



COVID-19 Preparedness Plan for DHS Licensed Nonresidential Services Deemed Critical Businesses during Peacetime Emergency

All businesses in Minnesota are required to have a COVID-19 Preparedness Plan that protects staff, service recipients, and the community you serve. This plan recognizes the health and safety requirements already required of your program. This plan will assist *Fitzgerald Home Health Care, LLC* in meeting the unique needs of our staff and clients during this peacetime emergency.

According to Executive Order 20-48, critical businesses, including providers licensed or certified by the Department of Human Services to deliver nonresidential services, are required to follow guidance from the [Minnesota Department of Health \(MDH\)](#) and the [Centers for Disease Control and Prevention \(CDC\)](#) to mitigate the spread of COVID-19. Because there is currently no vaccine for this virus, you will need to operate your program for many months with the possibility that COVID-19 could be confirmed in your program. The MDH/CDC guidance is designed to prevent, mitigate, or respond to the transmission of COVID-19.

[Executive Order 20-74](#), signed by Gov. Walz on June 5, 2020, requires all critical businesses to develop and implement a COVID-19 Preparedness Plan (“Plan”) that describes how your business will implement, at a minimum, the following components, in compliance with MDH and CDC guidelines:

NOTIFYING AND WORKING WITH MDH:

You are expected to notify MDH when there is a confirmed case of COVID-19 in your program by calling 651-297-1304 or 1-800-657-3504 (Mon. – Fri., 8AM-5PM). You are expected to work with MDH and comply with their directive when given.

1. Hygiene and source controls

- Reinforce handwashing routines, after having been in a public place, prior to and after eating, after using the toilet, or after blowing your nose, coughing, or sneezing.
- Staff should wash their hands for at least 20 seconds with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Plan for when and how facemasks will be used by staff. Staff will be asked to wear mask while working with clients.
- Provide staff facemasks and gloves.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

PLAN FOR HYGIENE AND SOURCE CONTROLS:

Staff will be provided with masks and gloves.

2. Cleaning and disinfecting

- Minimize the use of shared supplies (e.g. arts and crafts, office supplies) that cannot be sanitized and consider using designated bins for clean and used items.
- Use EPA-registered disinfectants recommended by the CDC: <https://www.epa.gov/coronavirus>



PLAN FOR CLEANING AND DISINFECTING:

Staff will not share supplies.

3. Arrivals and departures

- Staff will use the health screening tool listed below every time they work.
<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>
- Post instructions at entrances informing people:
 - To wash or sanitize their hands upon arrival;
 - Screening for COVID-19 symptoms by staff is required prior to starting a shift.
 - To wear face-coverings whenever possible; and
 - To adhere to hygiene and social distancing instructions, signage and markings.

PLAN FOR ARRIVALS AND DEPARTURES:

Staff will complete the health screen before starting work.

4. Screening and policies for staff exhibiting signs or symptoms of COVID-19

- Monitor staff for signs of illness, including using health screening questions before beginning a work shift, and require sick staff to stay home or return home if they are experiencing symptoms.
- Ensure sick policies are clearly communicated and supportive of staff staying home when sick.
- Ensure staff and volunteers know the signs and symptoms of the COVID-19 illness.
- Establish protocols based on MDH guidance for when a staff member exhibits symptoms of COVID-19 or tests positive for COVID-19.
- Ensure that emergency contact information for staff is up-to-date.
- Establish communication protocols for a positive COVID-19 case or potential exposure and ensure that an individual's identity is not disclosed, other than to a person authorized to receive the information.
- Notify MDH and follow their direction if a staff member is diagnosed with COVID-19.
- Have a plan for back-up staffing in case a staff member becomes ill during program hours.

PLAN FOR SCREENING AND POLICIES FOR STAFF AND VOLUNTEERS:

Staff will be required to stay home if sick and report the illness to Tonya Fitzgerald 612-598-3527. Staff will need to quarantine for 14 days after a positive COVID-19 test.

5. Screening and policies for service recipients exhibiting signs or symptoms of COVID-19

- Monitor service recipients for signs of illness, including using a health screening tool such as this:
<https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf>.
- Ensure service recipients know the signs and symptoms of the COVID-19 illness.
- Establish protocols based on MDH guidance for when a service recipient exhibits symptoms of COVID-19 or tests positive for COVID-19 to limit exposure.
- Ensure that emergency contact information for service recipients is up-to-date.
- Establish communication protocols for positive COVID-19 cases or potential exposure and ensure that an individual's identity is not disclosed, other than to a person authorized to receive the information.



- Notify MDH and follow their direction if a service recipient is diagnosed with COVID-19.

PLAN FOR SCREENING AND POLICIES FOR SERVICE RECIPIENTS:

Service recipients will be required to report the illness to Tonya Fitzgerald 612-598-3527. Service recipients will need to quarantine for 14 days after a positive COVID-19 test.

6. Social distancing throughout the day

- Staff and service recipients should follow the social distancing rules while out in public spaces.

PLAN FOR SOCIAL DISTANCING:

Staff and service recipients should follow the social distances rules while in public spaces.

7. Food preparation and meals

- Staff that assist with cooking for service recipients will need to wash their hands according to the CDC guideline before starting to prepare food.

PLAN FOR FOOD PREPARATION AND MEALS:

Staff will wash their hands if they are helping prepare food.

8. Ventilation

PLAN FOR VENTILATION:

NA

9. Communications and training

- Provide a copy of this plan to all of your staff and service recipients.
- Provide training to all staff and service recipients on how to follow the plan, ensure they are capable of implementing it, and update them on any changes to the plan.
- The plan must be available to the Commissioner and posted on the website.
- Explain in plain language the parts of the plan relevant to the service recipients and, as appropriate, parents, guardians, legal representatives, case managers, and residential providers. Provide them with resources to follow the plan.
- Staff with concerns about their employer’s COVID-19 Preparedness Plan or questions about their rights should contact MNOSHA Compliance at osha.compliance@state.mn.us, 651-284-5050 or 877-470-6742.

PLAN FOR COMMUNICATIONS AND TRAINING:

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