



COVID-19 Preparedness Plan for the Community Program

Policy

MICC is committed to providing a safe and healthy workplace and Community Center for all of our participants, employees, volunteers and guests. Since March 17, 2020 MICC followed the guidelines of the State of Minnesota and temporarily suspended all of our in-person services and moved into a distance learning and distance support mode, in support of state strategies designed to slow the pace in which the COVID-19 pandemic is advancing.

All MICC employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our program settings and workspaces, and that requires full cooperation among employees, and participants served. Only through this cooperative effort can we establish and maintain the safety and health within our MICC community.

Participants served by MICC are the reason we exist. Our mission is “to transform the lives of individuals and families affected by autism spectrum and learning differences.” Empowering participants that we support to remain safe and healthy is of utmost importance in achieving that mission. Teaching our participants, the skills they need to move forward in this new world is a priority.

MICC employees are our most important assets. We are serious about helping to keep our employees safe and healthy.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health guidelines and federal OSHA standards related to COVID-19.

Supervisors and all employees are responsible for implementing and complying with all aspects of this Preparedness Plan and have the full support of the MICC Leadership team in enforcing the provisions of this policy.

1.00 Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

1.10 Employees have been informed of and encouraged to self-monitor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent dry cough; difficulty breathing (unable to hold breath for 20-30 seconds); Unusual fatigue.

1.11 If employees become sick or experiencing symptoms while at home, they will inform Aaron Carper, Director of Community Program or Sara Collison, Director of Human Resources. They must stay at home until the fever has subsided for a minimum of three consecutive days, without the use of medications.

1.12 Employees with ongoing symptoms are strongly encouraged to contact their health care provider. Should they receive a positive COVID-19 test result, they must inform Aaron Carper, Director of Community Program and Sara Collison, Director of Human Resources immediately and not report to work until 14 calendar days have passed since the day of the initial symptoms.

1.13 MICC has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by health care provider to isolate or quarantine themselves or a member of their household. *(See MICC Employee COVID-19 Preparedness Plan for more details on these policies).*

1.14 Employees with underlying medical conditions or who have household members with underlying health conditions may request special accommodations.

2.00 Screening and Policies of Persons Served Exhibiting Signs and Symptoms of COVID-19

2.10 Participants served, have been informed of and encouraged to self-monitor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent dry cough; difficulty breathing (unable to hold breath for 20-30 seconds); unusual fatigue. When any of these symptoms are present, the participant and or guardian, must notify MICC and the participant must stay home until the fever has been absent for three consecutive days, without the use of medications

2.20 Minnesota Department of Health (MDH) has primary responsibility for the overall monitoring of Minnesota residents who may be exposed to the Coronavirus, and are responsible for informing MICC of steps they expect us to implement.

Link to MN Symptom Screener: <https://mnsymptomscreener.minnesotasafetycouncil.org/>

3.00 Notification of Exposure to COVID-19

3.10 If an employee or participant is diagnosed with COVID-19 or there is a presumption of a positive test result, the employee should notify Sara Collison, Director of Human Resources and Aaron Carper, Director of Community Programs. Sara Collison shall notify the Minnesota Department of Health and follow the protocols as directed by MDH.

3.11 Aaron Carper, Director of Community Program, shall notify all employees and participants served in the Community Program, about a potential exposure to an individual who has contracted the COVID-19 virus. Depending upon the level of risk exposure to the individual with COVID-19 virus, employees and participants may be required to stay home for 14 calendar days since the day of the exposure.

3.12 The notification will protect the confidentiality of the individual whom has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA)

4.00 Hand washing and Sanitary Practices

4.10 Employees and participants will wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon arrival and prior to departure from their homes, Community Center, prior to mealtimes, and after using the toilet.

