

COVID-19 PREPAREDNESS AND RESPONSE PLAN FRASER CAREER PLANNING AND EMPLOYMENT

In response to the COVID-19 Pandemic and in compliance with state requirements, Fraser developed a Preparedness and Response Plan for each of our program areas. All policies and procedures herein for Fraser employees are also mandated for sub-contractor staff. This plan is subject to frequent changes as COVID-19 guidance is updated by the state. Downloading and Printing this manual is not recommended due to the ever-changing nature of the COVID-19 Pandemic. Any updates to this plan will be available for employees and clients on the Fraser webpage. A paper copy of this plan will be posted at each Fraser location and is available upon request.

COVID-19 PREPAREDNESS AND RESPONSE PLAN
FRASER CAREER PLANNING & EMPLOYMENT
Updated 9/29/2020

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Fraser is committed to providing a safe and healthy workplace for all of our staff, individuals served, and their team members. To ensure we have a safe and healthy workplace, Fraser Career Planning and Development has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Career Planning and Employment (CP&E) staff are all responsible for implementing this plan. The goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation.

Fraser's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, 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
- Worker hygiene and source controls;
- Workplace cleaning, building ventilation and disinfection protocol;
- Communications and training practices and protocol.

SECTION A: STAFF POLICIES AND PROCEDURES

POLICY #1: Wellness Screening for Staff

DATE ADOPTED: May 2020

DATE REVISED: 6/15/2020, 9/29/20

Policy

This policy outlines how Fraser staff should screen for COVID-19 symptoms before starting the work day and what to do if they have symptoms when working from a Fraser location.

Procedure

All CP&E staff are enabled to work remotely from home and should do so whenever possible. In the event that they need to come into the office to access materials, meet face-to-face with an individual served or for other approved reasons, the following procedure should be observed.

- 1) All Fraser staff must complete the online [Daily Wellness Screening](#) prior to reporting to work or immediately upon arrival.
- 2) If staff members do not have access to a thermometer at home, they must use thermometers located in Fraser Bloomington's wellness station, ensuring they disinfect the thermometer before and after use as directed.
- 3) Supervisors must assure all staff who work at a Fraser location or in the community submit their Wellness Screening before they start their work day.
- 4) Staff who have any signs or symptoms of illness, exposure to COVID-19 in their household or answer "Yes" to any of the questions on the Daily Wellness Screening must not report to work or should leave as soon as possible.
- 5) Staff who identify symptoms upon arrival or develop symptoms during their shift should return home immediately.
 - a. The Supervisor and AskHR@fraser.org will collaborate with the staff regarding return to work expectations.
- 6) If an employee has COVID-19 like symptoms due to a chronic condition or an alternative illness diagnosed by a healthcare professional, staff must consult with AskHR@Fraser.org before reporting to work.
 - a. If approved to work, HR will notify the employee and their Supervisor on how they should complete the Daily Wellness Screening.

POLICY #2: Staff Exclusion from Work due to Illness or Exposure

DATE ADOPTED: June 2020

DATE REVISED: 6/15/2020, 8/28/2020, 9/29/2020

Policy

This policy outlines when staff must not work on-site or attend community-based meetings due to illness or exposure until they meet the Fraser [Return to Work](#) guidelines.

