



## **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.

As new guidelines are released in the coming months for potential reopening, the Community Program will adjust the plan accordingly and will provide updates to this plan for any significant changes.

### **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 cough; difficulty breathing (unable to hold breath for 20-30 seconds); unusual fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or

vomiting; diarrhea. **Link to MN Symptom Screener:**  
<https://mnsymptomscreener.minnesotasafetycouncil.org/>

**1.11** If employees become sick or are 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 24 hours 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 10 calendar days have passed since the day of the initial symptoms and their fever has lapsed for 24 hours without the use of fever-reducing medication.

**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 cough; difficulty breathing (unable to hold breath for 20-30 seconds); unusual fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea. When any of these symptoms are present, the participant and or guardian, must notify MICC and **may** request assistance to coordinate and assist in the implementation of protocols as directed by MDH for testing and temporary support until the family/guardian member can assist in daily support.

**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 if a positive test is confirmed.

**3.12** The notification will protect the confidentiality of the individual who 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, MICC Campus, 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 must properly wear face masks while supporting participants in person.

**5.11** Participants are required to properly wear face masks that cover their nose and mouth when indoors on MICC's campus, Community Center or when in an MICC vehicle.

**5.12** Participants are encouraged to try different mask options to find one that is comfortable. If a participant is unable to wear a face mask despite trying various strategies, they may request an accommodation and work with their Specialist to develop an alternative safety plan.

**5.13** Participants will be required to provide their own face mask while in the Community Center or while receiving services or attending activities. Face masks cannot be shared with others. Education on face masks laundering will be supported as needed or requested.

**5.14** Participants and employees must comply with local laws and rules about mask wearing in public spaces. Signage showing mask requirements will be posted per Executive Order 20-81.

**5.15** Employees, participants, and guests 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.

## **6.00 Social distancing**

**6.10** The organization will work to follow state guidelines to reduce the number of participants occupying shared spaces in the Community Center and during activities or provided services including transportation.

**6.11** Employees and participants will be encouraged to keep 6-foot distances while meeting with employees at the Community Center and all other activities and services.

**6.12** Unscheduled and/or unsupervised drop-in access by participants to the interior of the Community Center will not be permitted at this time.

**6.13** Physical environments will be adapted to limit group sizes in individual rooms throughout the Community Center for provision of individual and small group services and activities.

**6.14** Shaking hands, hugging, fist bumps, high fives and other physical forms of greetings or celebrations will not be allowed at Community Activities or while receiving services.

**6.15** Large meetings of 11 or more people including employees must be held via remote platforms until further notice.

**6.16** 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.

**6.17** Employees using shared office space will use social distancing strategies, staggered schedules, or alternate workspaces to ensure contact is minimized during overlapping shifts.

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

**6.19** MICC will provide flexibility to employees to decrease the amount of people physically present at one time (i.e. staggered shifts, flexibility on workdays, reduced shift hours etc.)

**6.20** The use of technology like email, 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. A log of cleaning activity will be maintained on the Community Center refrigerator door.

**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 daily.

**7.13** In the event of an exposure in the Community Center, 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 Guest Policy**

**8.10** Guests are highly discouraged from visiting the Community Center but not disallowed. Guests are encouraged to be limited to external service providers (case managers, etc.) and immediate family members.

**8.11** All guests will follow the guidelines in this plan, including following our mask wearing and social distancing guidelines, and washing or sanitizing their hands before or immediately upon entering campus buildings and the Community Center.

**8.12** Guests are required to pre-schedule their visits to minimize exposure to other participants on campus or the Community Center.

## **9.00 Communication and Training**

This Preparedness Plan will be made available online and shared with employees and participants/families. The plan will be referenced in program weekly updates upon changes. Necessary training will be ongoing and will occur as employees are called back to work and participants begin to receive in-person services. 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. It will be updated, as necessary.

Certified by:

Amy Gudmestad

MICC Executive Director