

COVID-19 Preparedness Plan

B's Homecare Inc. is committed to providing a safe and healthy workplace for all our staff and clients. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing 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 staff, management, and clients. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **B's Homecare Inc.** managers and supervisors have our full support in enforcing the provisions of this policy.

Our staff are our most important assets. We are serious about safety and health and keeping our staff working at **B's**. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by **listening to the fears that they see out in the homes, the questions that have been brought forward, and listening when they call and offer their opinions on how things should be handled or what they want handled differently.** 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;
- client controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and staff; and
- management and supervision necessary to ensure effective implementation of the plan.

Executive Order 20-48 issued by Gov. Tim Walz on April 30, 2020, requires each business in operation during the peacetime emergency establish a COVID-19 Preparedness Plan.

A business's COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, federal Occupational Safety and Health Administration (OSHA) standards and Executive Order 20-48, related to worker and client – if the business has client-facing operations – exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of staff. The Minnesota Department of Labor and Industry (DLI), in consultation with MDH, has the authority to determine whether a plan is adequate.

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

Staff 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 staff' health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms. Staff and clients are to be checking for signs and symptoms daily and reporting on the timecard if there is any. If there is a concern, the office is to be contacted and further instructions will be given depending on what steps have been taken.

B's Homecare Inc. has implemented leave policies that promote staff 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 staff with underlying medical conditions or who have household members with underlying health conditions have been implemented. **B's Homecare Inc. will follow the FFCRA leaves that have been produced by the Department of labor and that can be accessed on the Bhomecareinc.com website.**

B's Homecare Inc. has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Staff will be informed of any COVID positive clients that they may have had contact with; contact will be made by telephone and or email. The name of the client will remain confidential, but staff will be given instructions on how they are to take a leave and what is expected once notified of this leave.

In addition, a policy has been implemented to protect the privacy of staff' health status and health information. **If a staff is positive, their information will remain confidential and any notification that needs to be made with people the staff may have been in contact with will remain as discreet as possible with the staff name staying confidential.**

1. infection prevention measures;

As an employee of B's Homecare Inc, we expect that staff will follow these steps:

- Before each shift verify that client and staff have no signs or symptoms
- Staff to have mask when working with client
- Staff will wash hands/sanitize properly every time they have contact with any skin (own or client)
- Staff to make sure all high touch areas are disinfected each shift (knobs, countertops, etc...)
- Staff to wear clothing that can be washed right after shift
- Staff can get supplies to help client to stay home, client can order online for staff to pick up

2. prompt identification and isolation of sick persons:

If a client is symptomatic:

- Staff to notify the office
- Staff will pick up proper PPE from office
- Staff will assist client with getting a proper test from the clinic if client has not done so

- Staff will wear the PPE at all times while with client
- Staff will only wear scrubs or a form of safe nonabsorbent material
- Staff will wash hands/sanitize properly every time they have contact with any skin (own or client)
- Staff will clean with proper disinfectant as the client is able to tolerate (reach out to office with questions)
- Staff will remain working as long as they are not symptomatic and can use the proper PPE
- Staff will help client stay hydrated as able
- Staff will check on symptoms and help track them on timecard at each shift
- Staff will avoid being out in stores and other public areas after their shift
- Staff will wash all dishes and sanitize them after use by client

If staff is symptomatic:

- Staff will notify office that they have symptoms
- Staff will be tested as per the clinic/hospital they use
- Staff will stay home and not be out (until they are not symptomatic)
- Staff will follow the steps of the stay home order that is set for the symptoms
- Staff will work with office on the return to work option
- Staff will quarantine per doctor order

3. engineering and administrative controls for social distancing;

- Staff will protect themselves and others by staying social distanced as able from others including clients
- Staff will make sure to wash hand/sanitize often
- Staff will social distance if they are eating with clients and/or other staff
- Staff will not share drinks or food while at any work site

4. client controls and protections for drop-off, pick-up and delivery;

- Staff is allowed to pick all supplies for client that have been ordered or pre set
- Staff will help client receive any deliveries to keep client safe from outside persons
- Staff will clear any extra needs with the office so that all proper steps can be taken for safety

5. housekeeping, including cleaning, disinfecting and decontamination;

- Staff will help the household members to educate themselves about COVID-19 symptoms and preventing the spread of COVID-19 in homes.
- Staff will assist household members clean and disinfect high-touch surfaces daily in household common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, phones, tablets, touch screens, remote controls, keyboards, handles, desks, toilets, sinks) *Per CDC, in the bedroom/bathroom dedicated for an ill person: consider reducing cleaning frequency to **as-needed** (e.g., soiled items and surfaces) to avoid unnecessary contact with the ill person.
- Staff will remind as much as possible, an ill person should stay in a specific room and away from other people in their home, following home care guidance steps listed in steps above.