Procedure

- 1) Staff who show signs of illness can be excluded from work, even if their Wellness Screening did not indicate any illness. Symptoms of COVID-19 can include fever, cough, shortness of breath, chills, muscle pain, sore throat, fatigue, congestion, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting or diarrhea.
 - a. These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19.
 - b. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
- 2) Staff who have presumptive or confirmed COVID-19 diagnosed by a healthcare professional, regardless of their symptoms, are not allowed to work.
- 3) Staff who have had direct exposure to a person with presumed or confirmed COVID-19 may not report to work. Direct exposure is defined as:
 - a. Face-to-face contact with less than 6 feet of social distancing for 15 minutes or longer within 24 hours to a person with a confirmed or presumptive COVID-19 diagnosis.
 - b. Staff who have someone in their household with a confirmed COVID-19 diagnosis or presumptive COVID-19 symptoms are considered to have direct exposure and are excluded from work.
 - c. Staff who care for a friend, family member or others with a confirmed or presumptive COVID-19 diagnosis, regardless of where the person lives, are considered to have had direct exposure and are excluded from work.
- 4) All illnesses and exposures must be immediately reported to the Supervisor and AskHR@fraser.org to confirm when staff can expect to return to Fraser sites and community locations used for work purposes.
- 5) During the exclusion from work timeframe, staff who can perform work activities remotely, may be able work from home under the guidance of their supervisor.
- 6) Staff are excluded from work until they meet the Fraser [Return to Work](#) guidelines as defined in Policy #3.
- 7) During the COVID-19 pandemic Fraser is not prohibiting staff from engaging in particular activities, but does ask each employee to consider whether their actions will put them at increased risk of contracting or potentially spreading COVID-19 to co-workers or clients.
 - a. Fraser reserves the right to ask staff who choose to engage in high risk activities to stay home and self-quarantine consistent with guidelines from the Centers for Disease Control and Minnesota Department of Health.
 - i. High-risk activities include situations with people outside of your immediate household:
 - ✓ Where social distancing of 6 feet or more cannot be maintained;
 - ✓ Masks are not consistently worn by the people who are present;
 - ✓ Bodily fluids such as saliva or mucus are present in the air;

- ✓ Groups of 10 or more people are gathered inside for more than 10 minutes;
 - ✓ Groups of more than 25 people are gathered outside; or
 - ✓ The situation is unpredictable.
- ii. Examples of high-risk activities include:
- ✓ Athletic activities like basketball games or martial arts
 - ✓ Traveling on a crowded plane or train,
 - ✓ A backyard barbeque with more than 25 people that lasts several hours or more
 - ✓ Attending a wedding with 200 guests where participants are singing and not wearing masks
- iii. Low risk activities include situations where people outside of your immediate household:
- ✓ Are able to maintain at least six feet of distance from each other;
 - ✓ Masks are worn by the people who are present;
 - ✓ Bodily fluids such as saliva or mucus are NOT present;
 - ✓ The interaction occurs outdoors with fewer than 25 people;
 - ✓ The interaction occurs indoors with fewer than 10 people for less than an hour; or
 - ✓ The situation is relatively predictable.
- iv. Examples of low risk activities include:
- ✓ Going for a run on an uncrowded trail;
 - ✓ Having a picnic at the park with friends with more than six feet between households;
 - ✓ Driving to a cabin and staying with only your immediate household members for the weekend;
 - ✓ Attending a wedding with 10 or fewer people present.

POLICY #3: Return to Work after Illness or Exposure

DATE ADOPTED: June 2020

DATE REVISED: 6/15/2020, 8/28/2020, 9/29/2020

Policy

Staff who meet any of the exclusion criteria listed in Policy #2 and are unable to report to any Fraser site or community location for work purposes as a result can return to those sites after meeting certain guidelines.

