure. Determinations will also be made regarding each client's ability to adhere to the current guidelines and BSI's ability to provide adequate assistance to person's served in maintaining current social distancing/hygiene guidelines.

*Residential settings: Instructions are posted at our residential settings that state: "For the health and safety of our participants, if you choose to visit your family or friend here, please do it safely, following current CDC and MDH guidelines. These guidelines may include practicing social distancing, remaining outside and wearing a mask. We encourage you to call to talk with your friend or family member that lives here." Additionally, all service recipients will be encouraged to wash their hands after interacting with a visitor.

4. PLAN FOR SCREENING AND POLICIES FOR STAFF:

Illness and Sick Leave

- Employees will be informed about what signs and symptoms to screen themselves for, especially as it relates to COVID-19 sickness. Specifically, fever, sore throat, chills, cough, shortness of breath, and loss of taste and smell.
- An employee who's screening indicates a fever at or above 100 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The employee should monitor his/her symptoms and call a doctor or use telemedicine if concerned about the symptoms.
- Staff who are ill and being tested for COVID must contact their supervisor and follow current recommendations from the CDC and MDH. These guidelines may include remaining at home until a negative test result is obtained. Once obtained, the staff may return back to work once they have provided the proper documentation to their supervisor or HR. BSI's sick leave policy may pay for the time period that it takes for an employee to be tested for COVID-19 and is unable to work, if **government** funding is provided for this pay.
- An employee who tests positive for COVID-19 may return to work when he/she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND at least ten (10) days have passed since the symptoms began. BSI's sick leave policy indicates that employees will be paid at their normal rate for the hours they were scheduled to work during their 10-day quarantine, if **government** funding is provided for this pay.

- An employee may return to work earlier if a doctor confirms the cause of an employee’s fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.
- MDH will be notified when there is a confirmed case of COVID-19 in our program by calling 651-297-1304 or 1-800-657-3504 (Mon. – Fri., 8AM-5PM). We will work with MDH and comply with their directive when given.
- Blue Sky Inc. 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. Answers regarding sick leave, the Family Medical Leave Act (FMLA) and other policies can be obtained by contacting BSI’s HR Generalist.

Contact Tracing and Confidentiality

The CDC advises that if an employee is confirmed to have COVID-19, Blue Sky Inc. should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

As part of that, Blue Sky Inc. will try to determine which, if any, employees were exposed to COVID-19. There are a few ways for Blue Sky Inc. to perform this “contact tracing.” First, Blue Sky Inc. will attempt to coordinate with state or local health authorities for guidance and direction. Additionally, Blue Sky Inc. will investigate the employee’s schedule and work location to determine with whom the employee interacted.

Once employees are identified, Blue Sky Inc. will communicate to these employees that they have potentially been exposed to COVID-19, while maintaining the affected employee’s confidentiality. Blue Sky Inc. will not disclose the affected employee’s ***name***.

Blue Sky Inc. will **not** disclose the identity of an employee diagnosed with (or suspected of having) coronavirus. Under the Americans with Disabilities Act (ADA), employee medical information must be kept confidential and may only be shared in very limited circumstances

During this emergency period, Blue Sky Inc. will ***require*** all employees to disclose if they test positive for COVID-19 or have been in contact with someone who tests positive.

5. PLAN FOR SCREENING AND POLICIES FOR SERVICE RECIPIENTS:

- Service recipients will be informed by their staff to recognize the signs and symptoms of the COVID-19 illness.
- All emergency contact information for service recipients has been brought up-to-date by BSI’s supervisors.
- BSI will inform any service recipients with fever and/or acute respiratory symptoms (cough, shortness of breath), even those not able to be tested, that they should follow the current CDC and MDH guidelines regarding quarantine timelines. These guidelines might indicate that they should self-quarantine for 7 days after illness onset, or 72 hours after resolution of fever (without taking fever-reducing medications), and improvement of respiratory symptoms, whichever is longer. Service recipients will be told to seek care if their symptoms become severe and that they should call ahead to health provider when possible.
- Service recipients with symptoms who are not able to be tested should isolate themselves from household and intimate contacts as much as possible, if this aligns with the current CDC and MDH guidelines. Household and intimate contacts of these individuals should limit their activities in public for 14 days after the incorporating precautions in the home, and monitor for symptoms.