- Staff can help provide ways to get personal cleaning supplies for an ill person's room and bathroom, unless the room is occupied by child or another person for whom such supplies would not be appropriate. These supplies include tissues, paper towels, cleaners and EPA-registered disinfectants.
- If a separate bathroom is not available, the bathroom should be cleaned and disinfected after each use by an ill person (this person should be washing all surfaces touched after washing hands and if any sneezing). If this is not possible, the staff should wait as long as practical after use by an ill person to clean and disinfect the high-touch surfaces.
- Staff will help teach household members to understand and follow home care guidance when interacting with persons with suspected/confirmed COVID-19 and their isolation rooms/bathrooms.

How to clean and disinfect

Hard (Non-porous) Surfaces (ceramic, metal and so on):

Wear disposable gloves if available or proper cleaning gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning or properly cleaned and stored if they are considered reusable per manufacturer. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC website, on B's Homecare website and on MDH website. Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.).

Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. (Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water)

Soft (Porous) Surfaces:

Staff will help to care for soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

Staff will have client or household member help and make sure that anything that is cleaned has been cleaned with approval by client or household member so staff is not responsible for anything that is possibly damaged.

After cleaning, the staff, client, or household member should launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

Electronics

For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.

Staff will follow the manufacturer's instructions for all cleaning and disinfection products with the help of client or household member.

Staff will help client consider use of wipeable covers for electronics.

Staff will help client or household member decide on the best option if no manufacturer guidance is available. Consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, clothing, and other items that go in the laundry:

Staff will wear disposable/ reusable gloves when handling dirty laundry from an ill person and then discard after each use or if using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. [Clean hands](#) immediately after gloves are removed.

If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.

If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.

Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.

Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Hand hygiene and other preventive measures:

Staff, clients and household members should [clean hands](#) often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water. Basic infection prevention measures are being implemented at our workplaces at all times. Staff 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, after using the toilet, after contact with animals or pets, and before and after providing routine care for clients.

All visitors, staff, clients and household members that come to offices will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, if hands are not visibly soiled.

Staff, clients and household members will need to follow normal preventive actions while at work and home including recommended [hand hygiene](#) and avoiding touching eyes, nose, or mouth with unwashed hands.

Staff and clients 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. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and visitors.

Other considerations

When caring for an ill person;

The ill person should eat/be fed in their room if possible.

Non-disposable food service items used should be handled with gloves (disposable or reusable) and washed with hot water or in a dishwasher. [Clean hands](#) after handling used food service items.

If possible, dedicate a lined trash can for the ill person. Use gloves (disposable or reusable) when removing garbage bags, handling, and disposing of trash. [Wash hands](#) after handling or disposing of trash.

6. Communications and training for managers and staff necessary to implement the plan;

- Staff are required to check email daily or before each shift
- Staff, client and/or household members should tune into Zoom meetings on their announced days and times to learn more information on training and resources
- Staff will contact office for any concerns that may arise due to COVID-19
- Staff will contact office for any suspected COVID-19 interactions
- Provision of management and supervision necessary to ensure effective ongoing implementation of the plan.
- At this time managers at all office are available to help with questions on Covid-19. If there is a concern that they cannot answer there will be contact made with the owner, Brandy Herbst, or one of the RN's that are on the case. Once contact has been made if there is not an answer that can be given, the professional handling the question will reach out to CDC or MDH for further guidance. During the Covid-19 pandemic managers will review Covid-19 related materials that are produced by MDH or CDC and will have access to explain to staff, clients, or household members how to navigate getting information. A staff will know where the client goes to the clinic and will reach out to said clinic if there is concerns of COVID-19 related symptoms if the

client and/or household member is unable to. If staff is under suspect for COVID-19 they will follow protocol as given above and in their online portal.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Qualified professional have transferred to telemedicine for less contact in home, staff has flexibility with work hours as client and staff deem necessary, no outside staff meeting unless needed for safety, all orientations are limited to as needed basis only with PPE and all proper monitoring before entering training room. Staff is to manage their cleanliness of their offices, social distance for any in person conversations, and no visitors unless needed for safety. **All offices are closed to the public and will have masks available for any required outside people to wear. Staff that share any spaces will wear masks as needed to make sure that when they are in a space together, they have them on unless there is a medical exception on record.** Staff, visitors and clients are prohibited from gathering in groups. Staff and visitors are prohibited from gathering in confined areas, including elevators, and from using other staff' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. **All clients and staff will work together to care for any in home cleaning and making sure to follow all guidelines provided via this preparedness plan, email, website, and zoom meetings.**

Communications and training

This Preparedness Plan was communicated to all staff **8/3/2020 by email and a zoom call will be held on 8/7/2020 to review** and necessary training will be provided monthly to make sure we keep staff up to date. Additional communication and training will be ongoing and provided to all staff who did not receive the initial training. Instructions will be communicated to clients about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the clients, the workers, and other clients as well as about the recommendation that clients use face masks when dropping off, picking up, or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by **verifying that staff has checked their COVID symptom status, checking in with clients and staff on any testing that has been done, and keeping logs of all information collected.** Management and staff are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by **B's Homecare Inc.** management and was posted throughout the workplace 8/3/2020. It will be updated as necessary.

Certified by:

Brandy Herbst, President/ Owner

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

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – 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

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

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

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

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf