



Covid-19 Pandemic Preparedness Plan

Purpose

This Action and Prevention Plan details procedures to prevent and minimize hazards to human health as it relates to the Covid-19 Pandemic. This document is prepared to describe implementation of precautionary and response measures to safely and effectively provide and receive services at MWC. We are committed to doing everything we can to protect the health and safety of our participants and employees at MWC. Input from our employees and participants is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved these parties in this process by conducting surveys and integrating feedback into this plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Rights of Person Served
- Serving “At Risk” Participants
- Screening for Symptoms or Illness
- Housekeeping – Cleaning, Disinfecting and Decontamination
- Handwashing
- PPE (Personal Protective Equipment)
- Respiratory Etiquette
- Social Distancing
 - Cohorts
- Responding to an Exposure, Symptoms or Case of COVID-19
- Voluntary Temporary Facility Closure
- Transportation and Off Site Activities
- Communication and Training

This plan also outlines guidelines and protocols specific to the population we serve as recommended by the Minnesota Department of Human Services. Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. This plan will be a living document, to be updated as often as new information regarding the pandemic is released. This plan attempts to capture specific actions, prevention plans, and procedures to address emergencies resulting from COVID-19. The provisions of the plan will be implemented on-site and emergency action will be taken during any event that may threaten human health at MWC locations or any of the community group employment or enrichment sites where MWC employees or participants are employed or in attendance.

Rights of Person Served

The DHS Commissioner has temporarily modified Minnesota Statutes, section 245D.04, subdivision 2 pertaining to a person’s service-related rights by adding a new clause: A person's service-related rights include the right to make an informed MWC about whether to receive services in the community or to “stay-at-home” and not receive day services in the licensed facility or in the community 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. Accordingly, MWC has updated its Rights of Persons Served Policy and will document the communication of this update along with each person’s preference to stay at home or receive day services if MWC is operating in-person services during the peacetime emergency.

Serving “At Risk” Participants

Pursuant to Emergency Executive Order 20-55, “at-risk persons ... are strongly urged to stay at home or in their place of residence except to engage in necessary activities for health and wellbeing ... “ At-risk persons are defined in paragraph 2 of the Order as follows: Consistent with guidance issued by the Centers for Disease Control and Prevention (“CDC”), “at-risk persons” include people who are:

- a. 65 years and older.
- b. Living in a nursing home or a long-term care facility, as defined by the Commissioner of Health.
- c. Any age with underlying medical conditions, particularly if not well controlled, including:
- d. People with chronic lung disease or moderate to severe asthma.
- e. People who have serious heart conditions.
- f. People who are immunocompromised (caused by cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications).
- g. People with severe obesity (body mass index (BMI) of 40 or higher).
- h. People with diabetes DHS-7313D-ENG 6-20 DHS-7313D-ENG 6-20
- i. People with chronic kidney disease undergoing dialysis.
- j. People with liver disease.

MWC is requesting the approval of the participant’s medical provider for anyone that falls under “at risk” and is unvaccinated to return to in-person services.

Screening for COVID-19 Symptoms or Illness for Employees and Participants of MWC

All MWC employees and participants have been informed of and asked to self-monitor at home for the following signs and symptoms of COVID-19: fever (100.4 or higher), cough, sore throat, headache, chills, muscle pain, fatigue, congestion, shortness of breath, difficulty breathing (can’t hold breath for 20 – 30 seconds), loss of taste or smell. When any of these symptoms are present, the employee or participant is to notify their Program Director and **not** report to MWC until current guidelines from the MN Department of Health COVID-19 [Decision Tree](#) permit. More information on symptoms and testing can be found on [this page](#) of the MDH website.

Screening for Participants arriving to MWC via other Transportation: All MWC participants and caregivers have been informed of and will follow protocol when arriving to MWC via alternative transportation (not utilizing MWC vehicles). Vehicles will arrive at their specified time and will park in a parking space near their specified entrance. MWC employees will come out to the vehicle and conduct a manual screening of the participant to look for signs and symptoms of COVID-

19. This screening will include taking a temperature with a touchless thermometer, visually observing for any symptoms and completing an Illness Questionnaire (see attachment, exhibit A) regarding symptoms. If a participant displays any signs or symptoms of illness, they will NOT be permitted to enter the MWC building.

