

# RCO Covid-19 Pandemic Response

## Action and Prevention Plan

Written April 2020

### 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 execute work by RCO employees and clients.

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 the RCO site or any of the community sites where RCO employees or clients are employed.

This Action and Prevention Plan supplements the existing RCO Safety Policy.

Individuals will be allowed entry to RCO building, vehicles, and community sites according to the following guidelines.

### While a “Stay at Home” Mandate is in Effect

- On March 25, 2020, Governor Walz mandated that all workers except some of those in “Critical Sectors” stay at home.
- RCO works in a Critical Sector, so the mandate applies to just some of our employees:
  - o Employees whose work cannot be performed remotely may travel to and work at our job sites – these employees are “exempt” from the stay-at-home requirement.
  - o Employees who can perform their job functions remotely must do so and may not travel to or work at our site – these workers are “not exempt”.
- All clients and employees who are “not exempt” (financial/administrative) shall remain away from the RCO site. Return to the RCO site will be determined based on current/updated guidelines for social distancing and hygiene outlined by the Governor or other local authorities. The determination will be made on an individual basis taking into consideration each client’s ability to adhere to the current guidelines and RCO’s ability to provide adequate support staff to assist clients in maintaining current social distancing/hygiene guidelines.
- Clients and support staff who are “exempt” and employed at community sites will be evaluated individually, and if determined to be safe, may be allowed to return to work

only with approval of the Executive Director. The following criteria will be used to individually evaluate workplace safety:

- If a staff or client has indirect contact with someone or is living with someone who tests positive for Covid-19, current guidance states you should self-quarantine for 14 days.
- If an employee or customer of a community site tests positive, all clients and staff will be immediately removed from the site. Return to the site will be determined on an individual basis.

### **Site Entry & Work Location Screening**

Prior to obtaining access to the RCO facility or vehicles, all employees and clients shall:

- Check in at the RCO main facility with the designated safety manager, or
- Check in with the vehicle driver BEFORE entering the RCO vehicle, and
- Sanitize hands, and
- Complete Access Questionnaire, which includes a body temperature check (see Exhibit A), and
- Personnel with symptoms matching those with Covid-19 will not be granted access to the RCO facility and/or vehicles.

Additional workforce management procedures shall include:

- Face coverings shall be required for the duration of the activity and transportation. The following mask types will be allowed:
  - N95 respirator without exhaust valve
  - Cloth or medical masks
  - Employer supplied face covering (if applicable and available)
  - Employee supplied face covering approved by the Employer in the event other mask types listed are not available due to shortages
- A 6-foot minimum distance shall be maintained between all individuals while onsite.
- A maximum of 10 individuals in each individual area within the facility will be maintained. To minimize cross-contamination between areas, individuals will be assigned to a specific area for the day and should remain in that area, with the exception of using the restroom. Individuals will not be allowed to walk throughout the building, including those who work in offices.
- All employees and clients (or residential providers) shall provide notice of any individual who develops symptoms or are confirmed for Covid-19 for up to 7 days following their visit to RCO. If individuals are determined to have been potentially contagious while at the RCO site, protocol for confirmed cases will be followed as laid out in this document.
- All community sites at which RCO provides services shall provide notice of any employee or customer who develops symptoms or are confirmed for Covid-19 for up to 7 days following their visit to the community site. If individuals are determined to have been

potentially contagious while at the community site, protocol for confirmed cases will be followed as laid out in this document.

### **Work Location Procedures & Precautions**

The following are the procedures and precautionary measures that will be implemented in the work location to mitigate the transmission of Covid-19 to all personnel.

- Any individual presenting respiratory symptoms, fever, and/or meet the criteria developed by RCO to be categorized as a risk to human health, as it relates to Covid-19, will be denied access to the RCO site and vehicles. Affected individuals will be mandated to proceed with recommended precautions and subject to a 14-day quarantine.
- Each individual entering the RCO site, RCO vehicle, or RCO community site shall complete the Location Access Questionnaire form prior to gaining access to the RCO site, vehicle, or community site each day.
- Individuals will be required to take breaks, lunch, and meetings in their vehicle or assigned area of the RCO site.
- All individuals will be required to participate in sanitizing tables, doorknobs, handles, and other common touch points used following each visit.

