

HYGIENE AND SOURCE CONTROLS – DAY SERVICES AND OFFICES

- Visitors who wear well-fitting masks, are not exhibiting symptoms, and have not had a recent exposure to COVID-19 are allowed.
- All staff must screen themselves and document this screening before reporting to work and promptly notify their supervisor if symptoms are present. [Regular Staff Daily Symptom Log](#) or [Temp Staff Daily Symptom Log](#)
- Staff will conduct a visual and verbal health check with each person upon arrival for day & employment services.
- Masks & Face Coverings:
 - Employees, people receiving services, and guests of Opportunity Partners are required to wear well-fitting face masks that cover their mouth and nose at all times when others are present. Masks may be removed while able to maintain social distancing and/or when approved barriers are present.
 - Masks may be removed for eating and drinking, so long as social distancing is observed.
 - Cloth and surgical masks are available at all OP locations.
 - People are allowed to bring in their own masks as long as they fully cover the nose and mouth, are well-fitted to the face, and have 2 or more layers of tightly woven fabric/material.
- Shared mobile devices and computers must be sanitized daily.
- Regular handwashing breaks are encouraged.
- Communal food is allowed and requires proper hygiene practices for all participating and sharing the food.
- Individuals are required to bring refillable water bottles from home; drinking fountains are closed.
- All are encouraged to “foam in/foam out” with hand sanitizer, when available, while entering and exiting a room.
- Staff support infection control and disinfecting procedures of frequently touched surfaces (light switches, tables, chairs, door handles, work stations, microwaves, refrigerators, etc.) Surfaces will be wiped down 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.).

SOCIAL DISTANCING – DAY SERVICES & OFFICES:

- Maintain a 6-foot minimum distance between all individuals at all times.
- Common areas and other areas of congestion will be marked to encourage social distancing of at least 6-feet.
- Workstations that are within 6 feet from one another will have a barrier between them when possible.
- Meal and break times are staggered to maximize social distancing.
- Offer virtual attendance at meetings when possible.

BUILDING AND VENTILATION

Opportunity Partners has installed Needlepoint Bipolar Ionization technology in the HVAC systems of our owned Day & Employment service locations – Koch, Bren Road, and Asplin. Our leased location at Karlins Center is equipped with portable air filtration devices.

TRANSPORTATION:

All OP vehicles have been outfitted with Airlabs Airbubbl filtration devices. In addition, 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 and all occupants of vehicles are required to wear well-fitted masks when in the presence of others.
- Day & Employment services drivers conduct a visual and verbal health check with each person prior to entering the vehicle.
- Vehicle occupants will space 6 feet apart when possible.
- Windows will be slightly open to allow for fresh air-flow into the vehicle, when weather permits.

HYGIENE & SOURCE CONTROLS – GROUP HOMES

- Masks & Face Coverings:
 - Employees of Opportunity Partners are required to wear well-fitting face masks that cover their mouth and nose at all times when others are present. Masks may be removed while able to maintain social distancing and/or when approved barriers are present.
 - Cloth and surgical masks are available at all OP locations.
 - People are allowed to bring in their own masks as long as they fully cover the nose and mouth, are well-fitted to the face, and have 2 or more layers of tightly woven fabric/material.
- 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.

SCREENING - PERSONS SERVED IN GROUP HOMES

Person served will be screened at least one time 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, and 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 are asked to wear a mask when outside of their bedroom.
6. If a staff or person served have been identified as symptomatic or having Covid-19, staff should switch to wearing N95 or KN-95 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 – GROUP HOMES

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 once daily if no concerns of COVID-19 within the home. If a staff or person served from the home has been identified with having Covid-19 or showing symptoms, 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.
7. If a staff or person served have been identified as symptomatic or having Covid-19, staff should switch to wearing N95 or KN-95 masks if available.
8. If medical symptoms become urgent, seek emergency medical attention.

Response team

If you have any questions about this plan or COVID-19, please contact the response team at

ResponseTeam@opportunities.org