Housekeeping- Cleaning, Disinfecting and Decontamination

Prior to the arrival of participants, MWC Program Directors and Administrative Staff will ensure that disinfectant, sanitizer for food and hard surfaces, soap, paper towels, tissues and necessary PPE are distributed to the staff and participant areas. Regular housekeeping practices have been implemented including routine cleaning and disinfecting of work and activity surfaces, restrooms, program areas and meeting rooms. Frequent cleaning and disinfecting (once per day in shared office areas AND as needed) with soap and/or sanitizer will be conducted in shared and high-touch areas. Cleaning and disinfecting of the overall program will also take place twice per day (in between a schedule change of cohorts and after all program participants leave for the day) AND as needed. MWC staff are responsible for cleaning their desk and work area prior to leaving for the day. All MWC staff, program directors and administrators will be responsible for cleaning and maintaining the program buildings. The full cleaning and disinfecting protocol can be seen as an addendum attachment below.

Handwashing

MWC has implemented a schedule for frequent handwashing throughout the program day. All employees and participants will wash their hands at the beginning and end of their shift/scheduled day, prior to any mealtimes, and after using the restroom. Employees will wash their hands before and after providing first aid or caring for someone who is sick or suspected to be sick. Employees have been instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Posters demonstrating these techniques have been placed throughout the building. Staff and participants will be expected to follow [handwashing procedures](#) as detailed by the CDC. Participants will be reminded, and supervised when appropriate, to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning of their day, prior to any mealtimes, and after using the restroom. MWC will provide hand sanitizer (greater than 60% alcohol) at all locations and in all MWC vehicles. This can be used for hand hygiene in place of soap and water if needed as long as hands are not visibly soiled. Hand sanitizer will be provided to each mobile crew that can be used when soap and water is not reasonably available. Employees and participants will be encouraged to use their knuckle, elbow, or covered hand when contacting high touch areas (i.e., light switches, door knobs, handles, keypads).

Personal Protective Equipment (PPE)

Being that MWC serves participants who may be at high risk of negative outcomes if they contract COVID-19, MWC, Inc. asks that all staff, participants and necessary visitors wear a mask at all times (except when eating). It is strongly encouraged that staff and participants provide their own mask to ensure fit and reduce un-necessary waste. MWC reserves the right to not permit the use of a mask that it feels, in its own determination, is inappropriate and/or compromises the health and safety of others. Bandanas, masks with exhale valves, plastic face shields that only cover the mouth area (commonly known as “glory shields”) and neck/face coverings made of jersey material commonly known as “neck gaiters” are not allowed due to their poor performance in recent mask-effectiveness studies. MWC encourages employees, participants and necessary visitors to launder masks or replace disposable masks frequently. MWC will provide masks for participants, employees and necessary visitors if needed. State executive orders and guidelines have provided for some exemptions for certain individuals under certain circumstances. These include:

- Individuals who have medical or other health conditions, disabilities, or mental health, developmental, or behavioral needs that make it difficult to tolerate wearing a face covering.
- A person who has trouble breathing, is unconscious, sleeping, incapacitated, or is otherwise unable to remove the face covering without assistance.
- Individuals at their workplace when wearing a face covering would create a safety hazard to the person or others as determined by local, state, or federal regulators or workplace safety guidelines.
- Alternatives to masks such as clear face shields may be considered for those with health conditions or situations where wearing a mask is problematic. Face shields may also be used as an alternative to face coverings when specifically permitted in the applicable Industry Guidance available at Stay Safe Minnesota.

Please inform your MWC supervisor if you need an accommodation or exemption from wearing a mask.

Due to the emergence of COVID-19 variants, some of which have been shown to be up to 70% more transmissible, the CDC is recommending “double masking” for unvaccinated individuals to further decrease the chances of catching or spreading COVID-19. To keep our participants and staff as safe as possible, MWC is recommending this practice for those who are not fully vaccinated. Fully vaccinated is considered two weeks after the final injection of the COVID-19 vaccine.