Procedure

- 1) Employees with **mild to moderate illness** who are not severely immunocompromised may return to work when all the following conditions are met:
 - a. At least 10 days have passed *since symptoms first appeared* **and**
 - b. At least 24 hours have passed *since last fever* without the use of fever-reducing medications **and**
 - c. Symptoms (e.g., cough, shortness of breath) have improved
- 2) Employees who tested positive for COVID-19 who are **not severely immunocompromised** and were **asymptomatic** throughout their infection may return to work when at least 10 days have passed since the date of their first positive viral COVID-19 diagnostic test.
- 3) Employees with **severe to critical illness** due to COVID-19 or employees who are severely immunocompromised, may return to work when all of the following conditions are met:
 - a. At least 10 days and up to 20 days have passed *since symptoms first appeared*
 - b. At least 24 hours have passed *since last fever* without the use of fever-reducing medications **and**
 - c. Symptoms (e.g., cough, shortness of breath) have improved
 - d. Consider consultation with infection control experts
- 4) Employees who are **severely immunocompromised** but who were **asymptomatic** throughout their infection may return to work when at least 10 days and up to 20 days have passed since the date of their first positive viral diagnostic test.
- 5) Employees who are excluded from working due to a confirmed exposure to COVID-19 can return to work after meeting the following criteria:
 - a. At least 14 days have passed since the last day of exposure
AND
 - b. They have no symptoms
 - c. If employees develop symptoms during their quarantine due to an exposure, they can return to work after meeting return-to-work guidelines for illness (See bullet 1 in this policy).
- 6) Employees who have an illness with a confirmed alternate diagnosis (e.g., strep throat, tested positive for influenza) will have return-to-work criteria based on that diagnosis. All alternate diagnosis must also be reported to the AskHR@fraser.org.
- 7) If an employee is hospitalized for an issue not related to COVID-19, return to work should be based on the discharge diagnosis from the hospital and the employer's standard guidance for ill employees.
- 8) If staff test negative for COVID-19 but are still symptomatic without an alternative diagnosis, they should continue to quarantine and consult with their healthcare provider to determine if a 2nd test is recommended.
- 9) If an employee tests negative for COVID-19 and does not have any symptoms or a known exposure, the employee may be allowed to work but is required to continue to self-monitor symptoms and consider retesting if fever or other COVID-19 symptoms develop.

- 10) If an employee who has tested positive for COVID-19 has been cleared by Human Resources to return to work, they must wear a surgical mask, not a cloth mask for source control at all times until symptoms are completely resolved or 14 days after symptom onset, whichever is longer.
- 11) Staff should self-monitor for symptoms and seek re-evaluation if respiratory symptoms recur or worsen.
- 12) If asymptomatic, staff should wear a surgical mask, not a cloth mask for source control at all times while working until 14 days after the test date.

POLICY #4: Hand Hygiene for Staff

DATE ADOPTED: June 2020

DATE REVISED: 6/19/2020

Policy

This policy outlines hand hygiene expectations for staff throughout the day.

Procedure

- 1) Upon arrival to a Fraser location, staff are expected to wash their hands with soap and water for at least 20 seconds. Wall mounted hand sanitizers are located at all entries for staff and client use upon entry to building. These units are maintained by Fraser facilities staff on a daily basis.
- 2) Staff should rewash hands frequently throughout the day, especially after using commonly shared objects.
- 3) Staff are also expected to wash hands in the following situations:
 - a. **Before** and **after** blowing nose, coughing, or sneezing
 - b. **Before** and **after** touching face
 - c. **After** using the bathroom
 - d. **Before, during,** and **after** preparing food
 - e. **Before** and **after** eating food
 - f. **After** touching garbage
 - g. **After** coming in from outside
 - h. **When leaving at the end of the work day.**
- 4) If soap and water are not readily available, staff should use the hand sanitizer that is provided in the therapy spaces, by squirting enough sanitizer to cover all surfaces of the hands and rubbing hands together until they feel dry.
- 5) **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- 6) Staff are expected to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.
- 7) Staff are provided hand sanitizer in the first aid kit, they can utilize this when handwashing in the community is not available. Staff can bring in container at any time for a refill.

POLICY #5: Mask Wearing Requirements for Staff

DATE ADOPTED: April 2020

DATE REVISED: 6/15/2020, 8/28/2020

Policy

This policy outlines staff requirements for wearing masks, masks available for staff use and re-usage guidelines for masks.

