



COVID-19 Preparedness Plan

Purpose

This Action and Prevention Plan is meant to provide an overview of WCI's policies and procedures due to the pandemic. More detailed policies, procedures and guidance can be found in the Safety Section of WCI's policy manual. WCI'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 WCI 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 will adhere to Minnesota Department of Health (MDH) and Centers for Disease Control and Prevention (CDC) guidelines on COVID-19. The COVID-19 Preparedness Plan and supporting documents will be posted on site, readily accessible to employees and persons served and a copy will be offered to each employee; person served; legal representative, if any; and their case manager. 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 WCI locations or any of the community group employment sites where WCI employees or persons served are employed.

Rights of Persons Served:

The Department of Human Services (DHS) Commissioner has temporarily modified Minnesota Statute, section 245D.04, subdivision 2 pertaining to a person's service-related rights by adding a new clause: A person's service-related rights include the right to make an informed choice about whether to receive services in the licensed facility, community or to "stay-at-home" and not receive day services in the licensed facility or in the community during the peacetime emergency to minimize their exposure to COVID-19. This right exists even if the person does not meet the definition of an "at-risk person" under Emergency Order 20-55, paragraph 2. WCI has updated its Rights of Person Served policy and will document the communication of this updated along with each person's choice to stay at home or receive services during the peacetime emergency.

As DHS continues to make changes and provide guidance relating to program services, WCI will update our Preparedness Plan accordingly.

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

Reopening Approach

In June 2020, WCI began reopening in a phased approach, beginning with individuals with the lowest risk of getting or transmitting COVID-19. On July 11, 2020, the MN Department of Human Services (DHS) removed restrictions and allowed all individuals, including those in the “at-risk” category, the option to make an informed choice to return to the level of services they wanted to receive.

Effective May 28, 2021, DHS has lifted restrictions to align with the Governor’s Executive Order 21-21.

Changes effective on May 28 include:

- Return to regular days and hours of operation as approved by DHS licensing prior to COVID-19. Note: WCI’s new hours are based on availability of CCT transit to bus persons served to WCI facilities.
- Participants do not have to be strictly maintained in cohorts; however, the COVID-19 pandemic continues to be an important health concern to WCI. WCI may choose to separate activity groups in the future.
- Strict social distancing is not required; however, WCI may choose to implement if area cases begin to rise.
- WCI is allowed to operate at full capacity as licensed by DHS.
- WCI can eliminate mandatory quarantines from our program regardless of exposure or vaccine status. If we do learn of a potential exposures to COVID-19, WCI must follow the most current guidance from MDH regarding exposure and quarantines.

Honoring Choice

WCI will be contacting persons served individually to discuss the option to return to in-person services. We understand that some may choose not to return at this point or may initiate a voluntary discharge at any point in the future. WCI is committed to designing an environment that mitigates risk to the highest degree in which we are able. WCI is also committed to honor the individual choices made by the people in our programs. Our conversations with persons served and their support team members will emphasize balancing rights, risks, and benefits of returning to services. Individuals who choose not return to in-person services may have a different schedule than they did previously or be placed on a waiting list if they choose to return at a later date.

Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

The following procedures are being implemented to assess an employee’s health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms:

WCI has implemented an Employee/Person Served Health Screening form for any employees, visitors and persons served who are entering our building, vehicles or working at a community crew worksite.

Temperature checks will be conducted for all persons served at the start of services each day (i.e. before boarding a WCI vehicle, or when entering the building if WCI does not provide transportation).

Anyone who answers affirmatively to any of the questions on the Health Screening form will not be permitted to stay in the building or board a vehicle.

Whether working at home or in a WCI office, employees are encouraged to self-monitor for the following signs and symptoms of COVID-19: fever, (measured temperature of 100.0 or higher or feeling feverish if no thermometer is available), chills, new cough, shortness of breath or difficulty breathing, fatigue, new muscle or body aches, new headaches, loss of taste or smell, new sore throat, congestion or running nose, nausea or vomiting, or diarrhea.

Persons served or employees who begin showing signs and symptoms of COVID-19 at home should STAY HOME and should call WCI with the following information:

- Description of symptoms they are experiencing;
- If a COVID-19 test has been given, report the results of the test.

If a person served becomes ill during the day and requires supervision, supervision must be provided until a residential staff arrives to bring the person home. The ill person should wear a mask if able and the staff supervising them should use Personal Protective Equipment (PPE) including gloves, surgical masks, and eye protection such as goggles or a face shield. WCI must have a designated quarantine area (which will be the commons rooms) for an individual to use until they leave the building. The designated areas should be away from other people and if possible, have access to a private bathroom for the person to use.