MWC recommends the following options for double masking:

- Wearing **one** N95 or KN95 (these masks are shown to be as effective if not more so than two masks of other material).
- Wearing a disposable surgical mask underneath a cloth mask.
- Wearing one mask combined with a face shield.

The CDC does NOT recommend doing the following:

- **DO NOT** combine two disposable masks; disposable masks are not designed to fit tightly and wearing more than one will not improve fit.
- **DO NOT** combine a N95 or KN95 mask with any other mask. Only use these as a stand-alone mask.

Other Personal Protective Equipment (PPE) including gloves and face shields will also be provided for employees to use when assisting participants with hygiene cares or whenever requested. MWC Program Directors and Administrative Team Members will ensure that a sufficient inventory of disinfectant, sanitizer for food and hard surfaces, soap, paper towels and tissues are in stock and distributed to employee and participant areas as needed.

Respiratory Etiquette

Employees and participants have been instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands. Tissues should be disposed of in the trash and hands washed or sanitized immediately afterward. Respiratory etiquette is demonstrated on posters and supported by making tissues and trash receptacles available to all employees and participants. Staff will frequently remind and train participants on the above respiratory etiquette. Participants that cough or sneeze into their hands will be directed to a sink and supervised as needed to wash their hands for at least 20 seconds with soap and water.

Social Distancing

MWC will follow CDC, MDH and other safety guidelines specific to our field in an attempt to create an environment that reduces the risk of transmitting COVID-19 as much as possible. This includes the practice of social distancing, or spreading out to create space between people.

MWC has re-arranged seating areas to maximize the space between employees and persons receiving services with **as much distance as possible** between seats. Employees and participants will remain at least 4 to 6 feet apart **or** as distant as possible whenever possible within the MWC building and vehicles. Due to the nature of our work, there are times when it may not be possible to maintain any distance from a participant (for example, when helping with a health or hygiene task, mitigating the risk of danger, or caring for an ill person). Whenever possible, MWC has arranged seating so that chairs are turned in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets created when people talk, cough, or sneeze. Where needed, MWC has created and posted visual aids (tape and stickers on the floors and walls) to illustrate traffic flow and appropriate spacing to support social distancing. For the short-term, participants are not permitted to walk throughout the building without an express purpose or staff support. -MWC will document the start and end time of each shift and will clean and disinfect the facility between shifts.

Employees are discouraged from using another employee's personal desk, mobile device, tablet, PPE or other work tools and equipment that could be duplicated. MWC participants are not permitted to share or touch another participant's PPE, personal belongings, food, mobile (or other) device, or any other equipment or supplies that could be duplicated. Each MWC participant will have a designated chair and table spot for their use only. Participants will also be provided with a bin or box to keep personal belongings. MWC strongly encourages participants bring only necessary items (i.e. purse or bag, water bottle, phone or technology device) in order to limit the transfer of germs. Each bin or box will also be stocked with program supplies and for each participant's personal use. Employees will remind participants to practice physical distancing. Disinfectant and cleaning supplies are placed in cohort area as well as near bathrooms for easy access. Whenever possible and when it is agreeable with participants, team meetings will be hosted by conference call or using a virtual platform like Zoom or Google Meet.

Food Consumption: For sanitary reasons, MWC strongly recommends that no food be consumed in the MWC building if a participant's time at MWC does not span a mealtime. Employees and participants who need a snack for a health or wellness reason, OR employees or participants who work a shift or are present in a cohort that spans a meal time will consume food at their desk, office or designated area (while maintaining as much distance as possible from others) whenever able. Before and immediately following the consumption of a snack or lunch, employees are to disinfect surfaces where food was consumed. MWC asks that all participants and employees bring a personal water bottle with their name clearly written on it.

Visitors: MWC seeks to limit visitors to only those with necessary business at MWC. Any visitors entering the facility will be required to wear a face mask, wash their hands immediately upon entering the facility and maintain as much distance as possible from any other person. Until further notice, tours for prospective clients will be limited.

