

Mains'I COVID-19 Office Preparedness Plan: Policy and Procedure

Mains'I is committed to providing a safe and healthy workplace for all our employees and customers. To ensure we have safe and healthy workplace for all people, we have developed the following COVID-19 Office Preparedness Plan in response to the COVID-19 pandemic. All practices within this plan are aligned with the Mains'I vision, mission, and core values.

All employees are responsible for implementing this plan. We offer services to and employ people who have conditions that put them at greater risk should they contract COVID-19. Our goal is to lessen the potential for transmission of COVID-19 in our workplace and communities, and that requires full cooperation among our employees and stakeholders.

This plan has been approved by the Mains'I COVID Response Team, and has been developed and implemented with the participation of employees. Feedback was attained through individual and team conversations, services virtual gatherings, information shared through the Mains'I COVID Resources web page, and e-mail communications.

This plan includes the policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, federal Occupational Safety and Health Administration (OSHA) standards, and Executive Order 20-48 related to worker and customer exposure to COVID-19. The plan includes the following, in compliance with the guidelines and standards above:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. cleaning, disinfecting, decontamination and ventilation;
5. hygiene and respiratory etiquette;
6. communications and training for employees necessary to implement the plan;
7. provision of management and supervision necessary to ensure effective ongoing implementation of the plan;
8. protection and controls for pick-up, drop-off and delivery;
9. protections and controls for in-office working/gatherings;
10. communications and instructions for customers

All services personnel follow the established Best Practices: Infectious Disease Prevention and Mains'I Shift and Visitor Guidelines.

Screening and policies for employees and visitors exhibiting signs and symptoms of COVID-19

Employees have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. Employees are encouraged to contact the Mains'I nurse when anyone is being tested or having symptoms. The nurse contact number is 612-644-0615.

The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Any person entering a Mains'I workplace setting will check in using the Mains'I Employee and Guest Sign In form. The sign in procedure includes a temperature check, which is administered by the front desk personnel. If a person indicates any signs of symptoms or discloses recent outstate travel, the Mains'I nurse will be contacted to discuss

whether entering the workplace is recommended. If/when a temperature is over 99.6 degrees, the Mains' I RN will be contacted to discuss any possible other symptoms and institute a plan with the person.

Mains' I has leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Refer to the Mains' I sick leave language within the Paid Time Off Policy, Payroll Policy, the Family Medical Leave Act (FMLA), and Unpaid Leave of Absence Policy.

Mains' I has a communication practice for informing employees when they have been exposed to a person with COVID-19 at their workplace. Employees follow quarantine practices established by State Department of Health.

Handwashing

Basic infection prevention measures are implemented at our workplaces at all times. Employees are instructed to wash their hands for 40-60 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after coughing or sneezing, and after using the restroom. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Visual handwashing instructions are displayed at all hand washing/sanitizing areas (restrooms, front entrances, and kitchens).

Customer service specialists in office settings supply sanitizer at all sanitary stations.

Respiratory etiquette: Cover your cough or sneeze

Employees, customers and visitors are 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 are disposed in provided trash receptacles and people wash or sanitize their hands immediately afterward. Respiratory etiquette and instructions are displayed on posters throughout workplace settings, and tissues and trash receptacles are available to all workers, customers and visitors.

Customer service specialists in office settings will maintain tissue supply and receptacles.

Social distancing

Social distancing of six feet will be implemented and maintained between employees, customers and visitors in the workplace through the following engineering and administrative controls:

1. All administrative personnel work remotely, as agreed upon by supervisors/teams, including scheduled hours and flexibility.
2. People must abide by the 6' social distance requirement.
3. All administrative personnel working in the office setting have staggered shifts if social distancing is not possible within their work space, and their duties require them to work in the office.
4. Signage, markings and instructions for employees, visitors and customers about social distancing are displayed in common areas.
5. Signage is in place in office work rooms, breakrooms and hallways, instructing only one person allowed in each location.
6. Instructions on proper face mask use and handwashing techniques are posted throughout the office setting; resources/instructions are also available on the Mains' I COVID Resources website page. All employees have receiving training on proper use of protective supplies

7. A Plexiglass barrier has been ordered and will be installed at front desk reception areas upon delivery.
8. Employees working within office spaces will maintain a minimum of 6 feet of each other.
9. All administrative personnel are given two (2) cloth face masks to wear when in Mains' I work settings; masks will be worn when traveling throughout the setting; masks may be removed when in socially distant individual work environments.
10. All guests and customers wear a face mask when in the work setting; we will supply a surgical mask if needed. Pens are not shared.
11. Employees follow the established process for delivery drop-off and pickup.
12. Employees clean and disinfect all personal work areas, tools, and equipment. Needed supplies are provided by Customer Service Specialists.
13. Each employee will use disinfect wipes before and after using shared equipment (fax, copier, folding machine). Supplies are located near all equipment.
14. Employees will contact their supervisor to discuss and address any concerns they may have.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented in the work environment, including routine cleaning and disinfecting of work surfaces, equipment, restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

1. Office settings are professionally cleaned each evening.
2. Throughout the day, each employee cleans and disinfects their personal work areas, tools, and equipment, as well as common office equipment before and after use. Customer Service Specialists disinfect common areas, including equipment, each morning upon arrival, and routinely clean and disinfect throughout the day. This includes disinfecting door handles that are routinely opened and closed (entrance/exit doors, bathroom, conference rooms)
3. Cleaning and disinfectant supplies are routinely inventoried and ordered. All supplies are in accordance with CDC guidelines. When recommended CDC supplies are not available, replacement products are used until supplies can be procured
4. Mains' I engaged its heating and ventilation contractor on 5/19/2020. At this time, no adjustments are necessary. No meetings or gatherings are held in office settings at this time.

Communications and training

This COVID-19 Office Preparedness Plan was initially communicated to all employees who work within the Mains' I office settings on May 22, 2020; training was provided by team supervisors prior to June 1, 2020, through established team communications and training practices. New employees working within the office receive a copy of the plan during their office training, conducted by the Corporate Administrative Coordinator.

The COVID Office Preparedness Plan is located on the Mains' I COVID 19 Resources web page. Upon entry to office settings, customers and visitors receive instructions on Mains' I COVID practices by front desk personnel, verbally and through posted signage. (See Screening and policies for employees and visitors exhibiting signs and symptoms of COVID-19 above.)

This COVID-19 Office Preparedness Plan has been certified by the Mains' I COVID Response team on 5-21-2020
The plan is updated as necessary.