Procedure

- 1) All staff are required to wear a mask when walking through Fraser office buildings or using common spaces.
- 2) Fraser employees must abide by the Indoor Mask Mandate while working and should encourage individuals served to do so as well.
- 3) Staff in open office environments and shared offices may also be required to wear masks at their desks. The following workspace factors will require mask-wearing:
 - a. **Open work environment –**
 - i. Desks are spaced less than 6 feet apart and there are no walls or partial walls between desks
 - ii. Staff are unable to spread out in open spaces to have a physical distance of 6 feet or more.
 - b. **Shared Offices –**
 - iii. Desks are spaced less than 6 feet apart and there are no walls or partial walls between desks.
- 4) When staff must remove their mask while eating or drinking during their shift, they should stay 6 feet or more away from others.
- 5) All Career Planning & Employment staff are required to wear masks when providing face-to-face services to individuals served and their support teams, to align with CDC guidelines.
- 6) Fraser has a supply of handmade masks and/or surgical masks provided to staff. Handmade masks were screened to assure CDC guidelines. All staff working in Fraser buildings must wear cloth masks that follow [CDC guidelines](#) or Fraser provided surgical masks to assure standard protection levels for everyone.
- 7) Fraser provides three types of masks for staff:
 - a. **Handmade masks:** Staff may choose to use personally sourced handmade masks or Fraser sourced cloth masks and maintain those masks as their own. Staff must follow CDC guidelines for cleaning and must clean after each use per Policy #16.
 - b. **Fraser Provided Masks: Fraser has contracted with an agency to make handmade masks per CDC guidelines. These are available to all staff when entering the building and are located at the Suite 6 entrance. Staff should wear their personal mask into the building and select a clean, Fraser provided mask to wear throughout the day. At the end of the day, staff should discard the used mask in the soiled mask bin. Masks will be washed per CDC guidelines at the end of the day.**

All staff are also provided nosepieces and ear savers; filter inserts are also provided and are expected to be used once we return to doing face-to-face visits with individuals served and their support teams. These additional items are staff's to keep in a paper bag for reuse. While nosepieces can be reused until they no longer function, filters must be changed weekly.

If staff have difficulty breathing with the filter insert, they can remove the filter and use only the cloth mask.

If staff have chronic conditions that could make it unsafe for them to wear masks for prolonged time or could cause breathing problems, staff must contact their supervisor and AskHR@fraser.org immediately.

- c. **Surgical masks:** Staff should wear surgical masks when participating in activities in the community where exposure cannot be ruled out. Surgical masks are meant for single use; however, due to limited supplies, the CDC has issued guidelines on how to reuse masks.

Staff can reuse masks that are not torn or soiled for up to a week. To reuse a mask, staff will follow [CDC guidelines](#):

- i. Fold mask so the outside surfaces are folded together completely.
- ii. Store mask in a clean paper bag or breathable container.
- iii. Reuse for up to 5 times.
- iv. Discard after 5th use.

- 8) **Masks with vents are not allowed** to be worn by employees, essential visitors, or individuals while receiving Fraser services or on Fraser property. Please refer to the detailed explanation in this [CDC guidance](#).

POLICY #6: Social Distancing for Staff

DATE ADOPTED: June 2020

DATE REVISED: 6/19/2020

Policy

Staff must maintain 6 feet of distancing from others whenever possible.

Procedure:

- 1) Staff must maintain 6 feet of social distance from individuals served and coworkers whenever safe to do so, including when wearing a cloth mask.
- 2) When using a shared space, be aware of others. Try to spread out in the room to create 6 feet of physical distance between yourself and other staff. Eating at your workstation is preferred to reduce the risk of spreading germs while masks cannot be worn.
- 3) When using commonly accessed tools like the copier and the microwave, be aware of others. Take turns to maintain 6 feet of physical distance between yourself and others.
- 4) When working in open-space environments, make sure your desk is at least 6 feet apart from others.
- 5) If staff must attend an in-person meeting, spread out to maintain at least 6 feet of physical distance from other attendees.
- 6) At this time, CPE staff are not transporting clients due to difficulty of social distancing in personal cars.