Cohorts

To further reduce the spread of germs, MWC will create and maintain consistent cohorts of the same staff and persons receiving services whenever possible. Cohorts will be maintained throughout the program day and week whenever possible. MWC will limit cohorts to a designated program area as much as possible to further attempt to reduce germs. If a cohort does move to a different location, both the location the cohort came from as well as the location the cohort is

going to will be cleaned and disinfected. Individuals will maintain social distance as much as possible when entering and exiting the building.

Responding to an Exposure, Symptoms or Case of COVID-19

Responding to a Confirmed Exposure to COVID-19:

In an Employee: Employees that have come into close contact with someone who has a confirmed case of COVID-19 are to follow the MDH Decision Tree to determine when they are able to return to MWC. Close contact is defined as any person who lives in the same household as a person who tested positive for COVID-19 OR someone who has been within about 6 feet of a person who has COVID-19 for a total of 15 minutes or more throughout the course of a day (24 hours) starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection) until the time the individual is isolated. If an unvaccinated employee is present at MWC at the time they discover their exposure, they are to immediately tell their supervisor and isolate themselves from others in the designated quarantine area. MWC administrative staff will quickly work to ensure proper supervision of participants and the exposed employee will be asked to leave the building promptly and go straight home. The employee will be instructed to follow the Decision Tree to determine next steps and will be strongly encouraged to get tested.

In a Participant: Participants that have come into close contact with someone who has a confirmed case of COVID-19 are to follow the MDH Decision Tree to determine when they are able to return to MWC. Close contact is defined as any person who lives in the same household as a person who tested positive for COVID-19 OR someone who has been within about 6 feet of a person who has COVID-19 for a total of 15 minutes or more throughout the course of a day (24 hours) starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection) until the time the individual is isolated. If an unvaccinated participant is present at MWC at the time they discover their exposure, they are to immediately tell their supervisor who will then immediately isolate the participant from others in the designated quarantine area until they can be picked up. The participant and their staff/guardians will be instructed to follow the Decision Tree to determine next steps and will be strongly encouraged to get tested.

Responding to an Employee or Participant Showing Symptoms of COVID-19 while at MWC:

In an Employee: If an employee begins to show or feel any symptoms consistent with COVID-19 they are to immediately tell their supervisor and isolate themselves from others in the designated quarantine area. MWC administrative staff will quickly work to ensure proper supervision of participants and the exposed employee will be asked to leave the building promptly and go straight home. The employee will be instructed to follow the Decision Tree to determine next steps and will be strongly encouraged to get tested. The MDH recommends that symptomatic individuals, even those with very mild symptoms get tested.

In a Participant: In addition to being screened for signs and symptoms of illness before they enter a MWC vehicle or building, participants will be visually monitored for any signs and symptoms of illness by MWC staff throughout their time at MWC. If a participant begins to show or reports feeling any symptoms consistent with COVID-19 they will be immediately isolated from others in the designated quarantine area. The ill participant's residential staff, family or guardian will be called to immediately pick the person up and transport them home. If the participant needs care or further assessment due to feeling ill, the following response steps will be taken:

1. If not already on, the caretaker will put on all forms of PPE (gloves, mask, face shield) before attending to the ill person.

2. Ensure a mask is on the person who is ill if they are able.
3. Determine if the person is experiencing or displaying any symptoms that would constitute **emergency warning signs** for COVID-19. If they are, **call 911 right away**. Emergency warning signs include:
 - Difficulty breathing or shortness of breath
 - Persistent pain or pressure in the chest
 - New confusion or inability to wake up
 - Bluish lips or face
 *This is not every emergency symptom or sign. Please refer to www.cdc.gov for up to date details.
4. Supervise the individual per their care plan.
5. Gather the persons belonging in a plastic bag using gloves.
6. Gather information as to who the person had contact with and what areas of the building they used. Daily logs of cohorts and supervision will be reviewed to aid the contact investigation process.
7. Notify the program director of the ill participant and who the affected person had been in contact with.
8. The participant and their residential staff/guardian will be instructed to follow the Decision Tree to determine next steps and will be strongly encouraged to get tested for COVID-19.
9. If MWC receives word that the participant tested positive for COVID-19, steps will be taken to notify anyone the participant came into contact with at MWC as listed in the response plan for a confirmed case of COVID-19 below.
10. MWC will follow the COVID-19 Cleaning Disinfection Guidelines for the quarantine room and all affected or potentially affected areas thoroughly.