Employees that begin to have signs and symptoms of COVID-19 while at work are to immediately report to their supervisor via phone, go directly home, and are encouraged to get tested for COVID-19 and share test results with Executive Director, Director of Waivered Services or Director of Placement and Extended Employment.

WCI will follow the guidance of the MN Department of Health if a person served or staff member is diagnosed with COVID-19.

Notification of Exposure to COVID-19

Any employee or person served who has been in: "close contact" with another individual at WCI who has been diagnosed with COVID-19 will be notified of their potential exposure within 24 hours, via email, text, or telephone call. For persons served, WCI will notify the following people as applicable: their guardian, case manager and residential provider.

Effective May 28, 2021, mandatory quarantines will be eliminated regardless of exposure or vaccine status. If WCI is made aware of a potential exposure of COVID-19, WCI will follow the most current guidance from MDH regarding exposure and quarantines.

The CDC has different definitions for "close contact" for persons served and staff members:

- For COVID-19, a "close contact" occurs when a person served is within 6 feet of any COVID-positive person for a cumulative total of 15 minutes starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection) until the time the COVID positive person is isolated. It does not matter if the person served and the COVID positive person were wearing Personal Protective Equipment (PPE).

Handwashing

Employees and persons served are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Especially at the following times:

- Beginning and end of their shift,
- Prior to any mealtime
- After using the restroom.
- After blowing one's nose, coughing, or sneezing.
- After touching garbage

All visitors to WCI's facility will be required to wash their hands or hand sanitize prior to or immediately upon entering the facility.

WCI will provide hand sanitizer at WCI locations and in all WCI vehicles. Hand sanitizer may be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Employees and Person Served are expected to follow hand washing procedures as detailed by the Center for Disease Control and Prevention:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>.

1. **Wet** your hands with clean, running water, turn off tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
3. **Scrub** your hands for at least 20 seconds.
4. **Rinse** your hands well under clean running water.

You should also clean hands:

After you have been in a public place or touched an item or surface that may be frequently touched such as door handles, shopping carts, and gas pumps to name a few.

Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Respiratory Etiquette: Cover your Cough or Sneeze

Employees and persons served 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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Masks

At this time WCI will follow and comply with MDH's strong recommendation that when indoors all unvaccinated WCI employees, program participants and visitors are asked to wear a face mask in WCI facilities or crew sites. Regardless of vaccination status, face masks should be worn at all times by people with a compromised immune system. WCI will provide a face mask for anyone who does not have one. Masks may be briefly removed if they present an impediment to communication. Face shields or eye protection will be provided and should be used if direct care needs to be provided or close contact is necessary. In addition, WCI is asking any staff, participants and visitors with cold or flu like symptoms to mask regardless of their vaccination status.

The social distancing requirement was lifted May 28, 2021 but is strongly encouraged within WCI facilities and crew sites when possible. Social distancing is a distance of 6 feet between person to person.

Personal Protective Equipment (PPE)

Staff will have access to PPE when social distancing cannot be maintained. PPE includes gloves, surgical masks or respirators (not a cloth face covering), and eye protection such as goggles or a face shield.

Shifts

WCI currently provides services from 7:30am-1:30pm for those working a 6-hour day, 9:30-3:30 for individuals from the Spicer area and then a four hour shift from 11:30am-3:30 pm. WCI's new hours are based on availability of CCT transit to bus persons served to WCI facilities

Arrival and Departure Protocols

WCI has developed and will implement a protocol to mitigate efforts during arrival and departure times. The protocol will ensure social distancing strategies and other mitigation efforts, including staggering of arrival and departure times and minimizing congregating in groups at transition times. When individuals arrive at WCI they report to their assigned cohort with their supervisor. At the end of the shift, the cohorts dismiss one at a time to load their buses.

WCI Transportation

WCI will make all reasonable efforts to design transportation routes to maximize distance between persons served. In order to address social distancing efforts, passengers are to sit no more than one to a seat. Routes will be mirrored as much as possible, meaning the route has the same people and driver in the morning as it does in the afternoon.

Surfaces in the vehicles will be cleaned by the driver in between routes and after each route. Surfaces to be cleaned and disinfected include: door handles, arm rests, seats, seat belt buckles, all types of control knobs and handles, windows as needed, etc.

