

# **EMPLOYMENT ENTERPRISES, INC.**

## **COVID-19 PREPAREDNESS PLAN**

Employment Enterprises, Inc., (EEI) is committed to providing a safe and healthy workplace for all our employees, program participants, and visitors. To ensure we have a safe and healthy workplace, EEI has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, which requires full cooperation among all employees. Only through this cooperative effort, can we establish and maintain the safety and health of everyone in our workplaces.

The COVID-19 Preparedness Plan is administered by Pamela Baltes and Kathy Rutz who maintain the overall authority and responsibility for the plan; however, all employees are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Our employees are our most important assets. We are serious about safety and health and protecting our employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by holding small meetings, periodically and as necessary, using appropriate safety procedures. Employees are asked for their input and suggestions are implemented as part of our Covid-19 Preparedness Plan. Staff training on this plan was held on June 11, 2021. Staff will be trained on any revisions to the COVID-19 Preparedness Plan in a timely manner.

EEI's COVID-19 Preparedness Plan follows the Stay Safe Guidance for All Business Entities developed by the State of Minnesota, available at the "Stay Safe Minnesota" website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. EEI also follows directives from the Minnesota Department of Human Services (DHS).

### **Health Screening, Isolation, and Quarantine**

#### Symptoms and Asymptomatic Positive Tests

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employee, program participant, and visitor health status prior to entering EEI sites and for employees and program participants to report when they are sick or experiencing symptoms. Employees are trained to monitor their own health, and if experiencing any COVID-19 symptoms, they may be asked to quarantine according to MDH guidelines. Staff will monitor program participants for any indication of symptoms matching COVID-19. Those with symptoms will be sent home to quarantine. Residences will be asked to keep individuals with any COVID-19 symptoms home. Visitors will not be allowed to enter EEI buildings if they are experiencing any of the COVID-19 symptoms, have tested positive for COVID-19 within 10 days, or have been identified as a close contact and are unvaccinated.

EEI has implemented measures to ensure that sick or COVID-19 positive workers isolate until they are no longer infectious, according to applicable MDH guidance.

If a person has symptoms of COVID-19, the individual must stay home until all three of these things are true:

- The person feels better. The person's cough, shortness of breath, or other symptoms are better.
- It has been 10 days since the person first felt sick or a test is taken at least five days after first symptoms and the test results are negative. (If returning after five days with a negative test result, masking is required for an additional five days. Proof of the negative test results and an Attestation Form for At-Home Covid-19 Test must be completed and signed.)
- The person has had no fever for at least 24 hours, without using medication that lowers fevers.

### Test Results

- If a test, taken at least five days after first symptoms, shows the person does not have COVID-19, but has symptoms, the person should stay home until the person feels better; the person's cough, shortness of breath, or other symptoms are better; and the person has had no fever for at least 24 hours, without using medication that lowers fevers. Masking is required for an additional five days. Proof of the negative test results and an Attestation Form for At-Home Covid-19 Test must be completed and signed.)

If a person tests positive for COVID-19, but does not have symptoms, the person must still stay home and away from others for 10 days following the positive test.

### Exposures

EEl has implemented a policy consistent with MDH guidance for identifying and communicating with employees who may have been exposed to a person with COVID-19, including at their workplace, and requiring them to quarantine for the required amount of time.

- Individuals who have not been vaccinated and have had close contact with a person with COVID-19 need to stay home and away from others for 10 days unless a test is taken at least five days after last exposure and the test results are negative. (If returning after five days with negative test results, masking is required for an additional five days. Proof of the negative test results and an Attestation Form for At-Home Covid-19 Test must be completed and signed.)
- In general, a close contact means being less than six feet from someone for 15 minutes or more throughout a 24-hour period.
- If a person has recovered from COVID-19 in the past 90 days and has had close contact with someone with COVID-19, the person does not need to quarantine if **all** the following are true:
  - The illness was confirmed with a positive test in the past 90 days.
  - The person has fully recovered.
  - The person does not currently have any symptoms of COVID-19.
- If someone has completed the COVID-19 vaccination (two doses in a two-dose series or one dose in a one-dose series) and is exposed, they do not need to quarantine if **all** the following are true:
  - The COVID-19 exposure was at least 14 days after their vaccination series was fully completed.
  - They do not currently have any symptoms of COVID-19.

## Hand Hygiene Practices

EEl provides instruction, signage, facilities, and supplies to encourage regular handwashing and sanitizing. Employees and program participants are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after using the toilet, after nose blowing, coughing, or sneezing, and after being in a public place. Paper towels are provided, and trash receptacles are placed by bathroom doors so paper towels can be readily disposed of when operating doors. All visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Handwash stations will be maintained with soap and paper towels. 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. Handwashing signs are posted.

## Cleaning and Disinfecting

EEl has implemented a regular schedule and checklist for cleaning and disinfecting commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), shared items, shared equipment, and high traffic areas. EEl will continue to perform other routine environmental cleaning according to established schedules and procedures. Appropriate and effective cleaning and disinfecting supplies are available for use in accordance with product labels, safety data sheets, and manufacturer specifications, and are being used with required personal protective equipment for the product. This policy is consistent with Centers for Disease Control and Minnesota Department of Health guidance for cleaning of our spaces, especially program spaces.

## Indoor Facilities, Utilities, and Ventilation

EEl works to maximize the amount of fresh air being brought into its buildings, limit air recirculation, and ensure ventilation systems are properly used and maintained. EEl will also take steps to minimize air flow blowing across people.

In the absence of effective mechanical ventilation, steps will be taken to increase natural ventilation as much as possible, including opening windows when possible and safe.

## Other

Since EEl does not provide public transportation, masks are not required, but they are recommended. Those using public transportation will still be required to wear masks when being transported.

This plan is in effect as long as COVID-19 cases do not increase significantly. EEl will continue to follow DHS directives.

Certified  (Executive Director) Date 03-15-22

**EMPLOYMENT ENTERPRISES, INC.**  
**ATTESTATION FORM FOR AT-HOME COVID-19 TEST**

I attest the at-home/over-the-counter COVID-19 test described below was performed on (First and Last Name) \_\_\_\_\_ . The test was administered on the individual named and the results belong to the test performed on the individual above named. The test was performed following the instructions provided by the test kit.

Date and Time Tested: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ on \_\_\_\_\_ AM/PM (Circle One)

Brand of Home Test: \_\_\_\_\_ Serial Number on Test Packaging: \_\_\_\_\_

Test Result (Circle One):      Positive      Negative      Unable to Determine

Test Performed By: \_\_\_\_\_ Relationship/Position (If Applicable): \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_