

## COVID-19 Preparedness Plan for Home Instead Senior Care, located at 108 S. Sixth Street, Brainerd, MN

**Home Instead Senior Care** is committed to providing a safe and healthy workplace for all our employees, families, and clients. To ensure safe and healthy workplaces, **HISC** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All **HISC** employees, including our office staff and CAREGivers, are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities. This requires full cooperation from our CAREGivers, management, and clients. Only through this cooperative effort can we establish and maintain the safety and health of our employees, families, and clients. At **Home Instead Senior Care** we are honored to serve the communities most vulnerable population and take on this responsibility with the utmost importance.

Management and CAREGivers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Home Instead Senior Care** managers and supervisors have our full support in enforcing the provisions of this policy.

At **Home Instead Senior Care** our employees are our most valuable assets. We are serious about their safety and health with the goal of continuing to serve our clients. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by seeking input, gathering responses and ideas and planning with our employees. We have worked one-on-one with our employees to develop and honor a plan for adapted schedules or leave of absences during the Stay Home MN order. Office team members meet each weekday morning, via Zoom, to ensure we are up to date, proactive, and responding to all areas of business related to COVID-19. We coordinate with HISC Headquarters for advice, direction, and support daily.

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 Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

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

Employees' have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. **HISC** requests that all

employees assess any symptoms before coming to the office and check their temperature at the front door. If an employee is experiencing symptoms including: cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat or loss of taste or smell; or a temperature is detected (over 100.4 degrees), the employee needs to leave the office immediately and contact management.

Employees providing direct care to clients are asked a series of four questions related to symptoms before clocking into shifts each day. If the answer to any of these questions are "yes" both Deb Cranny and Katelin Hohertz are notified and will communicate with said employee to leave the home and seek medical guidance, follow all recommendations from the CDC and quarantine for the required amount of time.

If an employee is knowingly exposed to COVID-19 or is tested for COVID-10, they need to immediately inform management. If an employee has received a positive COVID-10 diagnosis, management will work with employee and recommendation from their medical professional and CDC to follow appropriate distancing guidelines. HISC will disinfect the employee's office and common spaces. Deb Cranny and/or Katelin Hohertz will inform any employee or client that has been exposed to a person with COVID-19 and requiring them to seek medical guidance, follow all recommendations from the CDC and quarantine for the required amount of time.

**Home Instead Senior Care** has implemented leave policies and promotes working remotely when any employee is sick, a family member is sick or they are experiencing any symptoms. Accommodations have been made for all employees with ability to work from home to do so. Accommodations for employees with underlying medical conditions or who have a household member with underlying health conditions have the options to work remotely or take a leave of absence. HISC will protect the privacy of employees' health status and health information and will not disclose any protected health status of an employee unless the employee has given permission to do so.

## Handwashing

Basic infection prevention measures are implemented at our workplaces at all times. Employees are instructed to wash their hands for a minimum of 20 seconds with soap and water frequently throughout the day, with requirements of: at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances 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 staff have been trained in handwashing techniques as provided by HISC Corporate.

HISC employees will follow all direction and policies put into place by any nursing home, long term care facility or any other medical/care facility entered to serve our clients.

## Respiratory etiquette: Cover your cough or sneeze

Employees, customers 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. Said persons should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

## Social distancing

Social distancing of six feet will be implemented and maintained between employees, customers, and visitors in the workplace through the following engineering and administrative controls:

HISC will be controlling and limiting the number of people that are physically in the office on a daily basis to ensure social distancing is possible. Each employee, that is required to work from the office, has been provided their own workspace, computer, phone, any other tools to complete their daily tasks that are 6 or more feet from any other workspace. In addition, employees are instructed to not enter the workspace of another employee. Employees in which it applies can work remotely and join daily video meeting.

Visitors are instructed to stay 6ft from front desk personal and are encouraged to wear a mask when entering **HISC**. Limitations have been identified on the number of people who can be in common areas at one time. Disinfectant has been provided in each area of the office for employees to clean on their way out of shared areas.

Employees who are providing direct care to clients in their homes are instructed to wear masks their entire shift and stay 6ft apart from client when possible. When the employee is unable to distance due to safety, they are instructed to wear gloves and immediately wash their hands after touching client. Employees are provided masks and disposable gloves by **HISC**.

## Cleaning, disinfection, and ventilation

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restroom, lunch room, meeting room and lobby area. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines and post machine.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels. Employees are instructed to clean and disinfect their workspace, all common areas and any equipment after each use and at the beginning and end of each workday.

## Communications and training

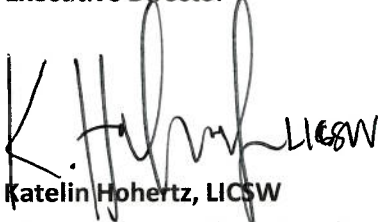
This COVID-19 Preparedness Plan has been communicated via email and mail to all employees as well as posted in office common areas and provided in each of client's homes. **HISC** is committed to ensure all employees are aware and practicing policies and practices laid out in this COVID-19 Preparedness Plan and will continue to provide any training necessary to all employees to ensure the safety and health of all employees, customers and visitors. Instructions have been posted and will be verbally communicated to any visitors and new clients. Customers and visitors will be advised to not enter the office if they are experiencing any symptoms or have contracted COVID-19 upon arriving at **Home Instead Senior Care** office. As direct providers, along with our employees **HISC** has requested and encouraged all clients and their families to follow the same practices and ensuring their health and safety. Clients have been instructed to inform **HISC** of any COVID-19 diagnosis or exposures before starting services or as soon as possible thereafter. All clients and their emergency contacts have been provided with **HISC** contact information to report if needed.

**HISC** has instilled the ability for all manager and supervisors to monitor how effective the COVID-19 Preparedness Plan is being implemented intervene in care when needed. **Home Instead Senior Care** is independently owned and operated by Cranny's 4 Care, LLC., and will continue to follow all requirements provided by Home Instead Senior Care Corporate, Minnesota Department of Health and Center for Disease Control. This COVID-19 Preparedness Plan has been certified by **Home Instead Senior Care** management, was posted throughout the workplace 6.1.20, and will be updated as necessary.

Certified by:



**Deb Cranny**  
Executive Director



**Katelin Hohertz, LICSW**  
Client and CAREGiver Experience Director