Unvaccinated drivers will wear a mask while driving and assisting people on/off the vehicles. Masks may be temporarily removed while driving if visibility is impacted due to fogged eyeglasses.

Unvaccinated persons served are required to wear a mask during transportation. If there is a reason a person cannot wear a mask, WCI will work with the person to develop alternate safety strategies.

For ambulatory passengers, driver will exit the vehicles, stand outside the door of the vehicle and from a social distanced position, be prepared to assist a person who may lose their balance entering or exiting the vehicle. If an individual is unable to fasten their seatbelt, the driver should wear a face shield or eye protection while assisting with the seatbelt.

Drivers who assist passenger's get in and out of a vehicle, fasten seat belts, secure wheelchairs in the vehicles, or handle passenger's belongings should use hand sanitizer after each interaction. If the person they are assisting is unable to wear a mask, staff should wear a face shield (in addition to their mask) while they are helping the person.

Ventilation in the vehicle will be improved by opening windows (weather permitting) or setting the air ventilation/conditioning on non-recirculation mode.

Individuals who are transported by a contracted or public transportation will abide by their protocol.

Housekeeping

At the end of each scheduled cohort (1:30 am and 3:30 pm), staff assigned to the cohort will disinfect surfaces including work spaces, tables, chairs, countertops and the restroom areas. Garbage receptacles will be emptied and at the end of the 3:30 pm shift and the restroom floors will be mopped.

Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touchscreens, door handles, copy machines, etc. Employees are responsible for sanitizing their workspace prior to leaving for the day.

WCI will provide appropriate cleaning supplies. Anyone who is cleaning or disinfecting should follow the CDC's guidance for how to do this properly. Safety Data Sheets for cleaning supplies are electronically saved in the shared P Directory on WCI's network or hard copies can be found in the SDS books below the staff mailboxes.

Staff will be assigned to cleaning office areas and staff/public restrooms.

Staffings/Meetings

WCI will resume holding staffings and/or other various meetings at our locations. Guests will be asked to follow WCI's COVID Preparedness Plan.

Communication and Training

This Preparedness Plan will be communicated to all staff and persons served by:

- Giving each staff a copy of the plan and receiving acknowledgement of the training. The plan will be shared each time revisions are made.
- Reviewing the plan with each person served and receiving acknowledgement of the training. Support team members will be notified of WCI's Preparedness Plan and copies will be provided if requested.
- Posting the plan at the location.
- Posting the plan on WCI's website.

Supervisors are responsible for ensuring that their staff have reviewed this plan. Program Directors and Executive Director will be responsible for answering questions regarding this policy. The plan will be revised and updated accordingly to maximize its effectiveness.



COVID-19 Safe Location Access Questionnaire EMPLOYEE / PERSON SERVED SCREENING

For the safety and security of the people in our programs and our staff, **EVERYONE must answer the questions below** in order to enter a WCI location, vehicle, or community site.

Please read each question carefully. (Refer to the form attached)

Please answer "Yes" or "No" to each question and record your temperature.

Have you experienced any of the following symptoms in the past 48 hours:

- ☐ Fever (100.0° or feeling feverish) or chills
- ☐ A new cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fatigue
- ☐ New sore throat
- ☐ New muscle or body aches
- ☐ New headache
- ☐ New loss of smell or taste
- ☐ Congestion or runny nose
- ☐ Nausea or vomiting
- ☐ Diarrhea

Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?

Are you currently waiting on the results of a COVID-19 test?

If you answered "yes" to any of these questions, do not enter the program. Instead, call your supervisor or staff person.



COVID-19 Temperature Monitoring Guidelines

I. Overview: WCI is committed to providing a safe and healthy workplace for all our employees. The Center for Disease Control (CDC) and MN Department of Health (MDH) are recommending that employers monitor the temperature of their employees before reporting to work. WCI is asking all employees to self-monitor and to take their temperature prior to reporting to work each day and report their temperature to their supervisor.

II. How to Self-Monitor: Take your temperature with a thermometer. If you have a fever you should inform your supervisor, stay home, monitor yourself for respiratory illness symptoms and consult your health care provider as needed.

Forehead Thermometer Instructions:

1. To take a forehead temperature, use a digital thermometer approved for forehead use.
2. Turn on the thermometer and place the sensor head at the center of the forehead.
3. Slide the thermometer slowly across the forehead toward the top of one ear, keeping it in contact with the forehead at all times.
4. Stop moving the thermometer once you reach the hairline or hear a beep.
5. Remove the thermometer and read the temperature. If your temperature is 100.0° F (37.8° C) or higher, you have a fever.
6. Clean and sterilize the thermometer and store for next use.