### **Reporting Procedures & Confirmed Cases**

In the event of any of the following, reporting and response policies will be followed to minimize exposure and transmission of Covid-19. Notification of any of these events shall be conducted immediately.

- A confirmed case of Covid-19 for a client, employee, or person living with a client or employee
- An individual is denied access to an RCO vehicle, facility or community site or removed from the site for fever or symptoms associated with Covid-19
- Notice of an individual being otherwise impacted by Covid-19

The reporting procedure is as follows:

- All of the following RCO leadership shall be immediately notified:
  - o Executive Director
  - o Executive Assistant

In the event of a positively confirmed or suspected case of Covid-19:

- If the affected person is offsite, the affected person will be instructed to stay home and will not be allowed onsite.
- If the affected person had been onsite in the last 48 hours, protocols below for “onsite affected person” will also be implemented.
  - o The affected person will immediately be removed from the site premises

- The Executive Director or Executive Assistant will gain an understanding of potential locations and individuals the affected person had been in contact with over the last 5 days through a phone conversation with the individual or the individual's residential provider/guardian.
- All individuals who had prolonged close contact (less than 6 feet apart for more than 10 min per day) with positively tested person within the last 48 hours will be removed from site as well and will self-monitor for symptoms of Covid-19 for 14 days prior to being allowed back on site, symptom free.
- After an orderly and safe shutdown of the RCO affected area, the site will be locked down while it is determined what areas may have been impacted and who may have been exposed. RCO Executive Director and Executive Assistant will lead this investigation and decision-making process.
- After the investigation has been completed, individuals determined to not have been affected can continue working onsite so long as it does not impact sanitizing efforts, there are adequate staff to meet client/staff ratios, and it is approved by RCO leadership.
- All affected or potentially affected areas will be thoroughly wiped with an approved bleach/water (1:10 ratio) solution. Additionally, the affected area/site/vehicle will be locked down and not entered for a period of 7 calendar days.
- Confirmed and suspected cases may attempt to return to the RCO or community site with the following criteria:
  - No fever within 72 hours (without the use of fever reducing medication), and
  - At least 7 days have passed since symptoms first appeared.

### **Best Practices Being Continuously Implemented at RCO's Site**

- **Encourage sick employees and clients to stay home:** Anyone with symptoms (fever, cough, shortness of breath) should notify their supervisor and stay home
- **Social Distancing:** Avoid congregating, large gatherings, and always maintain a minimum distance of approximately 6 feet from others.
- **Meetings:** Large mass meetings will continue to be held through Zoom or another virtual meeting provider
- **Mobile Devices/Shared Computers:** Mobile devices and computers will not be shared by anyone and should be sanitized before and after each visit to the site.
- **Lunch/Break:**
  - All individuals must maintain a distance of 6 feet from other individuals while eating lunch or taking breaks.
  - **No communal food shall be permitted on the jobsite until further notice (donuts, pizza, potluck, etc.)**
- **Hygiene:** The following items will be implemented at RCO:
  - Common areas will be cleaned and sanitized daily

- Workers responsible for trash removal will maintain proper PPE/hand washing practices
- Handwash stations will be maintained with soap, hand sanitizer, and paper towels
- All individuals on site will be expected to participate in extra cleanings for frequently touched surfaces (light switches, tables, chairs, door handles, etc.)
- **Personal Protective Equipment (PPE):**
  - Do not share PPE.
  - Sanitize reusable PPE per manufacturer's recommendation before and after each use.
  - Ensure used PPE is disposed of properly.

## Exhibit A – RCO’s Safety Form Location Access Questionnaire

### EMPLOYEE/ CLIENT SCREENING

For the safety and security of our employees,  
**EVERYONE must answer the questions below**  
in order to enter an RCO vehicle, building, or community site.

1. Have you been within 6 feet for 10 minutes or more of someone diagnosed with Covid-19 in the last 14 days?
2. Do you live with someone who has been diagnosed with Covid-19 and is under quarantine?
3. In the last 3 days, have you experienced any cold or flu-like symptoms, including: **fever at or above 100.4 degrees F, cough, sore throat, respiratory illness, or difficulty breathing?** (Not associated with allergies and not treated by a doctor where a return-to-work release was issued.)

Questions must be answered **each time** you enter.