The participant and their residential staff and/or guardian will be instructed to follow the Decision Tree to determine next steps and will be strongly encouraged to get tested. The MDH recommends that symptomatic individuals, even those with very mild symptoms get tested.

Responding to an Employee or Participant Confirmed to have COVID-19:

In an Employee: If a MWC employee receives a positive COVID-19 test, MWC will instruct the employee to refer to the Decision Tree to determine when they can return to work. If the employee has been onsite (or in a MWC vehicle or at a community site) in the last 48 hours, MWC will report the case to the **MN Department of Health (MDH) Provider Hotline (651-201-5414)** as required and for further guidance as needed. MWC will email or mail (in the absence of an email address) to staff, guardians and residential providers a **Notice of Possible Exposure to COVID-19** to all individuals who came into contact with the affected individual within 24 hours of learning of the confirmed case of COVID-19. MWC will utilize staffing schedules and attendance logs to perform contact tracing to determine the identity of anyone who came into contact with the affected individual at MWC. Those contacts will then follow the Decision Tree for quarantine guidelines, monitor themselves for signs and symptoms of COVID-19 and consult with their healthcare provider to determine if a test is needed.

Individuals determined not to have been affected can continue working and/or participating in onsite activities so long as it does not impact sanitizing efforts, there are adequate staff to meet the needs of participants/proper staffing ratios, and is approved by MWC leadership.

In a Participant: If a MWC participant receives a positive COVID-19 test, MWC will instruct the participant and their residential staff and/or guardian to refer to the Decision Tree to determine when they can return to MWC. If the participant has been onsite (or in a MWC vehicle or at a community site) in the last 48 hours, MWC will report the case to the **MN Department of Health (MDH) Provider Hotline (651-201-5414)** as required and for further guidance as needed. MWC will email or mail (in the absence of an email address) to staff, guardians and residential providers a **Notice of Possible Exposure to COVID-19** to all individuals who came into contact with the affected individual within 24 hours of learning of the confirmed case of COVID-19. MWC will utilize staffing schedules and attendance logs to perform contact tracing to determine the identity of anyone who came into contact with the affected individual at MWC. Those contacts will then follow the Decision Tree for quarantine guidelines, monitor themselves for signs and symptoms of COVID-19 and consult with their healthcare provider to determine if a test is needed.

Individuals determined not to have been affected can continue working and/or participating in onsite activities so long as it does not impact sanitizing efforts, there are adequate staff to meet the needs of participants/proper staffing ratios and is approved by MWC leadership.

Regarding the Length of Quarantine:

MWC will follow the 14 day quarantine period as recommended by the CDC and laid out in the Decision Tree. However, if the length of the quarantine period creates a hardship for the employee or participant, the CDC has allowed for a shorter quarantine period under certain circumstances. A shortened quarantine period may be considered if ALL of the following are true:

- The person has NOT had symptoms of COVID-19 during the quarantine period.
- The person does NOT live with someone who has COVID-19.
- The person does NOT live or work in a high-risk setting, including a long-term care or assisted living facility, correctional facility, shelter, or other congregate living facility.
- The person does NOT work in a health care facility.
- The person had a defined exposure, meaning a known exposure with a beginning and an end. Examples could be someone who was exposed: ▪ At school or a sporting activity. ▪ During a shift at work or while on break. ▪ At a social gathering or event, like a party or funeral. ▪ Note: For someone who is under quarantine after traveling outside of Minnesota for reasons other than crossing the border for work, study, medical care, or personal safety and security, the “exposure” period ends upon arrival back home.

If and only if all of the above conditions are true, quarantine may be shortened to:

- 10 days without testing; or
- Seven days with a PCR-negative test (not an antigen test or antibody/blood test) if the test occurred on day five after exposure or later.

