

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.

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 day and employment services staff will be trained on this plan and their duties that are found in the plan, by their supervisor or a member of the response team. This plan has been added to new day and employment staff orientation. The plan is posted at day service locations, throughout the building 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](#).

All staff are required to follow this plan and 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. Data will be recorded and saved with the day sheets. Training and coaching will be provided as needed.

Infection Prevention General Protocols:

- Opportunity Partners will adhere to Minnesota Department of health (MDH) and Centers for Disease Control and Prevention (CDC) guidelines on COVID-19.
- Staff who are able to work from home are required to do so, unless directed by their supervisor.
- Opportunity Partners will provide Remote Day Services as an alternative to in center services.
 - According to a modification to Minnesota Statutes, section 245D.04, during the peacetime emergency: Opportunity Partners has updated the service recipient's rights to include the right to "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.
 - Opportunity Partners strongly encourages any "at-risk" persons to stay home, and offers remote services as an alternative to in center.
 - "At-Risk" is defined as people who are: 65years and older, living in a long-term care facility, immunocompromised; people with: chronic lung disease or moderate to severe asthma, serious heart conditions, severe obesity (BMI 40 or greater). Diabetes, chronic kidney disease undergoing dialysis, or liver disease.
 - 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.
- 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.

COVID-19 Preparedness Plan: Day and Employment Services

- Staff are required to wear face masks that cover their mouth and nose at all times. Persons served are highly encouraged to wear masks 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.
- 6-foot minimum distance shall be maintained between all individuals at all times.
 - Workstations that are within 6 feet from one another will have a Plexiglas 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.
- Floor markings will be used as visual aids to illustrate traffic flow and appropriate spacing to support social distancing.
- Persons Served that work on SET sites will not enter any OP services locations and all hubbing for rides is not permitted until further notice.
- Individuals are 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.
 - Individuals must bring a cold lunch (with a cold pack) that doesn't require heating; microwaves will be unavailable.
 - Vending machines will be unavailable until further notice.
- Program spaces are 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.
- Individuals are required to "foam in/foam out" with hand sanitizer when available while entering and exiting a room.
- Program spaces will stay stocked with necessary cleaning supplies, hand sanitizer, hand soap and paper towels where applicable. Should supplies be missing or empty, walkie facilities for refills.
- Individuals are highly encouraged (staff are 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 (when prior occupants were unknown) 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 on the following schedule:
 - Koch: Every two hours
 - Asplin: Every two hours with the exception of the restrooms, which are every hour
 - Bren: Every two hours with the exception of the restrooms, which are every hour
- No visitors are allowed inside OP facilities.
- All meetings will be held through Teams, ZOOM, or another virtual meeting provider until further notice.
- Mobile devices and computers will not be shared by anyone and must be sanitized daily.
- Do not share PPE and ensure used PPE is disposed of properly in a lined trash can.

COVID-19 Preparedness Plan: Day and Employment Services

- 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.
- All employees and persons served (or residential providers) must provide notice of any individual who develops symptoms or are confirmed for Covid-19 for up to 7 days following their visit to OP.

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 masks; surgical masks are available for all drivers.
- 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

Affected and symptomatic people are required to stay home, they are not permitted to access an OP facility/vehicle, or day/employment services that are provided in the community.

An "affected person" is defined as a person with:

- A confirmed case of Covid-19
 - 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, while monitoring for Covid-19 symptoms

A "**symptomatic person**" is defined as a person 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.

Symptomatic people are able to return to an OP facility/vehicle or day/employment services after 10 days AND being symptom free for 3 days without taking any fever controlling medication, whichever is longer.

Infection Prevention: Screening

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).
- Evaluate Contact and Symptoms
 - Have you had contact with someone symptomatic or known to have COVID-19?
 - Symptoms: fever (100.0 or above), cough, or difficulty breathing, or two or more of: chills, repeated shaking with the chills, muscle pain, headache, sore throat, 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>

Staff process upon arrival 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 while working with persons served.
- 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
 - Work floor staff are permitted to enter the S3
 - Bren is divided into 2 zones
- Wash your hands or use hand sanitizer immediately after entering the building
- Wipe down your work station prior to beginning work
- Log your health screening information if you have not already done so prior to leaving your house.

Persons Served Health Check at an OP service location:

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 while at the symptom check.
- 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, proceed to Infection Control: Symptoms Detected below and contact site manager via walkie.

- **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

Ongoing monitoring of symptoms:

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.

Infection Control: Symptoms Detected/Affected Status arises

Fever (100.0 or above), cough, difficulty breathing, headache, chills, muscle pain, sore throat, unusual paleness

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>

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
- Isolate yourself in staff office or as far away from others as supervision needs allow
- Contact supervisor immediately
- 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 3 days 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.

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 (see section below for list of all items)
- 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

COVID-19 Preparedness Plan: Day and Employment Services

- 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 at least 3 days without taking any fever reducing medication, whichever is longer.
- OP staff will notify IDT Members who support the person of the restrictions for returning.

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”:
 - N95 mask
 - Face shield
 - Rain coat/gown
 - Disposable gloves
- Maintain social distance of 6 feet from person who has symptoms, unless providing cares
- 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 use to 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.

Infection Control: Facility/Vehicle Response

In the event that 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 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.

COVID-19 Preparedness Plan: Day and Employment Services

- 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.

Infection Control: Notifications

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.

Additional Resources

Links to detailed procedures, guidance, and forms:

- [Response Team](#)
- Day Services- Compliance Checks
- [Cloth Mask Washing Procedure](#)
- Day Services- Cleaning Chart
- [Day Services- Quarantine Room Cleaning Guidelines](#)
- Day Services- Exposure Tracking Form
- Day Services- Risk Assessment
- Day Services- Notification Statement

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 for more information.

Signed,



Bill Schultz, Interim CEO