No Touch Infrared Forehead Thermometer Instructions:

1. To take a no touch infrared forehead temperature, use the no touch infrared thermometer specifically approved
2. Aim the infrared forehead thermometer in the middle of the forehead (above the center of the eyebrow, no hair covering) and keep it vertical, 3 to 5 cm away, press the measurement button, the temperature is displayed immediately.
3. Clean and sterilize the thermometer and store for next use.

*Note: Always follow the Manufacturer's Instructions for the proper procedures for the thermometer that you are using.

Staff will chart their temperature on their monthly Employee/Person Served Screening form.



COVID-19 Cleaning & Disinfecting Guidelines

I. Overview: WCI is committed to providing a safe and healthy workplace for all our employees. Regular housekeeping practices are on-going in our building and vehicles which includes routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment including restrooms, break/lunchrooms, and meeting rooms. Below are the measures we have implemented to ensure WCI maintains a safe environment for our employees.

II. Cleaning and Disinfecting Offices and surfaces: Employees will follow proper hand hygiene and wear disposable gloves when engaged in any cleaning or disinfecting tasks, and precautions will be taken to ensure proper ventilation is maintained during cleaning tasks. High touch surfaces in common areas will be cleaned and disinfected on a frequent basis. All other areas will follow a regular cleaning schedule or as the need arises.

- High touch surface areas - tables, chairs, countertops, doorknobs, light switches, bathrooms, faucets, sinks, floors, etc.
- Electronics - keyboards, desktops, tablets, phones, computer screens, etc. Spray the cleaning spray into a cleaning cloth and then gently wipe down the equipment.
- Laundry - Use the warmest appropriate water setting and dry items completely. Clean and disinfect the clothes hampers. The kitchen uses a five gallon pail.
- Trash removal - All garbage cans must be lined with plastic liners. When disposing of garbage; the liner should be removed and a new one inserted.
- Soft Surfaces - Carpeted floors and rugs vacuumed regularly.
- Production equipment, tools, conveyor belts and work spaces will be cleaned on a regular basis or as items are used.

III. Cleaning and Disinfecting for WCI Vehicles: Surfaces in the vehicle will be cleaned at the beginning (as needed) and end of each route and between transporting passengers. Surfaces to be cleaned and disinfected include: door handles, arm rests, seats, seatbelt buckles, all control knobs and handles, and windows as needed.

IV. Cleaning Schedule: WCI will maintain a schedule to ensure all areas of the building are cleaned and disinfected on a frequent and regular basis.

V. Responsibilities for Cleaning and Disinfecting: General precautions will be used by all employees when engaged in cleaning and disinfecting tasks. WCI will assign an employee(s) to

complete cleaning tasks throughout the day to clean common areas on a frequent basis and others areas on a regular basis or as the need arises. Employees with their own office and office space will be responsible to clean and disinfect their office and electronics on a frequent and regular basis. Employees need to wipe down publicly used items/surfaces before and after use. Employees can contact their supervisor to make other arrangements as needed.

VI. Cleaning Products for Use: For routine cleaning, cleaning products that are normally used can continue to be used or soap and water can be used. WCI will use products that are approved by the CDC (Center for Disease Control) and OSHA for disinfecting items and surfaces. If a disinfectant is not available, a solution of 1/3 cup bleach to 1 gallon of water or 70% alcohol solution can be used to disinfect surfaces. The SDS sheets for these products are located on the shelf underneath the staff mailboxes or are electronically filed on WCI's shared network drive (P Directory).

**** Note: Do not mix bleach with any cleaning or disinfecting products.**

VII. Procedure for Disinfecting Workplace for Diagnosed COVID-19 situation: In the event a person becomes sick at work, WCI will follow the procedures and guidelines outlined by the CDC (Center of Disease Control) for cleaning and disinfecting contaminated areas. Employee(s) engaged in the cleaning and disinfecting process need to wear disposable gloves, masks and a gown.

- Close off area used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect the area. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfecting is not necessary as long as regular cleaning schedule has been maintained.
- In the event of an infectious disease outbreak (COVID-19), WCI will contact a cleaning service for assistance in cleaning and disinfecting the area.

Cleaning Procedures

Clean all objects and surfaces that are contaminated.

Hard surface cleaning procedure

- Place gloves on both hands.
- Remove excess fluids with paper towels.
- Clean area with cleaning solution.
- Do not rinse.
- Allow to air dry.