A mandatory prior discussion with a MWC Manager to ensure that all of the above criteria have been met before a person can return to MWC under the shortened quarantine time.

Who does not need to quarantine?

If someone has recovered from COVID-19 in the past 90 days and are exposed again, they do not need to quarantine if **ALL** of the following are true:

- Their illness was laboratory confirmed in the past 90 days.
- They have fully recovered.
- They do not currently have any symptoms of COVID-19.

Even someone who has recovered should still continue to stay distanced, wear a mask, wash their hands often, and follow other precautions. For more information, see CDC: [When to Quarantine](#) .

If someone is fully vaccinated AND asymptomatic after a known exposure, they do not need to quarantine or test.

Voluntary Temporary Facility Closure

MWC may make the decision to temporarily close our Day Service facilities if we determine we cannot deliver services safely in the facility or other community-based settings. In the event this were to happen, MWC will contact each person whose services would be interrupted, their guardians and/or residences to ensure an effective transition during the temporary closure.

MWC may consider the following information to determine if we are able to deliver services safely:

- COVID-19 exposure or infection in multiple cohorts
- Inability to maintain effective staffing ratios
- Non-participation by people who receive services due to COVID-19 exposure or infection

MWC will continue to offer and provide Remote Support as a service delivery option as long as it is permitted and available in accordance with DHS guidelines.

Transportation and Offsite Activities

MWC is currently using Metro Mobility for participants to get to and from the Center. MWC follows Metro Mobility protocols.

MWC will limit attending offsite activities to only those activities where staff can reasonably ensure we will have the space and means to support clients to practice physical distancing when engaged in these activities (such as outdoor activities).

Communication and Training

All MWC employees will be trained on this plan before reporting back to work and sign off that they understand and will follow its procedures. Prior to resuming participant services, the plan will be revised based on any new guidelines and information from appropriate government and local authorities as well as the suggestions of frontline employees directly supporting clients to best ensure it reflects practical procedures. Employees will continue to receive company updates via email, video meetings and in person meetings when it is possible to maintain proper social distancing. This plan will be certified by the Executive Director, posted on our website (www.MWCjobs.org) and on the employee/participant bulletin board and sent to participant homes as requested.

Exhibit A – MWC Illness Questionnaire

STAFF/ PARTICIPANT SCREENING

For the safety and security of our employees and all those we serve, **EVERYONE** must answer the questions below in order to enter a MWC vehicle, building, or community site.

1. In the last 3 days, have you experienced any cold or flu-like symptoms, including: **fever at or above 100.4 degrees F, cough, congestion, sore throat, chills, muscle aches, headache, loss of smell or taste, shortness of breath or difficulty breathing** (trouble holding your breath for more than 20 seconds)?

*If yes, this individual is NOT permitted to enter a MWC vehicle, building or community site. Please immediately report this temperature to the guardian or group home of the participants and to the MWC Program Director.

2. Have you had any close contact with someone diagnosed with COVID-19 or who is showing any symptoms like the ones listed above?
3. Do you live with someone who has been diagnosed with COVID-19 and is under quarantine?
4. Have you traveled anywhere in the last 14 days? If you have, please discuss this with your supervisor.

Questions must be answered **each time** you enter a MWC vehicle, building, or community site.

MWC, Inc. Covid-19 Cleaning & Disinfecting Guidelines

Overview

MWC is committed to providing a safe and healthy workplace for our employees and participants. Regular housekeeping practices are on-going in our building and vehicles which includes routine cleaning and disinfecting of work surfaces, program areas, equipment, restrooms, break rooms, meeting rooms and any other area occupied by staff or participants. Cleaning will be conducted in all areas at least once a day (twice a day in all participant program areas) AND as needed. Below are the measures we have implemented to ensure MWC is maintaining a safe environment for employees and participants.