POLICY #7:**Cleaning Commonly Touched Surfaces for Staff****DATE ADOPTED:** June 2020**DATE REVISED:** 6/19/2020**Policy**

This policy outlines individual expectations of cleaning and disinfecting commonly touched surfaces to prevent the spread of COVID-19.

Procedure

Cleaning kits are available throughout all clinics and administrative buildings and instructions on how to use them are available with each kit.

- 1) Staff are expected to clean and disinfect their workstations daily. This includes phones, keyboards, drawer handles, chair armrests, etc.
- 2) Staff must clean and disinfect shared spaces such as drop spaces, enclaves and other meeting rooms before and after each use.
 - a. Staff should schedule a minimum of 30 minutes of gap between meetings to allow sufficient time for thorough cleaning of the room. It is the staff person's responsibility to clean the room after the meeting is completed.
 - b. Staff should plan 15 minutes prior to meeting start to clean a room in preparation for the meeting. It is the staff person who leads the meeting's responsibility to prepare the room for the meeting.
- 3) Staff are expected to use a clean, new paper towel each time when touching items commonly accessed by others, e.g. microwaves, refrigerators, vending machines, etc.
- 4) Staff are expected to use a clean stylus each time when touching copiers. Staff will be given a stylus for their own personal use and must disinfect it between uses. Fraser will provide alcohol swabs for cleaning.

SECTION B: CAREER PLANNING & EMPLOYMENT POLICIES AND PROCEDURES FOR INDIVIDUALS SERVED

POLICY #8: Wellness Screening for In-Person Meetings

DATE ADOPTED: June 2020

DATE REVISED: 6/19/2020

Policy

Individuals served and any support team members will be asked to complete a [Client Wellness Screening](#) to minimize the risk of exposure and impact on others in the program prior to any in-person meetings for Fraser services.

Procedure

- 1) Anyone scheduled to meet in-person with Fraser Career Planning & Employment staff need to complete a Wellness Screening prior to the meeting. A link to this screening will be sent via email or text to any participant(s) prior to the meeting time.
- 2) Individuals served and their support team members, if applicable, will submit their answers online prior to the meeting to determine whether the in-person meeting can occur.
- 3) If individuals and their support team members do not submit prior to the meeting start time, a Fraser staff member will contact them to gather the wellness screening information over the phone.
- 4) Based on their answers, individuals and their support team members will be informed if they can or cannot proceed with the in-person meeting.
- 5) Individuals and their support team members who are experiencing any signs of illness on the day of their appointment will be directed to reschedule, based on Fraser's [Resume Services](#) policy.

POLICY #9: **Exclusion of Individuals Served from In-Person Services due to Illness or Exposure**

DATE ADOPTED: June 2020

DATE REVISED: 6/19/2020, 8/28/20, 9/29/20

Policy

This policy outlines when individuals served are excluded from in-person services due to illness or exposure and what requirements they must meet under [Resume Services](#) guidelines.

Procedure

- 1) Individuals served who show signs of illness can be excluded from in-person services, even if their Wellness Screening did not indicate any illness. Symptoms of COVID-19 can include fever, cough, shortness of breath, chills, muscle pain, sore throat, fatigue, congestion, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting or diarrhea.
- 2) The definitions below define symptoms staff can refer to when making decisions on exclusion:
 - a. Fever of 100 degrees and above
 - b. New onset or worsening cough
 - c. Difficulty breathing (wheezing, shallow/rapid breaths, chest tightness)
- 3) Individuals served who have someone in their household reporting illness are excluded from in-person services.
- 4) Individuals served who have a known exposure to someone with a confirmed or presumptive COVID-19 diagnosis are excluded from in-person services.
- 5) All exclusions of individuals served due to illness or exposure must be reported to the CP&E Program Manager to confirm next steps.