Food Contact surface area cleaning procedure

- Place gloves on both hands.

- Wash, rinse and sanitize food contact surfaces and food preparation surfaces.

Fabric or carpeted surfaces contaminated should be laundered whenever possible. If this is not possible, the following procedure will be used:

- Place gloves on both hands.
- Remove excess fluid with paper towels.
- Clean area with soap and cold water.
- You may use a fabric or carpet cleaner.
- Spray with Lysol or an approved disinfectant following the cleaning.

Laundry Washing Procedure

- Use gloves when handling unwashed contaminated laundry.
- Wash contaminated laundry separate from other laundry.
- Pre-soak in cold water if needed for stain removal.
- Use cold water cycle with detergent.
- You may add one-half bleach per load of laundry if allowed per manufacturer's recommendations.
- Laundry will be dried in a clothes dryer.

Regular Cleaning and Disinfecting Checklist

1. Common Area and Offices:

- Tables
- Chairs
- Countertops
- Light Switches
- Doors/door handles and knobs to each entry way
- Sinks
- Copy machines/mail machine
- Phones
- Desk surfaces, drawers
- Computer screens, key boards, mousepads

2. Work Areas (Production, Maintenance, Work Floor, Senior's Room)

- Tables
- Chairs
- Light Switches
- Doors/door handles and knobs to each entry way
- Countertop areas
- Lockers
- Shared items such as (scissors, markers, pens, pencils)

3. Lunchroom and Kitchen

- Tables

- Chairs
- Countertops
- Microwaves, Toaster, Refrigerator, Stove, Dishwasher
- Light Switches
- Vending machine

4. Bathrooms

- Sinks
- Toilets
- Toilet Paper Dispensers
- Paper Towel Dispensers
- Soap Dispensers
- Light Switches
- Door handles
- Floors

5. Kitchen

- Refrigerator
- Freezer
- Knobs and handles
- Serving line
- Cold drink refrigerator
- Cash register
- Ovens
- Sinks
- Bathrooms
- Floors



COVID- 19 Preventive Measures & Response

I. Overview: WCI is committed to providing a safe and healthy workplace for all our employees. We understand the nature of our work and the supports we provide for persons served, do not allow for us to maintain the 6 foot social distancing recommendation at all times. We ask that when and where it is appropriate that we practice social distancing, avoid touching your face, cover your sneezes and coughs, wash your hands frequently and clean and disinfect frequently touched areas.

WCI has developed specific control measures that we will expect all our employees to abide by to reduce the risk and exposure to infectious disease.

Below are the types of equipment provided for control purposes with guidance on how to wear, use, clean, store and dispose of properly. Protective Equipment does not replace the need for safe work practices and proper hygiene practices.

Listed below are the types of personal protective equipment provided in the event that a person served shows signs and symptoms of COVID-like illness.

II. Equipment Provided:

- Gowns
- Gloves
- Masks

III. Masks: Under the guidance of MDH, all unvaccinated WCI employees and persons served are required to wear a face mask that covers their mouth and nose during their entire day, even if a 6 foot minimum distance can be maintained between all individuals. If a person uses their hand to reposition their mask, proper hand sanitizing should follow.

The covering should include multiple layers of fabric.

- Gators are not allowed as a face covering option at WCI.
- Masks should allow unrestricted breathing.
- The face covering should fit snugly but comfortable against the side of the face.
- When wearing a homemade mask, make sure to properly wash your hands before putting the cover over the face. When removing it, take care not to touch your eyes, nose and mouth. Wash your hands afterwards. The masks should be washed routinely depending on the use.

- A clean mask shall be worn daily.
- When not in use, store your masks inside a brown paper bag.
- Discard your masks that will not be washed in a lined garbage can.

IV. Gloves: Gloves will help protect you when touching or coming into contact with body fluids, secretions or excretions. All employees are required to wear gloves when providing toileting support to person served and when disinfecting the work area.

- Remove gloves promptly after use and discard.
- Wash your hands immediately after removing of gloves
- Do not wear gloves continuously throughout the day.

V. Gowns: A gown helps protect your skin and clothing from potentially infectious or contaminated material.

- Staff are expected to wear gowns while assisting with toileting duties.
- The gowns will be kept in the Senior Room bathroom area or check with the Executive Director.

VI: Personal Protective Equipment: Personal protective equipment (PPE) will help protect you if someone develops symptoms of COVID-like illness.