Cleaning and Disinfecting Offices and Surfaces

Employees will follow proper hand hygiene practices and wear disposable gloves when engaged in any cleaning or disinfecting tasks, and precautions will be taken to ensure proper ventilation is maintained during cleaning tasks. All areas will follow a regular cleaning schedule AND as the need arises. Areas cleaned and procedures include:

- High touch surfaces: tables, chairs, countertops, doorknobs, light switches, handrails, miscellaneous handles, bathrooms, faucets, sinks, etc.
- Electronics: shared keyboards, desktops, touch screens, tablets, copy machines, remote controls, phones, etc. Do not directly spray cleaner on electronic equipment, especially computers. Spray into a cleaning cloth and then gently wipe equipment.
- Trash removal: all garbage cans must be lined with plastic liners. When disposing of garbage the liner should be removed and a new one inserted. No dumping garbage to a larger container or re-using liners is allowed at this time.

Cleaning and Disinfecting MWC Vehicles

Surfaces in the vehicle will be cleaned at the end of each route AND as needed. Surfaces to be cleaned and disinfected include door handles, arm rests, seats, seat belt buckles, all control knobs and handles, windows as needed, etc.

Cleaning Schedule

All MWC locations will maintain a schedule to ensure all areas of each building are cleaned and disinfected on a frequent and regular basis. Cleaning and disinfecting will be completed between shifts and during shifts and as needed.

Responsibilities for Cleaning and Disinfecting

General precautions will be used by all employees when engaged in cleaning and disinfecting tasks. Each office will assign an employee(s) to complete cleaning tasks throughout the day to clean common areas on a regular basis or as the need arises. Employees with their own office or office space are responsible to clean and disinfect these spaces and any electronics/technology devices used on a frequent and regular basis. Staff leading cohorts in MWC buildings will be responsible for cleaning their designated cohort area during their shift as needed and after their shift.

Cleaning Products for Use

For routine cleaning soap, water and friction can be used or the cleaning product that is normally used for routine cleaning. MWC will use products approved by the EPA, CDC, and OSHA for disinfecting items and surfaces. In the event a

disinfectant is not available a solution of 1/3 cup bleach to 1 gallon of water or a 70% alcohol solution can be used to disinfect surfaces. *Note: do not mix bleach with any cleaning or disinfecting products

Procedure for Disinfecting Workplace for Diagnosed Covid-19 situation

In the event that a person becomes sick at work, MWC will follow the procedures and guidelines outlined by the CDC, Minnesota Department of Health and Health Counseling Services for cleaning and disinfecting contaminated areas. Employee(s) engaged in these cleaning and disinfecting processes need to wear disposable gloves and a mask.

- Close off area used by person who is sick
- Open outside doors as able to increase air circulation in the area
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfecting is not necessary as long as a regular cleaning schedule has been maintained.
- MWC has contracts with cleaning service providers and in the event of an infectious disease outbreak (COVID-19) MWC will contact the cleaning service for assistance in cleaning and disinfecting the area.

Cleaning Procedures; clean all objects and surfaces that are contaminated.

Hard surface cleaning procedure

- Place gloves on both hands
- Remove excess fluids with paper towels
- Clean area with cleaning solution
- Do not rinse
- Allow to air dry

Fabric or carpeted surfaces that have been contaminated should be laundered or dry cleaned whenever possible. If this is not possible, the following procedure will be used:

- Place gloves on both hands
- Remove excess fluid with paper towels
- Clean area with soap and cold water
- A fabric or carpet cleaning product may be used
- Spray with Lysol or approved disinfectant following cleaning

Regular Cleaning and Disinfecting Checklist

1. Common Areas and Offices

- Tables
- Chairs
- Countertops
- Doorknobs
- Light switches
- Handrails
- Doors/door handles to entryway areas
- Sinks and handles
- Copier
- Phones
- Desk surfaces and drawers
- Computer screens, keyboards, mouse

- Shared items as designated (pens, markers, scissors, staplers, etc.)

2. Cohort Areas

- Tables
- Chairs
- Light switches
- Door knobs
- Handles
- Plastic supply bins

3. Bathrooms

- Sinks
- Countertops
- Toilets
- Soap dispensers
- Light switches
- Paper towel dispensers
- Door handles and stall doors



Covid-19 Pandemic Preparedness Plan

By signing below, I acknowledge that I have read and understand the Metro Work Center, Inc. updated Preparedness Plan

Printed Name

Staff Signature

Date