

# **Adara Home Health, Inc.**

## **COVID-19 Preparedness Plan**

Adara Home Health, Inc. is committed to providing a safe and healthy workplace for all our employees and clients. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Management, branch managers and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. All branch managers have the full support of management in enforcing the provisions of 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 employees, management and clients. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Our employees are our most important assets and are essential in developing and implementing a successful COVID-19 Preparedness Plan. We are serious about safety and health and keeping our workers working at Adara Home Health, Inc. We have involved our employees in this process by calling and communicating with our employees directly to assure they are receiving all updated information as well as sharing their present situations. Any feedback is discussed with the COVID 19 leadership group to discuss policy, procedure and process changes. We are communicating with branches continuously with organization, federal and state agency guidance. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Orders 20-48 and 20-74 and addresses:

- screening of employees and clients
- employee sick leave policies and accommodations
- hand hygiene, respiratory etiquette and personal protective equipment;
- engineering and administrative controls for social distancing;
- food preparation and meals
- cleaning, disinfecting, decontamination and ventilation;
- communications and training provided to managers and workers;
- management and supervision necessary to ensure effective implementation of the plan; and • communication about the Plan

### **Screening and policies for employees and clients exhibiting signs and symptoms of COVID-19**

Employees have been informed of and are required to self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess employee health status prior to starting work and for employees to report when they are sick or experiencing symptoms. Employees self-screen per the Screening Tool daily and report any positive aspects of the screen to their supervisor. Details of positive screenings are documented by the supervisor. Per this discussion, an action plan is developed for home isolation, testing or monitoring symptoms as per CDC guidelines. Employees with symptoms will be tracked and monitored by the branch office. CDC return to work guidelines will be followed as well as clearance from a corporate executive prior to the employee returning to work. All staff are educated and trained in utilization of the Screening Tool for client and self-screening. Adara Home Health, Inc. has also implemented

a process for informing employees if they have been exposed to a person with COVID-19 through tracking staff visits of reported suspected or confirmed clients and follow the current CDC guidelines for work restrictions. Reporting of COVID-19 positive employees and exposures is conducted per Minnesota Department of Health requirements and coordinated by the company COVID-19 Safety Coordinator.

Adara Home Health, Inc. has implemented leave policies that promote employees 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. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees are encouraged to contact their supervisor or the company Human Resources Department with any questions concerning sick leave or the need for accommodations.

In addition, policies are implemented to protect the privacy of employees' health status and health information per our Human Resources General Administration section.

Clients are contacted prior to home entry regarding COVID-19 signs and symptoms. Alternative arrangements for services may be made based on client need.

## **Hand Hygiene**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees 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 toilet. All employees and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer (that use sanitizers of greater than 60% alcohol) are available 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. All direct care staff are supplied with hand sanitizer and/or disinfectant soap for use prior to, during and after client care. Hand sanitizer will continue to be purchased by the branch office as required to meet the need of the branch office and staff. If they are not able to obtain this, the corporate office will assist in obtaining the supply as able.

## **Respiratory Etiquette and Personal Protective Equipment**

Employees, clients and 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, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette is demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors. Instruction and training is provided to all staff via the company newsletter as well as posters placed throughout the branch offices.

Direct caregivers are instructed to wear required personal protective equipment during all home care visits. All office and direct care staff wear appropriate source control measures per CDC and MDH guidelines per applicable of Community Levels and Community Transmission in the office and at every home visit. If there is suspected or confirmed COVID 19 within the home, staff wear personal protective equipment as per the PPE protocol.

## **Social distancing**

Social distancing of six feet is implemented and maintained between employees, clients, if able, and visitors in the workplace through the following engineering and administrative controls: Office staff are minimized and provided with resources to work from home, In office employees are separated to maximize the distance between employees, signs are posted in the branch offices to maintain social distancing as well as training through the company newsletter. Barriers between cubes were created within the office when distancing was not an option. Visitors are restricted in each branch office and a screening document posted prior to entering. Direct care staff are instructed to maintain distancing when screening at the visits, performing donning/doffing of PPE and as able throughout client visits.

## **Food Preparation and Meals**

Employees will avoid shared preparation and sharing of food. Social distancing will be maintained during meal preparation and eating. See Social distancing section.

## **Cleaning, Disinfection, and Ventilation**

Regular housekeeping practices are being implemented within the branch offices, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, meeting rooms after use, and drop-off and pick-up locations. Frequent cleaning and disinfecting is conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Direct care staff minimize equipment that are taken into clients home and disinfect all equipment that is utilized at the home visit.

Appropriate and effective cleaning and disinfectant supplies are 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. All disinfecting products purchased meet the CDC guidelines in the N list of products for disinfecting COVID 19. 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.

## **Communications and Training**

The COVID-19 Preparedness Plan's policies, processes and procedures are communicated through memos, newsletters, and emails to all employees throughout the course of COVID 19 as well as specific online meetings with branch management. Necessary training is provided as indicated. Additional communication and training are ongoing through the methods explained above and provided to all employees who did not receive the initial training. Instructions are and will continue to be communicated to employees and visitors about: visiting branch locations, conducting meetings, in-office communication, personal protective equipment requirements, social distancing between employees and visitors if applicable, required hygiene practices; and employees and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are to monitor how effective the program has been implemented by obtaining feedback from employees and sharing this with management. Management and employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Adara Home Health, Inc. management and

was posted in the workplace locations. It will be updated as necessary.

Concerns or questions about this COVID-19 Preparedness plan should be addressed to the Adara Home Health, Inc. Compliance Officer at 763-682-0665, extension 1226. Employees with concerns or questions about their rights may also contact MNOSHA Compliance at [osha.compliance@state.mn.us](mailto:osha.compliance@state.mn.us), 651-284-5050 or 877-470-6742.

Certified by:

Lori Seemann, CEO

Adara Home Health, Inc.

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

### **Businesses**

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 –

[www.dli.mn.gov/updates](http://www.dli.mn.gov/updates) Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## **Respiratory etiquette: Cover your cough or sneeze**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## **Social distancing**

CDC:

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) CDC:

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html) CDC:

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

CDC:

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)