



Purpose

This Action and Prevention Plan is meant to provide an overview of Rise's policies and procedures due to the pandemic. More detailed policies, procedures and guidance can be found in other documents linked to this plan. Rise'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 ensure the safety of Rise employees and persons served.

This Plan will be a living document, to be updated as often as relevant information regarding the Pandemic is released. This plan will adhere to [Minnesota Department of Health \(MDH\)](#), [Wisconsin Department of Health Services](#) 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, their 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 Rise locations or any of the community group employment sites where Rise employees or persons served are employed.

The DHS Commissioner has temporarily modified Minnesota Statutes, 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 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 Executive Order 20-55, paragraph 2. Accordingly, Rise has updated its Rights of Persons Served Policy and will document the communication of this update along with each person's choice to stay at home or receive day services during the peacetime emergency.

Current Guidance

- Employees who can perform their job functions remotely must do so.
- For employees who are working remotely, and for persons served in licensed programs, return to the Rise site will be based on current/updated guidelines for social distancing and hygiene outlined by state government or other local authorities. For persons served, the determination will be made on an individual basis taking into consideration each person served ability to adhere to the current guidelines and Rise's ability to provide adequate support staff to assist persons served in maintaining current social distancing/hygiene guidelines.
- Rise has revised our visitor's policy to limit the number of visitors to the workplace to "essential business only" and restricts the number of people who interact with our employees. (**Visitors Policy #205/205A**) [click here](#)

- Persons served and support staff who are not working remotely and employed at community sites will be evaluated individually, and if determined to be safe, may be allowed to return to work only with approval of the Program Director. The following criteria will be used to individually evaluate workplace safety:
 - o If a staff or person served has indirect contact with someone or is living with someone who tests positive for COVID-19, current guidance states you will notify Rise and self-quarantine for 14 days.
 - o Plan to return to the site will be determined on an individual basis. The program director will work with the site to determine next steps.

Social Distancing

- To help ensure social distancing strategies can be implemented, Rise will serve no more than 50% of our licensed capacity as existed as of May 13, 2020 at any one time and the square footage of primary space will be increased from 40 square feet for each person receiving services to 80 square feet for each person receiving services.
- Rise will maintain consistent cohorts of the same staff and persons receiving services to minimize cross-contamination between areas, individuals will be assigned to a specific area for the day and should remain in that area, with the exception of using the restroom. Individuals will be discouraged to walk throughout the building, including those who work in offices. Cohorts will consist of less than 10 people and will be maintained throughout the program day, including mealtime.
- Seating space will be arranged to maximize the space between person receiving services with at least 6-feet between seats. Whenever possible, seating will be turned in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets created when people talk, cough, or sneeze.
- Signs will be posted throughout Rise buildings to remind employees about guidelines and expectations and responsibilities. External signs will also be posted on doors alerting visitors to restrictions on entry and movement in and around facility as well as any applicable guidelines and expectations.
- A 6-foot minimum distance shall be maintained between all individuals while onsite.

Staggered Activity Schedule

- Each day service facility has developed and will implement a schedule to minimize contact with others outside of their assigned cohorts.

Arrival and Departure Protocols

Each day service facility 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.

Rise Transportation

- In order to address social distancing and mitigate efforts one seat will be left open between each person, only eight people will be transported per vehicle at a time. Routes are also being mirror 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 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, seat belt buckles, all types of control knobs and handles, windows as needed, etc.
- Rise employees and persons served are required to wear a mask while on Rise transportation.

Handwashing

Basic infection prevention measures will be implemented at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently though out the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom.

You can help yourself and others stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone who is sick
- **Before** and **after** treating a cut or wound
- **Before** and **after** providing routine care for another person who needs assistance
- **After** using the restroom
- **After** touching garbage
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste

During the COVID-19 pandemic, you should also clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Site Entry & Work Location Screening

Prior to obtaining access to Rise's **vehicles**, everyone shall:

- Be wearing a face mask/covering
- Have completed **Rise's Safe Location Access Questionnaire** [click here](#)
- Take your temperature with a thermometer. (**Temperature Monitoring Guidelines**) [click here](#)
- Be free of cold or flu-like symptoms, including fever, cough, sore throat, headache, chills, muscle pain, new loss of taste or smell, shortness of breath or difficulty breathing. This list is not all inclusive, please refer to www.cdc.gov for up to date details.

