

# COVID-19 Preparedness Plan for Pro-Health Care

Pro-Health Care is committed to providing a safe and healthy workplace for all our workers and our clients. To ensure we have a safe and healthy workplace, Pro-Health Care has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Dr. Abdulwahab Asamarai, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Pro-Health Care's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Pro-Health Care is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We are dedicated to involving our workers in this process by continuing to listen to our employees and keeping our communication open during the pandemic.

Pro-Health Care's COVID-19 Preparedness Plan follows the industry guidance 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. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing at the office – workers must be at least six-feet apart;
- worker hygiene and source controls, including face coverings;
- office building and ventilation protocol;
- office cleaning and disinfection protocol;
- communications and training practices and protocol.

Pro-Health Care has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan.

## Ensure sick workers stay home and prompt identification and isolation of sick persons

Workers 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 workers' health status prior to entering the office and for workers to report when they are sick or experiencing symptoms.

- All PCAs must **contact the office immediately** if they are experiencing any of the symptoms of COVID-19, which may include, but are not limited to:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Nausea or vomiting
  - Diarrhea
- If you work for a client that is not in your household, do NOT enter the client’s home if you are experiencing any of the above symptoms. You must contact the office, stay home to self-quarantine, stay away from other people, and contact your health care provider.
- Office manager must monitor the staff and all visitors for signs of illness by asking the following health screening question:
  - Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?
    - Fever or feeling feverish?
    - Chills?
    - A new cough?
    - Shortness of breath?
    - A new sore throat?
    - New muscle aches?
    - New headache?
    - New loss of smell or taste?
  - If a worker or a visitor answers “Yes” to any of these questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Pro-Health Care has implemented leave policies that promote workers 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 as outlined by the Families First Coronavirus Response Act (FFCRA).

Pro-Health Care has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information by keeping health information confidential to the essential office staff.

## **Social distancing at the office – at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between workers and visitors in the office by limiting office workers to three at any time and also limiting visitors to one at a time.

## Worker hygiene and source controls

Basic infection prevention measures are being implemented for all workers at all times. Workers 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 and after using the restroom. All visitors to the office are 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 so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. All workers and visitors must wear an appropriate face covering to enter the office.

If a PCA is not working for a person in the same household, the PCA must wear a face covering and gloves when working for the client. Pro-Health Care will provide the necessary PPE that the PCA can pick up at the office during normal business hours.

Workers and all visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

## Office building and ventilation protocol

Operation of the building in which the office is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

## Office cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, meeting rooms, and offices. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, door handles, copy machines, etc.

- Workers using the office must disinfect the premise before and after using the office with the provided hypochlorous solution and other disinfectants.
- The meeting room and all surfaces between the room and the main door need to be disinfected immediately after it is used by a visitor.

If a worker or a visitor has symptoms of COVID-19 or has been diagnosed with COVID-19, the office will need to be disinfected as follows:

- Close off areas used by the person who is sick. If closing off an area is not feasible, the office will need to be closed.
- Open outside doors and windows to increase air circulation.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, common areas, touch screens, and keyboards.
- Vacuum the space if needed, but do not vacuum a room or space that has people in it. Wait until the room or space is empty.
- Disinfect all areas with an appropriate EPA-registered disinfectant.
- Temporarily turn off room fans. But do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Appropriate and effective cleaning and disinfecting supplies have been purchased and 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.

## **Communications and training practices and protocol**

Instructions will be communicated to all workers and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) requirements regarding the use of face-coverings by workers and visitors. All workers and visitors will also be advised not to enter the office or their client's home if they are experiencing symptoms or have contracted COVID-19.

Managers are expected to monitor how effective the program has been implemented. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Pro-Health Care management and the plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by the management.

Certified by:



08/11/2020

Abdulwahab Asamarai, President & CEO