



Community Program

COVID-19 Preparedness Plan

Update 05.14.2021

Introduction

MICC is committed to providing a safe and healthy workplace and campus for all our participants, employees, volunteers and guests. Since March 17, 2020 MICC followed the guidelines of the State of Minnesota and suspended all our in-person services and moved into a distance learning and remote 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 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 asset in that pursuit and as such, we are serious about helping to keep our employees safe and healthy as well, while protecting everyone’s right to privacy as it relates to medical conditions, diagnosis, and vaccination status.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC); Minnesota Department of Health guidelines; Stay Safe Minnesota guidelines <https://staysafe.mn.gov/> 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 year for reopening, the Community Program will adjust the plan accordingly and will provide updates to this plan and make available via the MICC Website at the following link: <https://www.miccommunity.org/news/covid-19-updates>

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 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. The following screening tool may be used to assist in screening:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>

1.11 If employees are not fully vaccinated and 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 symptoms are improving and fever has subsided for 24 hours without the use of medications or follow protocol in **1.12** below if infection or reinfection is suspected.

1.12 Employees with ongoing symptoms are strongly encouraged to contact their health care provider and get tested for COVID-19. 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 follow directions provided by their health care provider and MDH guidelines for return to work.

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.

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 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 for participants who have not been fully vaccinated, the participant and or guardian, should notify their Advisor/Lead and may request assistance to coordinate and assist in the implementation of protocols as directed by MDH for testing, contact tracing, and temporary support until the family/guardian member can assist or arrange for continuing support if needed.

2.11 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 participants and MICC of steps they expect us to implement. Current guidelines per MDH are listed in the sections below (**2.30 - 2.60**). The following screening tool may be used to assist in screening to see if testing is recommended: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>

2.12 Participants who have tested positive for COVID-19 need stay home in isolation and follow the instruction provided by their health provider and MDH. Currently, MDH Quarantine Guidelines can be found here: <https://www.health.state.mn.us/diseases/coronavirus/sick.html>

2.13 Participants who have had close contact with someone who has COVID-19 need to stay home for 14 days, unless they have been fully vaccinated and have completed the 14 day wait period for their final dose to take effect. Conditions required to reduce time required in quarantine are outlined in the MDH Quarantine Guidelines located at: <https://www.health.state.mn.us/diseases/coronavirus/sick.html>

2.14 If you have not been fully vaccinated and a lab test shows you do not have COVID-19 but you have symptoms, stay home for 10 days and until your symptoms are better and you do not have a fever for 24 hours. Please reference MDH Quarantine Guidelines for updates and exceptions located at: <https://www.health.state.mn.us/diseases/coronavirus/sick.html>

2.15 Participants who have tested positive, are awaiting test results, have symptoms and are not fully vaccinated, or are in quarantine due to potential exposure may continue to receive virtual services but should refrain from close contact with employees including services or MICC activities. This does not include vital or essential services coordinated with and through their Advisor/Lead via our employee designated Covid Response Team.

2.16 Participants who have tested positive, are awaiting test results, have symptoms and are not fully vaccinated, or are in quarantine due to potential exposure are highly encouraged to refrain from any personal social gathering.

3.00 Notification of Exposure to COVID-19

3.10 If a direct service employee or participant is diagnosed with COVID-19 **or** is not fully vaccinated and has had close contact with a known person testing positive, the employee should notify Sara Collison, Director of Human Resources and Aaron Carper, Director of Community Programs. Participants in this scenario shall notify their Advisor/Lead or Aaron Carper, Director of Community Programs.

3.11 MICC will communicate directly with individuals with known exposure to participants or employees who have tested positive for COVID-19 occurring during MICC coordinated activities and services or site exposure during service delivery.

3.12 Notifications in the above 3.11 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, participants, and guests 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, 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 provide reminders to participants to washing hands or use hand sanitizer

5.00 Respiratory Etiquette – Mask Requirements

5.10 Employees must properly wear face masks while indoors and supporting participants in person. Wearing a mask in outdoor settings is optional at this time.

5.11 Participants are required to properly wear face masks that cover their nose and mouth when indoors on MICC's campus or in a MICC vehicle. Based upon comfort level, participants may choose the option to wear a mask in outdoor settings. Additional requirements will be provided to participants for external excursions, events, or activities not operated by MICC employees.

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 Advisor/Lead to develop an alternative safety plan.

5.13 Participants will be required to provide their own face mask while at MICC sites 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, Activities Center, and during activities or provided services including transportation.

6.11 Employees and participants will be encouraged to keep 3-foot distances when possible during all MICC indoor activities and services, including transportation.

6.12 Shaking hands, hugging, fist bumps, high fives and other physical forms of greetings or celebrations will be discouraged at this time.

6.13 All individualized services, which are not a “social gathering” will continue to be available to participants, however we encourage that if virtual service options are feasible and effective, to please contact your Advisor/Lead and make use of that option.

7.00 Housekeeping

7.10 Employees will be required to sanitize tables, other surfaces, door handles, light switches, and other common touch points in campus buildings and vehicles throughout the day using a sanitizer/disinfectant.

7.11 Shared computers and mobile devices owned by MICC will be sanitized daily.

8.00 Community Center and Activity Center Guest Policy

8.10 Guests are encouraged to make completing their business through virtual platforms when that mode will meet their needs.

8.11 The following guests are permitted at this time, if a virtual visit is not possible or appropriate:

- MICC employees and participants
- Contracted facility service staff
- External resource/service providers and community partners
- Family members/guardians of participants
- Pre-scheduled visiting/touring families/guardians

8.12 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 MICC campus buildings.

8.13 Guests not listed in 8.10 require Program Director pre-approval to schedule visits or meetings.

9.00 Participant Travel Precautions

9.10 Participants who aren't fully vaccinated should follow guidance on travel located at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html#unvaccinated-people>.

9.11 Domestic Travel Recommendations for Fully Vaccinated People can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

9.12 Participants should also consider not returning to their residence if they are exhibiting possible COVID-19 symptoms while at home or during travel. Participants are encouraged to decrease exposure risks prior to travel to or from their family's homes.

9.14 Participants' families are strongly encouraged follow [StaySafeMN](#) plans for social gatherings and reduce group sizes of family outings/holiday celebrations

9.15 Participants are encouraged to contact TSA to request a Passenger Support Specialist at least three days before flying. For all modes of travel, participants and families should wear masks, maintain distance from people outside their household, pack hand sanitizer, wash or sanitize hands upon entrance and exit, pack food and water to avoid purchasing from crowded kiosks and avoid touching either surfaces or their faces/masks.

This Preparedness Plan will be made available online and shared with employees and participants/families via program email 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