Upon entering a Rise **building** or **community sites** everyone shall:

- Continue to wear your face mask/covering until you reach your designated program area and 6-foot minimum distance can be maintained between all individuals
- Connect with your Rise support staff upon arrival
- Sanitize or wash hands

Additional workforce management procedures shall include:

- Face coverings shall be worn when social distancing is not possible. The following mask types will be allowed:
 - o N95 respirator without exhaust valve
 - o Cloth or medical masks
 - o Employer supplied face covering (if applicable and available)
 - o Employee supplied face covering approved by the Employer in the event other mask types listed are not available due to shortages
 - o Masks must continue to be used until 6-foot minimum distance shall be maintained between all individuals while onsite. Ex: personal cares, transition times (breaks/lunch), transportation.
- A 6-foot minimum distance shall be maintained between all individuals while onsite.
- To minimize cross-contamination between areas, individuals will be assigned to a specific area for the day and should remain in that area, with the exception of using the restroom. Individuals will be discouraged to walk throughout the building, including those who work in offices.
- All employees and persons served (or residential providers) shall provide notice of any individual who develops symptoms or are confirmed for COVID-19. If individuals are determined to have been potentially contagious while at the Rise site, protocol for confirmed or suspected cases will be followed as laid out in this document.
- All community sites at which Rise provides services shall provide notice of any employee or customer who develops symptoms or are confirmed for COVID-19 following their visit to the community site. If individuals are determined to have been potentially contagious while at the community site, protocol for confirmed or suspected cases will be followed as laid out in this document.

Work Location Procedures & Precautions

The following are the procedures and precautionary measures that will be implemented in the work location to mitigate the transmission of COVID-19 to all personnel.

- Any individual presenting respiratory symptoms, fever, and/or meet the criteria developed by Rise to be categorized as a risk to human health, as it relates to COVID-19, will be monitored from home. Affected individuals will be expected to follow CDC recommended precautions.
- Each individual entering a Rise location, Rise vehicle, or Rise community site shall have completed the Safe Location Access Questionnaire prior to gaining access to the Rise location, vehicle, or community site each day.
- All individuals will remain with their assigned cohorts during lunch, break and group meeting times.
- All individuals will be encouraged to participate in disinfecting tables, chairs, door handles, and other common touch points used following each visit.

Protocol for Confirmed or Suspected Cases

For each situation immediately notify the program director or administration manager who will then notify HR for Staff, QA for Persons Served and a member of the Senior Leadership team. Rise will deploy a Notification and Response Team made up of appropriate Senior Leadership and Directors of the organization depending

on the program effected. The Notification and Response Team will follow the MDH and CDC guidelines specific to the situation and program capabilities.

In the event of any of the following, reporting and response procedures will be followed to minimize exposure and transmission of COVID-19. Notification of any of these events shall be conducted immediately.

- A confirmed case of COVID-19 for a person served, employee, or person living with a person served or employee.
- A confirmed or suspected case is discovered while in a Rise location, vehicle, or community site.
- Symptoms will be reported and documented on the COVID-19 signs and symptoms tracking spreadsheet via the Alternative Service Delivery TEAMS by the Director and reviewed by the Notification and Response Team.

In the event of a confirmed or suspected case of COVID-19:

- If the affected person is offsite, the affected person will be instructed to inform their supervisor, stay home, monitor themselves for respiratory illness symptoms and consult their health care provider as needed.
- If the affected person had been onsite in the last 48 hours, protocols below will also be implemented.

Separation Procedure

If a person becomes ill during the day and requires supervision, supervision must be provided until a caretaker arrives to bring the person home. All sites must have a designated quarantine area for an individual to use until they are able to leave the building. The designated area should be away from other people and if possible, have access to a private bathroom for the person to use. This procedure may be different for SET Sites and Rise will follow the specific guidelines the Business location has established.

Responding

If an employee is reporting or displaying signs of COVID19 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 adhered to.

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

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to wake up
- Bluish lips or face

*This is not every emergency symptom or sign. Please refer to www.cdc.gov for up to date details.

Response Steps

(Reference the PPE sequence posters available in the quarantine kit to learn the proper steps for putting on and taking off personal protective equipment.)

1. The caretaker needs to access the quarantine kit to don 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.
 - o If the person can drive, have them leave the Rise location as soon as possible.
 - o If the person needs to be picked up, immediately contact the residence, and obtain verbal confirmation of a pick-up time. Continue making phone calls until pick up time is confirmed. Ensure to continue supervision of the individual per their 245D care plans.
4. Gather the persons belonging in a plastic bag.
5. Have the person use 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 had 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 program director who will notify HR and QA of the exposure. The Rise Notification and Response team will gain an understanding of potential locations and individuals the affected person had been in contact with through a phone conversation with the individual or the individual's residential provider/guardian and will follow the Minnesota or Wisconsin Department of Health reporting guidelines and recommendations as advised.
 - a. **The Notification and Response Team will contact the MN Department of Health (MDH) Provider Hotline (651-201-5414) and/or St Croix County Public Health (715-246-8263) will be contacted for further guidance**
9. After the investigation has been completed, individuals determined to not have been affected can continue working and/or participating in onsite activities so long as it does not impact sanitizing efforts, there are adequate staff to meet person served /staff ratios, and it is approved by Rise leadership.
10. Follow cleaning disinfection procedures for the quarantine room and all affected or potentially affected areas thoroughly.
11. The Rise Notification and Response team will share the Health Counseling Notification of Possible Exposure to Coronavirus Disease 2019 (COVID-19) form with all affected persons.