4.11 Hand-sanitizer stations are placed throughout the campuses and can be used if hands are not visibly soiled.

4.12 Employees will aid participants who need it in washing hands or using hand sanitizers

4.13 Guests are highly discouraged, but in the event, guests need to enter the Community Center, the guest(s) will be required to wash or sanitize their hands prior to or immediately upon entering the Community Center and follow our social distancing guidelines. Guests are restricted to outside service representatives ie. Utilities; pest control; immediate family member of a participant. All guests will follow all the guidelines in this plan. Guests should request appointments prior to approval of their visit.

5.00 Respiratory Etiquette-Covering Your Cough or Sneeze

5.10 Employees, participants and guest (discouraged) are instructed to cover their mouth and nose with their sleeve or tissue when coughing or sneezing and to avoid touching their faces, 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.

5.11 Employees must wear face masks while transporting participants in MICC vehicles. Participants must wear face masks while riding in MICC vehicles. Participants who refuse to wear a face mask will not be transported by MICC employees. Face masks cannot be shared with others.

5.12 The organization is making a good faith effort to provide each employee with one to two cloth face masks. Employees may acquire and use personal face masks. Employees must ensure face masks are sanitized after each day, using guidelines from the Centers for Disease Control (CDC), www.cdc.gov or Minnesota Department of Health (MDH) <http://health.state.mn.us/>

5.13 Employees are strongly encouraged to wear face masks in participants apartments, and employees must wear face masks in apartments, if requested by the participant.

5.14 Participants employed in community employment will be required to follow the COVID-19 plan as mandated by the employer.

6.00 Social distancing

6.10 The organization will make good faith efforts to reduce the number of participants in the Community Center and in MICC vehicles. All employees driving or participants riding in MICC vehicles must wear face masks.

6.11 Employees and participants will be strongly reminded to keep 6 ft distances while meeting with employees, being in the Community Center and all other activities.

6.12 Unsupervised access to the Community Center and grounds will not be permitted until further notice.

6.13 Physical environments will be adapted to limit group sizes in individual rooms throughout the Community Center. MICC has a limited capacity at each campus location due to distancing guidelines.

6.14 Communal food, preparation of, and sharing of food will not be permitted until further notice.

6.15 Shaking hands, hugging, fist bumps, high fives and other physical forms of greetings or celebrations will not be allowed.

6.16 Large meetings of 11 or more people including employees will be held via remote teleconference.

6.17 Group activities of 6 or more people will not be offered or permitted at this time.

6.18 In-person services may be held as necessary and will use social distancing strategies. Services will be prioritized, phased in gradually and will require appointments.

6.19 Employees using shared office space will use social distancing strategies

6.20 Employees accessing shared equipment in offices or meeting rooms will sanitize equipment before departing their shift.

6.21 MICC will provide flexibility to employees to decrease the amount of people physically present at one time (i.e. staggered shifts, flexibility on work days, etc.)

6.22 The use of technology like email, instant messaging, etc. will be encouraged amongst employees to promote social distancing.

7.00 Housekeeping

7.10 Employees will be required to sanitize tables, other surfaces, door handles, light switches, and other common touch points throughout the day using a sanitizer/disinfectant. Tables will be cleaned before and after all activities.

7.11 MICC vehicles will be sanitized using a sanitizer at the completion of each trip.

7.12 Shared computers and mobile devices will be sanitized each day.

7.13 In the event of an exposure, we will use **Cintas Ultra Sanitizing Spray service**. This is a one-step disinfectant that is effective against a broad-spectrum of bacterial and is viricidal. A trained technician will perform this service.

8.00 Communication and Training

This Preparedness Plan will be provided in-person or via mail or email to employees, participants, parents and guardians during the weeks of May 11 and May 18, 2020. Necessary training will be ongoing and will occur as employees are called back to work and participants begin to receive in-person services once again.

Supervisors will monitor effectiveness of implementation and training will be updated as necessary.

Employees will be kept informed as appropriate through a weekly Human Resources newsletter and by their direct supervisor in case of any protocol changes. This Preparedness Plan had been certified by MICC, and is posted on its website and throughout the Community Center during the week of May 18, 2020. It will be updated as necessary.

Certified by:

Amy Gudmestad

MICC Executive Director