POLICY #10: Resuming In-Person Services after Illness or Exposure

DATE ADOPTED: June 2020

DATE REVISED: 6/19/2020, 8/28/2020, 9/29/20

Policy

Individuals served who do not pass the Wellness Screening or meet criteria listed in [Policy #9 Exclusion from Services](#) are unable to proceed with in-person services. This policy outlines when individuals can expect to resume in-person services.

Procedure

Individuals served who are excluded due to illness can resume in-person services after meeting the following [MDH guidelines](#):

Positive Test Result

- Improvement in all symptoms,

AND

- At least 10 days have passed since symptoms first appeared,

AND

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications.

OR

- At least 10 days have passed since testing date (if positive with no symptoms).

Negative Test Result

- *If you have symptoms*, At least 10 days have passed since symptoms first appeared,

AND

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications.

- *If you have no symptoms but tested because you were exposed to someone with COVID-19*, you must quarantine for 14 days from last contact with that person.

Symptoms with No Test

- *Individuals with a confirmed alternative diagnosis* (e.g., strep throat, tested positive for influenza), can resume in-person services based on that diagnosis.

OR

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications,

AND

- Improvement of all symptoms,

AND

- At least 10 days have passed since symptoms first appeared.

POLICY #11: Wearing Masks for Individuals Served

DATE ADOPTED: June 2020

DATE REVISED: 6/19/2020, 8/28/2020

Policy

This policy outlines when an individual served and their support team members are required to wear masks.

Procedure

- 1) All individuals served receiving in-person services are required to wear masks or a face shield during service delivery time.
 - a. Fraser Staff will have a supply of disposable masks to provide clients with a mask if they are not wearing one.
- 2) Individuals served who are unable to wear masks will be rescheduled for a future date when this policy does not remain in effect. Individuals can choose to continue to receive services remotely during this time.
- 3) All individuals participating in in-person meetings will be asked to complete a [Wellness Screening](#) prior to their appointment.
- 4) Individuals served (and support team members, if applicable) who show up to in-person appointments without masks will be provided a mask immediately.
- 5) If no mask is available at the start of the in-person appointment, the appointment will be rescheduled.

POLICY #12: **Community-Based Support Services**

DATE ADOPTED: June 2020
DATE REVISED: 6/19/2020, 8/28/2020

Policy

This policy outlines expectations for when Fraser staff can be expected to provide on-site support in community settings during the COVID-19 Pandemic.

Procedure

1. All supports provided, should be assessed as to effectiveness with remote means (phone calls, video, AV tools, etc.) first.
2. In-person supports should be utilized as a last resort for the safety of all individuals during this time.
3. If in-person supports are assessed to be critical, Fraser staff will assure the safety of a business/community site by using the current guidelines for Business Safely Reopening as defined by the State of Minnesota [MN DEED](#).
4. Staff will assist the individual served to review and evaluate the businesses/site COVID-19 Preparedness Plan for appropriate safety measures.
5. Staff will confirm that proper safety procedures are being followed such as social distancing of 6' minimum, wearing of face masks, and frequent use of hand-sanitizer or hand washing.
6. Staff will limit their time on-site to a maximum of 1 hour.
7. If staff were to observe any behavior that would put them or the individual served at increased risk, they should alert the employer, the individual and leave the site.
8. Staff will be provided PPE to remain safe in the workplace environment such as gowns, face shields, surgical masks or gloves.

SECTION C: PROGRAM-SPECIFIC SAFETY POLICIES AND PROCEDURES

POLICY #13: **Cleaning & Visitor Protocols for the Career Planning & Employment Office Space**

DATE ADOPTED: June 2020

DATE REVISED: 6/19/2020

Policy

This policy outlines staff expectations for cleaning the Career Planning & Employment office space at the Bloomington site. These enhanced cleaning and safety requirements will remain in effect until further notification is provided. The intent of these protocols is to reduce unnecessary cross-contamination whenever possible.