- Confirmed and suspected cases may attempt to return to the Rise or community site with the following criteria:
 - o They have had no fever for at least 72 hours (that is three full days of no fever) without the use of medicine that reduces fevers
AND
 - o Other symptoms have improved (for example, when their cough or shortness of breath have improved)
AND
 - o At least 10 days have passed since symptoms first appeared

Best Practices Being Continuously Implemented at Rise's Location

- **Encourage sick employees to stay home:** Anyone with symptoms (ex: fever, cough, shortness of breath) should notify their supervisor and stay home. Daily temperature monitoring is required prior to obtaining access to Rise's locations, vehicles, and community job sites.
- **Social Distancing:** Avoid congregating, large gatherings, and always maintain a minimum distance of approximately 6 feet from others.
- **Meetings:** Large mass meetings will continue to be held through telework, Teams, or another virtual meeting provider.
- **Mobile Devices/Shared Computers:** will be sanitized before and after each use.
- **Lunch/Break:**
 - o All individuals must maintain a distance of 6 feet from other individuals while eating lunch or taking breaks.
 - o All individuals will remain with their assigned cohorts during lunch and break times.
 - o No communal food shall be permitted on the jobsite until further notice (donuts, pizza, potluck, etc.)
- **Hygiene:**
 - o Handwash stations will be maintained with soap, hand sanitizer, and paper towels.
 - o Employees will follow proper hand hygiene practices and wear disposable gloves when engaged in any cleaning, disinfecting or personal care tasks.
- **Cleaning and Disinfecting** (Cleaning and Disinfecting Guidelines) [click here](#)
 - o Regular housekeeping practices are implemented in our buildings and vehicles which includes routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms.
 - o All individuals on site will be encouraged to participate in extra cleanings for frequently touched surfaces (light switches, tables, chairs, door handles, etc.)
 - o 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.
 - o Workers responsible for trash removal will maintain proper PPE/hand washing practices.
- **Personal Protective Equipment (PPE):** (Preventative Measures & Response) [click here](#)
 - o Do not share PPE.
 - o Sanitize reusable PPE per manufacturer's recommendation before and after each use.

- Ensure used PPE is disposed of properly.
- **Travel:**
 - Staff are responsible for notifying their supervisor and the Human Resources Department before returning to work from traveling to any of the level 3 warning notice locations on the CDC website. The updated list can be found here: <https://wwwnc.cdc.gov/travel/notices/>.

Compliance Monitoring

Each program/administration area will assign a supervisor(s) to complete a compliance check twice per day. Once in the AM and once in the PM. The designated supervisor will monitor to ensure Rise's plans/best practices are being continuously implemented at all locations (social distancing, hand/respiratory hygiene, proper usage of face coverings, cleaning, and disinfections practices). Training and coaching will be provided as needed. Monitoring data will be reported daily on the Best Practices Compliance Monitoring spreadsheet via The Rise Org TEAMS by the designated supervisor and monitored by Quality Assurance.

Links to detailed policies, procedures, and guidance:

- [COVID-19 Cleaning and Disinfecting Guidelines](#)
- [COVID-19 Community Activities Guidance](#)
- [COVID-19 Preventative Measures and Response](#)
- [COVID-19 Safe Location Access Questionnaire](#)
- [COVID-19 Temperature Monitoring Guidelines](#)
- [COVID-19 Wearing a Mask on Transportation](#)
- [COVID-19 Visitors Policy](#)

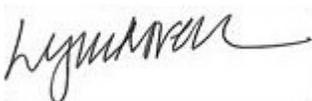
Other Resources:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [Minnesota Department of Health \(MDH\)](#)
- [MN Employment and Economic Development](#)
- [Wisconsin Department of Health Services](#)
- [WI Department of Workforce Development](#)

We appreciate everyone's help in ensuring these new practices are adhered to. It is important for all of us to do the best we can to protect each other during this time.

This plan has been certified by Rise's Senior Leadership team. If you have any questions, please don't hesitate to reach out to your program supervisor to assist you or you can contact me at LNoren@rise.org.

Thank You.



Present/CEO