

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

Mains' I is committed to providing a workplace that works for all our employees and customers. To support a responsible community, 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 recommended for COVID-19 preparedness by the Centers for Disease Control and Prevention (CDC), the Minnesota and California Departments of Health, federal Occupational Safety and Health Administration (OSHA) standards, and Minnesota Executive Orders 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

Services personnel follow the established best practices in the Preparation and Response Guidelines: Coronavirus Disease 2019.

Resources/instructions are also available on the Mains' I COVID Resources website page. Employees receive training on practices and proper use of protective supplies.

## **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 and their supervisor when they have been exposed, are being tested, or experiencing COVID 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' workplace setting will check in using the Mains' Employee and Guest Sign In/Out form, including a temperature check, which is administered by the front desk or other personnel or, if not available, a self-check. If a person reports any signs of COVID symptoms, high risk exposure, or if a temperature is 99.6 degrees or above, the person will exit the workplace setting, and are encouraged to contact the Mains' nurse to discuss recommended next steps.

Mains' 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' sick leave language within the Paid Time Off Policy, Payroll Policy, the Family Medical Leave Act (FMLA), and Unpaid Leave of Absence Policy.

Mains' has a confidential communication practice for informing employees when they have been exposed at their workplace to a person has been verified to be COVID-19 positive. 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 are asked 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.

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

Assigned personnel in office settings supply sanitizer at 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.

Assigned personnel in office settings maintain tissue supply and receptacles.

### **Social distancing, face mask use, and universal precautions**

Employees, customers and visitors will wear masks and maintain 6 feet or greater distancing when at office settings. Signs are posted throughout the workplace setting as reminders.

### **Capacity/Office Use Procedures**

Administrative personnel are encouraged to work remotely as much as possible, as agreed upon by supervisors/teams. Supervisors offer people the resources and tools to assist employees in not having to come directly into the office. However, at times, there are employees whose position or duties require office space/equipment use. A maximum number of people is designated in each of the office workplace settings as follows:

- 7000 Office Building: 15 people
- 6840 Office Building: 14 people
- Monticello Hub: 6 people
- Shakopee Hub: 5 people
- Landing Circle Office Building: 12

Employees, customers, and visitors in the workplace are requested to use the following practices when duties require office visits:

1. Employees are encouraged to work remotely, unless their work duties require office use. (See capacity limits above.)
2. The MN 7000 Office is the primary location when office utilization is required.
3. The MN 6840 Office will be used for training and meeting purposes, as needed.
4. Employees will reserve/schedule office space and time by contacting the assigned office personnel; a 24-hour advance notice is recommended.
5. To maintain social distancing and capacity limits, employees will stagger their hours when duties require them to be in the office.
6. Any meeting or training requested to be scheduled at any office setting will be accepted through the Training/Meeting Exception Request process (MN office workplace sites only), on a case-by-case basis.
7. Virtual meetings are encouraged. When in-person meetings are necessary, ensure an option to connect virtually is offered, as well.
8. At times, training and or meetings are scheduled in office work place settings that are not attended to office designated personnel. When this occurs, and after an Office Request Exception Form has been confirmed, employees and trainers will follow the Office Procedures While Using a Mains' Office Space form to maintain office practices.
9. Signage, markings and instructions for employees, visitors and customers about social distancing, proper face mask use, and hand washing techniques are displayed throughout office setting.
10. Signs are located throughout office space, indicating room capacity.
11. A Plexiglas barrier is installed at any office setting where there are front desk reception areas.
12. Employees are given face masks to wear when in Mains' work settings, as needed and/or if requested.
13. All guests and customers will wear a wear a mask if unvaccinated, and are offered a mask, if needed and/or requested.
14. Employees notify assigned office personnel when delivering or picking up requested supplies. They are notified where to pick up/drop off items.
15. Employees are requested to clean and disinfect their personal work areas, tools, and equipment after use. Needed supplies are provided by assigned office personnel.
16. Employees are requested to use disinfectant wipes before and after using shared equipment (fax, copier, folding machine). Supplies are located near equipment.
17. Employees are encouraged to contact their supervisor to discuss and address any concerns they may have.

### **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are implemented in the work environment, including routine cleaning and disinfecting.

1. Office settings are cleaned each evening.
2. Throughout the day, employees are encouraged to clean and disinfect their personal work areas, tools, and equipment, as well as common office equipment before and after use.

3. Assigned office personnel disinfect common areas, including equipment, each morning upon arrival, and routinely clean and disinfect throughout the day. (See Daily Cleaning and Disinfectant Checklist.)
4. Cleaning and disinfectant supplies are routinely inventoried and ordered. All supplies are in accordance with CDC guidelines, as available. When recommended CDC supplies are not available, replacement products are used until supplies can be procured.
5. The 7000 office building is equipped with HVAC units which contain built in purification systems for improved air quality and circulation.

### **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 or their supervisor. Supervisors will review the office plan procedures at regularly scheduled team or individual meetings, to offer reminders of procedures and inform of any updates to the plan.

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 verbally or 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.

### References:

Infectious Disease Prevention

Preparation and Response Guidelines Coronavirus Disease 2019

COVID Resources Website Page (<https://www.mainsl.com/covid-19-resources/>)

Mains'I Employee and Guest Sign In/Out form

Paid Time-Off Policy

Payroll Policy

The Family Medical Leave Act (FMLA)

Unpaid Leave of Absence Policy

Training/Meeting Exception Request form

Office Procedures while using Mains'I Office Space