Procedure

- 1) Staff will enter the office building using the nearest accessible door to their workstation.
- 2) In addition to completing the [Daily Wellness Screening](#), staff must sanitize their workstation daily upon arrival to and departure from the office. This includes shared phones, keyboards, drawer handles, chair armrests, etc.
- 3) Staff will only access work areas within the Bloomington site that are necessary to complete their work.
- 4) Operations staff will disinfect surfaces and touched items midway through each business day. In addition, the contracted cleaner will clean and disinfect the entire office in the evening per usual.
- 5) Breakroom space use needs to be staggered to allow for appropriate social distancing of at least 6 feet between people in the breakroom.
- 6) All food service supplies will be one-time-use disposables.
- 7) When IT support is needed, all requests must be made via an emailed IT ticket or by calling 612-798-8377 rather than walking into the IT office in Bloomington. Staff needing support will need to enter and stay at a conference table just inside the IT office. This will allow IT staff to disinfect that area between visits.
- 8) Any individuals served or their support team members who arrive at the Bloomington, Suite 8 or Suite 6 office for a scheduled meeting will be asked to complete a Wellness Screening to assure no risk of illness or exposure is identified prior to meeting face-to-face with Fraser staff.
- 9) Chair armrests and other touched surfaces located in the lobby space will be sanitized by Community Supports Operations staff after each use.
- 10) The number of people allowed in each meeting room will be limited to 10 or less depending on the room size in order to minimize the impact of COVID-19 exposure.
- 11) After visitors leave the building, staff are expected to clean and disinfect every touched surface.
- 12) Fraser will work to allow for the maximum amount of fresh air to be brought in (including opening windows if possible), limit air recirculation and properly use and maintain ventilation systems. We will take steps to minimize air flow blowing across people, including repositioning seating and fans. Fraser Facilities team is making system adjustments to the HVAC systems in all facilities to maximize fresh air intake and minimize recycled air while still maintaining humidity control and indoor temperatures.

Fraser continually works to implement, where possible, the following practices and protocols:

- Maximize fresh-air into the workplace and work to eliminate or minimize air recirculation. HVAC units are being adjusted wherever possible and will be reviewed as employees return to the workplace.
- Maintain relative humidity levels of RH 40-60% HVAC units are being adjusted wherever possible with the operating range of the equipment.
- Keep systems running longer hours to enhance the ability to filter contaminants out of the air. HVAC units are being adjusted wherever possible to for extended hours.
- Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy, if possible. HVAC units are being adjusted wherever possible and setback points are being updated to lengthen fresh air introduction and filtering.
- Check and rebalance the HVAC system to provide negative air-pressure, if possible. Building pressures are being monitored and adjusted wherever possible within the operating range of the HVAC systems.
- Supplement ventilation-system with the use of portable HEPA filter units, if possible. High use areas will be reviewed for the possibility of adding additional filtering as more employees return to the workplace.
- Minimize air-flow from blowing across people. Seat assignment will be reviewed as employees return to the Facilities and modified as possible to minimize airflow across work stations.

POLICY #14: Communications & Training Protocols

DATE ADOPTED: June 2020

DATE REVISED: 6/24/2020

Policy

The intent of this policy is to outline the process for communicating training and updates to Fraser CP&E staff and individuals served during the Covid-19 time period.

Procedure

1. Fraser Covid-19 Preparedness and Response Plan has been reviewed and discussed with the currently active employees on a regular basis throughout the Covid-19 pandemic. Feedback and development of plans has been an ongoing and collaborative process throughout the organization.
2. Additional updates to the plan will be shared as released through team meetings.
3. Staff will complete online training and attestation through Fraser's training systems by 7/30/2020.
4. Fraser maintains a Coronavirus Response page on the staff Sharepoint page that is updated regularly by the Fraser Leadership Team.
5. All division specific Covid-19 Preparedness addendum plans and plan updates are posted on this site for staff access at all times.
6. Staff returning from furlough and newly hired staff will complete Covid-19 Preparedness and Response Plan training as part of rehire process.
7. All staff are encouraged to provide feedback on an ongoing basis as to the effectiveness of the implementation of the plan and any noted concerns or needed updates to the procedures or additional training needs.
8. Fraser Covid-19 Preparedness and Response Plan is available on Fraser's website for all individuals served in Career Planning and Employment. Communication will be sent to all individuals served by 7/15/2020 notifying them of the plan and location of the plan.