VII. Equipment Provided

- Masks
- Gloves
- Sanitizer wipes
- Water
- Masks

VIII: Separation Procedure: If a person becomes ill during the day and requires supervision, supervision must be provided until a residential staff arrives to bring the person home. WCI must have a quarantine area for an individual to use until they are able to leave WCI. The designated area should be away from other people and if possible have access to a private bathroom for the person to use.

IX: Responding: If an employee is reporting or displaying signs of COVID-19 such as fever, cough, sore throat, headache or difficulty breathing the individual needs to be directed to the quarantine area and the response steps below need to be followed.

If an individual is displaying emergency warning signs for COVID-19, **call 911 right away.**

X. Response Steps:

1. Staff needs to put on their own PPE before attending to the ill person.
2. Put a mask on the person who is ill.
3. Move the person to the designated quarantine area.
 - If the person needs to be picked up by their residential staff, WCI staff will contact residential staff.

- If they aren't picked up within 15 to 20 minutes once call is placed, WCI staff will call residential staff again and get a confirmation of a pickup time.
4. Staff will gather the person's belongings.
 5. Person will use the shortest route to exit the building.
 6. Send the person home with the appropriate exposure information along with the 14 day fever and symptoms tracker log. The log must be submitted for approval before arranging a return to work date.
 7. Interview the person to gather who they had contact with, what areas of the building they have used, and document their responses. The interview may be conducted over the phone if the person was able to leave immediately.
 - a. Any individual exposed to someone testing positive for COVID-19 will be required to quarantine for 14 days before returning to the program.
 8. Notify the Executive Director or Director of Waivered Services, or Director of Placement and EE Services of the exposure. WCI's Notification and Response team will follow the Minnesota Department of Health (MDH) reporting guidelines and recommendations as advised. The Notification and Response Team will contact the MN Department of Health (MDH) Provider Hotline (651-201-5414) for further guidance.
 9. Follow cleaning disinfection procedures for the quarantine room and all affected or potentially affected areas thoroughly.



COVID Visitor Policy

Policy Purpose: To provide guidelines that permit family members, friends, professional workers, and the interested public the opportunity to view services and provide appropriate input to WCI without interfering with the normal business orientation and professional work environment of the agency.

I. Overview: Visitors to WCI programs and locations must follow the procedures listed below.

II. Procedure

- A.** Visitors must check in at the front desk area, and staff will take their temperature. Visitors will also need to complete a Visitor Screening form upon entering the building. If yes is answered to any of the questions or the visitor's temperature is 100.0° F (37.8° C) or higher, they will not be permitted into the building.
- B.** Visitors will be accompanied by a WCI staff when walking through the building.
- C.** Visitors must refrain from influencing work or program activities while in the building.
- D.** Parents and family members of both team members and people receiving services should consider the intent and outcome of the frequency of their visits. For example, it is not considered a normal business practice for parents to attend work on a regular basis with their family member.
- E.** Whenever possible, visits should be prearranged to ensure the availability of WCI staff to guide the visitor.
- F.** When meetings are held at WCI, WCI staff will reserve a meeting room. WCI staff will disinfect the room prior to the meeting and after the meeting is held. WCI will utilize technology as much as possible for all meetings.

Policy Code:

The health and safety of persons served, employees, visitors and our community remain a top priority at WCI. With the latest guidelines issued by the MN Department of Health related to COVID-19, if you are sick or presenting with any respiratory related symptoms, please do not enter our building. We provide vital services to a vulnerable population and thank you for your understanding and cooperation in keeping our workplace safe and secure.

- A. WCI will not allow visitors in our facilities if any of the following apply:
- Visitor(s) is sick or presenting with respiratory illness symptoms
 - Visitor(s) who has been in isolation that has not met the CDC requirement to discontinue self-isolation.
- B. Visitors are only allowed in the building on a “case-by-case” basis, must have prior meeting arrangements established and complete a Visitor Screening form upon arrival. Unvaccinated visitors are also required to wear a face covering as appropriate for their visit.
- C. WCI will limit the number of visitors to the workplace to “essential business only” and restrict the number of people who interact with our employees. (Fewer people equals less risk).
- D. WCI will abide by the social distancing recommendations issued by the MN Dept. of Health and the CDC. WCI expects all visitors to practice safe social distancing while in our facilities.
- E. Residential providers and family members that have an established and/or approved visit (essential meeting, etc.) are required wear a face covering and gloves as appropriate for their visit if they are unvaccinated.
- F. Remember to take the steps to keep yourself healthy. Wash your hands, avoid touching your face, distance yourself from others, and practice appropriate self-care, including staying home when you are sick.