



## Purpose

This Action and Prevention Plan is meant to provide an overview of Rise's policies and procedures due to the pandemic. More detailed policies, procedures and guidance can be found in other documents linked to this plan. Rise's overall goal is 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 Rise employees and persons served.

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 Rise locations or any of the community group employment sites where Rise employees or persons served are employed.

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

## Current Guidance

- Employees whose work cannot be performed remotely may travel to and work at our job sites – these employees are "excluded" from the stay-at-home requirement.
- 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 excluded".
- All persons served and employees who are "not excluded" (financial/administrative and various employment and housing staff) shall remain away from the Rise site. Return to the Rise site will be based on current/updated guidelines for social distancing and hygiene outlined by state government or other local authorities. The determination will be made on an individual basis taking into consideration each person served ability to adhere to the current guidelines and Rise's ability to provide adequate support staff to assist persons served in maintaining current social distancing/hygiene guidelines.
- Persons served and support staff who are "excluded" 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 Program Director. The following criteria will be used to individually evaluate workplace safety:
  - If a staff or person served has indirect contact with someone or is living with someone who tests positive for COVID-19, current guidance states you will notify Rise and self-quarantine for 14 days.
  - Plan to return to the site will be determined on an individual basis. The program director will work with the site to determine next steps.

## Site Entry & Work Location Screening

Prior to obtaining access to Rise's vehicles, everyone shall:

- Be wearing a face mask
- Have completed Rise's Safety Form Location Access Questionnaire
- Be free of cold or flu-like symptoms, including fever, cough, sore throat, headache, chills, muscle pain, new loss of taste or smell, shortness of breath or difficulty breathing. This list is not all inclusive, please refer to [www.cdc.gov](http://www.cdc.gov) for up to date details.

Prior to obtaining access to Rise's building and community sites everyone shall:

- Connect with your Rise support staff upon arrival
- Sanitize or wash hands
- Continue to wear your mask until you reach your designated program area and 6-foot minimum distance can be maintained between all individuals

Additional workforce management procedures shall include:

- Face coverings shall be worn when social distancing is not possible. The following mask types will be allowed:
  - o N95 respirator without exhaust valve
  - o Cloth or medical masks
  - o Employer supplied face covering (if applicable and available)
  - o Employee supplied face covering approved by the Employer in the event other mask types listed are not available due to shortages
  - o Masks must continue to be used until 6-foot minimum distance shall be maintained between all individuals while onsite. Ex: personal cares, transition times (breaks/lunch), transportation.
- A 6-foot minimum distance shall be maintained between all individuals while onsite.
- 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 be discouraged to walk throughout the building, including those who work in offices.
- All employees and persons served (or residential providers) shall provide notice of any individual who develops symptoms or are confirmed for COVID-19. If individuals are determined to have been potentially contagious while at the Rise site, protocol for confirmed or suspected cases will be followed as laid out in this document.
- All community sites at which Rise provides services shall provide notice of any employee or customer who develops symptoms or are confirmed for COVID-19 following their visit to the community site. If individuals are determined to have been potentially contagious while at the community site, protocol for confirmed or suspected 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 Rise to be categorized as a risk to human health, as it relates to COVID-19, will be monitored from home. Affected individuals will be expected to follow CDC recommended precautions.
- Each individual entering a Rise location, Rise vehicle, or Rise community site shall have completed the Safety Location Access Questionnaire prior to gaining access to the Rise location, vehicle, or community site each day.
- Individuals will be required to take breaks, lunch, and meetings in their-assigned area of the Rise location.
- All individuals will be encouraged to participate in disinfecting tables, chairs, door handles, and other common touch points used following each visit.

### Reporting Confirmed or Suspected Cases

For each situation immediately notify the program director or administration manager who will then notify HR for Staff, QA for Persons Served and a member of the Senior Leadership team. Rise will deploy a Notification and Response Team made up of appropriate Senior Leadership and Directors of the organization depending on the program effected.

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 person served, employee, or person living with a person served or employee
- A confirmed or suspected case is discovered while in a Rise location, vehicle, or community site
- Symptoms will be reported and documented on the signs and symptoms tracking spreadsheet via TEAMS by the Director and reviewed by the Notification and Response Team.

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

- If the affected person is offsite, the affected person will be instructed to stay home.
- If the affected person had been onsite in the last 48 hours, protocols below will also be implemented.
  - o The residential provider will be contacted immediately to pick the person served up.
  - o Rise will follow our quarantine process; the person served will be placed and monitored in a quarantine room until they can be transported home.
  - o The Notification and Response Team will gain an understanding of potential locations and individuals the affected person had been in contact with through a phone conversation with the individual or the individual's residential provider/guardian. **The MN Department of Health (MDH) Provider Hotline (651-201-5414) will be contacted for further guidance.**
  - o After an orderly and safe shutdown of the Rise affected area, the site will be locked down while it is determined what areas may have been impacted and who may have been exposed. The Notification and Response Team will lead this investigation and decision-making process.
  - o 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 person served /staff ratios, and it is approved by Rise leadership.
  - o All affected or potentially affected areas will be thoroughly cleaned and disinfected.

- Confirmed and suspected cases may attempt to return to the Rise or community site with the following criteria:
  - o They have had no fever for at least 72 hours (that is three full days of no fever) without the use of medicine that reduces fevers  
AND
  - o Other symptoms have improved (for example, when their cough or shortness of breath have improved)  
AND
  - o At least 10 days have passed since symptoms first appeared

### **Best Practices Being Continuously Implemented at Rise's Location**

- **Encourage sick employees to stay home:** Anyone with symptoms (ex: fever, cough, shortness of breath) should notify their supervisor and stay home. Daily temperature monitoring is required prior to obtaining access to Rise's locations, vehicles, and community job sites.
- **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:** will be sanitized before and after each use.
- **Lunch/Break:**
  - o All individuals must maintain a distance of 6 feet from other individuals while eating lunch or taking breaks.
  - o No communal food shall be permitted on the jobsite until further notice (donuts, pizza, potluck, etc.)
- **Hygiene:** The following processes will be implemented at Rise:
  - o Common areas will be cleaned and disinfected daily.
  - o Workers responsible for trash removal will maintain proper PPE/hand washing practices.
  - o Handwash stations will be maintained with soap, hand sanitizer, and paper towels.
  - o All individuals on site will be encouraged to participate in extra cleanings for frequently touched surfaces (light switches, tables, chairs, door handles, etc.)
- **Personal Protective Equipment (PPE):**
  - o Do not share PPE.
  - o Sanitize reusable PPE per manufacturer's recommendation before and after each use.
  - o Ensure used PPE is disposed of properly.
- **Travel:**
  - o Staff are responsible for notifying their supervisor and the Human Resources Department before returning to work from traveling to any of the level 3 warning notice locations on the CDC website. The updated list can be found here: <https://wwwnc.cdc.gov/travel/notices/>.



## Exhibit A – Safe Location Access Questionnaire

### EMPLOYEE / PERSON SERVED SCREENING

For the safety and security of our employees, **EVERYONE must confirm that they are not;**

**1. Experiencing any of the following symptoms.**

- a. Fever
- b. Cough
- c. Shortness of breath or difficulty breathing

If yes: please stay home and contact your supervisor.

**2. Living with someone who has been diagnosed with COVID-19 and is under quarantine.**

**3. Had any close contact with anyone who has COVID-19 or experiencing symptoms like the ones we asked about in question 1.**

**4. Returning from travel in the last 14 days.** If you have traveled please discuss with your supervisor.  
<https://wwwnc.cdc.gov/travel/notices>

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