SECTION D: GENERAL SAFETY POLICIES AND PROCEDURES

POLICY #15: Mitigation of Presumptive or Confirmed COVID-19 Diagnosis

DATE ADOPTED: June 2020

DATE REVISED: 6/12/2020

Policy

This policy outlines the procedures for a staff or individual served who receives a presumptive or confirmed diagnosis of COVID-19.

Procedure

- 1) Staff or individuals served who have signs of illness or have had direct exposure to someone with COVID-19 are not allowed to provide or receive face-to-face services. If staff or individuals served are present at a Fraser location at the time of receiving the diagnosis, they must immediately be isolated and sent home.
- 2) If an employee receives a presumptive diagnosis of COVID-19, their supervisor must inform the AskHR@Fraser.org immediately. The employee will be directed to receive testing to confirm their diagnosis. While waiting for test results, the appropriate guidelines will be followed.
- 3) If testing results come back negative:
 - a. Employee can return to Fraser sites or community locations used for work purposes following Fraser [Return to Work After Illness or Exposure](#) Guidelines.
 - b. Other staff and/or individuals served who might have been considered at risk of exposure and as result have been isolated, can return when able and have no illness symptoms.
- 4) If testing comes back positive, the employee will be isolated until they meet the [Return to Work](#) guidelines.
- 5) **Cleaning Steps:** Cleaning will be arranged with key people based on the situation. When cleaning, the following need to be applied:
 - a. **Open Workspaces:** Close off any areas used by the individual who is sick. Wait 24 hours, if possible, to disinfect the employee's desk to prevent others from touching infected surfaces.
 - b. **Individual Offices:** Close the doors. Disinfect the space after 24 hours.
 - c. Immediately clean and disinfect all areas used by the person who is sick, including bathrooms, common areas, and shared electronic equipment like phones, copiers, touch screens, and keyboards.
 - d. If **more than 7 days** have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- 6) Interview the sick employee to find out which staff and individuals served or support team members they were in close contact with 48 hours prior to receiving their diagnosis. Close contact is defined as face-to-face interaction for more than 10 minutes and less than 6 feet apart.
 - a. Employees who have been at high risk of exposure with the sick person must self-quarantine for 14 days from the last date of exposure.
 - b. Individuals served and their support team members who have been in close contact with the sick employee must be informed immediately. Individuals served and their support team members should self-quarantine for at least 14 days from the date of last exposure.
 - c. Employees and individuals served can all resume face-to-face meetings after 14 days from the last exposure, as long as they do not develop any symptoms during that time. If they do develop symptoms, the return date must be reevaluated based on the [Return to Work](#) policies.

POLICY #16: Cleaning of Handmade Cloth Masks

DATE ADOPTED: June 2020

DATE REVISED: 6/24/2020

Policy

This policy is for Fraser staff who choose to use their own pre-approved personal cloth masks. This policy outlines how to properly wash and sanitize cloth face masks to assure the safety of Fraser co-workers and the individuals we serve.

Procedure

1. Staff will wash cloth masks after every use. At the beginning of each work day, staff will start the day with a clean, sanitized face-mask.
2. When cleaning personal face masks, staff will uses hottest setting of water and use normal detergent. You may was with towels or other shared household items when appropriate.
3. Wash hands after putting masks in washer.
4. Wash hands prior to moving masks from washer to dryer. Use highest heat setting to dry. Do not use dryer sheets.
5. Wash hands.
6. Prior to removing from dryer, staff should wash hands and place clean mask in space where it can remain uncontaminated until next use.