- Service recipients who have suspect or known cases of COVID-19, but who are not severely ill, should stay home while they recover. If they have severe underlying health conditions or are older adults, they should contact their health care provider to see if they have additional recommendations for them. If someone develops severe symptoms they should call ahead to their health care provider, if possible, prior to seeking care.
- If BSI is informed that a service recipient tests positive for the COVID-19 illness, services will be discontinued, with the exception of service recipients who live in a BSI licensed residential site, until they have been medically cleared.
- When a service recipient has been identified as COVID-19 positive, Blue Sky Inc. will communicate to all staff who have been in contact that they have potentially been exposed to COVID-19. Additionally, steps will be taken to ensure that an individual's identity is not disclosed with exception of authorized personnel.
- MDH will be notified when there is a confirmed case of COVID-19 in our program by calling 651-297-1304 or 1-800-657-3504 (Mon. – Fri., 8AM-5PM). We will work with MDH and comply with their directive when given.

*Residential settings: PPE supplies are on-hand at both residential settings and will be used if a service recipient tests positive for the COVID-19 illness.

6. PLAN FOR SOCIAL DISTANCING:

Social distancing, when required by current CDC and MDH guidelines, is being implemented in the workplace through the following engineering and administrative controls: Blue Sky Inc. will be using telework, flexible work hours, staggered shifts; maintaining six feet of distance between workers; and providing signage or instructions for employees and visitors, etc. Blue Sky Inc. will provide each staff member with at least two non-medical cloth masks, a bottle of hand sanitizer, and gloves. Physical workplace changes will not pertain to office staff as the work stations are cubicles providing 6' distance and/or a barrier. If staff are required to have a meeting and are unable to maintain 6' distance or cannot meet remotely, staff will wear non-medical cloth masks during the meeting, when required by current CDC and MDH guidelines. Workers and visitors are prohibited from gathering in groups and confined areas, when recommended by current CDC and MDH guidelines, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

7. PLAN FOR FOOD PREPARATION AND MEALS:

This is not applicable to the BSI headquarters.

*Residential settings: BSI staff will prepare all meals, ensuring they are practicing basic hygiene by washing their hands, keeping hands away from their face, and covering any coughs or sneezes. Staff will follow current CDC and MDH guidelines surrounding meal preparation and service. These recommendations will be made available to all staff and may include; requiring staff to plate all meals, including any desired condiments, and pour all drinks for service recipients in the kitchen to limit the number of people handling utensils and containers. Meal times will be staggered, if possible, to ensure service recipients are able to maintain a 6-foot distance from other service recipients and staff. If service recipients require assistance when eating, staff will wear a mask while within 6 feet of service recipient, when required by CDC and MDH current guidelines. Staff and service recipients will wash their hands prior to and after eating.

8. PLAN FOR VENTILATION & TRANSPORTATION:

- BSI will open windows and doors whenever possible to maximize the amount of fresh air being brought in, and limit air recirculation and ensure ventilation systems are properly used and maintained.
- When not in their own vehicle, employees are **required**, when current CDC and MDH guidelines require a face covering, and consumers are strongly encouraged to wear a face covering for the duration of transport.
- Participants will be strongly encouraged to follow and educated on, current CDC and MDH guidelines. These guidelines may include, wearing a face covering when using any kind of public transportation.
- BSI will limit the number of individuals in a vehicle and ask service recipients to spread out to maintain social distancing as much as possible.
- BSI will not have air recirculated while in a vehicle.

9. PLAN FOR COMMUNICATIONS AND TRAINING:

- A copy of this plan has been distributed to all BSI staff, any updates will be communicated to staff.
- Training was provided to all staff on how to follow the plan and will be updated on any changes to the plan.
- This plan is posted in a prominent place and is accessible to staff who need to review it.
- This plan will be posted on our BSI website and letters will be sent out to service recipients and, as appropriate, parents, guardians, legal representatives, case managers, and residential providers regarding the location of this plan.
- Staff with concerns about their employer's COVID-19 Preparedness Plan or questions about their rights should contact MNOSHA Compliance at osha.compliance@state.mn.us, 651-284-5050 or 877-470-6742.
- Additional communication and training will be ongoing via email and provided to all workers who did not receive the initial training. Supervisors are to monitor how effective the program has been implemented by communicating any concerns, problems, or suggestions for improvement to Blue Sky Inc.'s HR Generalist.
- Supervisors and DSPs are to work through this new program together and update the training as necessary.
- This Preparedness Plan has been certified by Blue Sky Inc. management and was posted throughout the workplace on June 25, 2020. It will be updated as necessary.

Certified by:



HR Generalist, Blue Sky Inc.