

COVID-19 Preparedness Plan for Best Care LLC.

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Best Care is committed to providing a safe and healthy workplace for all our workers, clients, guests and visitors. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers 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 workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Andre Best, CEO who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Best Care employees have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. We are serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: soliciting their feedback and suggestions and integrating them into the plan.

Best Care's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Best Care has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests and

visitors;

- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of businesses within an industry.

Guidelines for Employees

Self-Monitoring for Symptoms:

Both administrative employees and direct support workers / PCAs have been informed of and encouraged to self- monitor for signs and symptoms of COVID-19. These symptoms include:

- Fever of 100 or higher
- New and persistent Dry cough
- Difficulty breathing (unable to hold their breath for 20 to 30 seconds) or unusual fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

PCAs / Direct support workers are to notify Best Care as soon as possible.

Administrative staff are to notify the CEO, Andre Best or CSO Leann Lindahl as soon as possible.

Symptomatic Employees:

The following guidelines will be followed (both Direct Support Staff and Admin Staff):

1. Staff will stay home and quarantine
2. Staff will be encouraged to get tested for COVID-19
 - a. **If the test is negative for COVID-19:**
 - i. once symptoms lesson, staff can return to work.
 - ii. Staff will remain home while symptoms are present and be evaluated by their MD if symptoms persist
 - b. **If the test is positive for COVID-19:**
 - i. Positive employees are to stay isolated at home until **all three** of the following are true:
 1. Symptoms have improved
 2. At least 10 days have passed since symptoms first appeared and,
 3. At least 24 hours have passed without fever, without the use of fever-reducing medications.
3. If a staff is symptomatic but does not get tested for COVID-19, they must follow the same guidelines as a staff that has tested positive for COVID-19.

If Symptoms Begin at Work:

4. If an administrative staff exhibits symptoms while at work, they are to report symptoms to the CEO / CSO and leave the premises.
5. If a direct support worker exhibits symptoms, they are to report symptoms to the client / Responsible party and qualified professional. If direct support workers exhibit symptoms while at work, they are to ensure the safety of the client and then leave the premises. If they need to stay until another worker can arrive, they are to self- isolate and make sure they are wearing a mask and following other source control measures, e.g., hygiene and social distancing of at least six feet.
6. Follow steps 1-3

Exposed Employees with No Symptoms:

When employees have been notified that they have been exposed to a person who has tested positive for COVID-19, PCAs / Direct support workers are to Best Care as soon as possible. Administrative staff must notify the CEO and/or CSO.

The following guidelines will be followed:

Direct Support Staff / PCAS:

When Direct Support Staff / PCAs have been exposed to COVID-19, if they meet the following criteria, they may still work:

1. Their absence would create staffing shortages.
 2. The employee is symptom-free and remains symptom free-if they develop symptoms, go to next scenario.
 3. The company strictly follows COVID-19-prevention protocols.
- QPs will screen Direct Support / PCA staff with known exposures using the *Internal COVID Guidelines and Procedures* to determine if their continued working is appropriate on a case by case basis and to inform necessary parties (i.e. clients)

Admin Staff:

Best Care Admin staff who have been exposed to COVID-19 are to:

1. Work from home
2. Get tested if possible
3. Admin staff may return to work if:
 1. They test negative for COVID-19 and symptoms have improved or;
 2. After a 14-day quarantine from date of exposure.

If an employee is exposed and initially has no symptoms, but then begins to experience symptoms, follow the *Symptomatic Employee* guidelines.

Employees With Positive COVID Test and No Symptoms:

When employees have tested positive for COVID-19, the administrative staff must notify the CEO and/or CSO. PCAs / Direct support workers are to notify their Qualified Professional / Designated Coordinator.

The following guidelines will be followed (all staff):

1. Asymptomatic COVID-positive employees must self-isolate at home for 10 days from the testing date.
2. If an employee tests positive and initially has no symptoms, but then begins to experience symptoms during their quarantine, the following return to work guidelines apply:
 - i. Positive employees are to stay isolated at home until **all three** of the following are true:
 1. Symptoms have improved
 2. At least 10 days have passed since symptoms first appeared and,
 3. At least 24 hours have passed without fever, without the use of fever-reducing medications.

Any notification will protect the confidentiality of the individual who has contracted COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability

Act.

MDH Notification

An assigned staff person from Best Care will contact the Minnesota Department of Health regarding positive cases reported to Best Care. The Minnesota Department of Health will provide guidance regarding reporting and follow up.

MDH will notify this staff person of any positive employee / client cases reported to them from third party sources. The QP will be notified of the positive test and the QP will follow up with the worker / client using the *Internal COVID Guidelines and Procedures* and check in with the person.

Best Care has leave policies that promote workers 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. See the Best Care Operations / Employee Manuals.

Contact Tracing

If a Direct Support Professional / PCA / Client tests positive for COVID-19, as part of the *Internal COVID Guidelines and Procedures*, Best Care will inquire with the person about possible workplace contacts. The Best Care will notify workplace contacts of the potential exposure.

If an admin staff tests positive for COVID-19, the CEO or CSO will notify the internal contact tracer who will interview the admin staff about possible workplace contacts. The contact tracer will notify workplace contacts of the potential exposure.

Workplace Contact (MDH): Contact, in a workplace, is defined as interacting within 6 feet of an infectious person for 15 minutes or more, without the use of a cotton mask or disposable face covering, plus either a face shield, or goggles, or a physical barrier between workstations

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers, clients, guests and visitors whenever possible. Due to the nature of Personal Care Assistant services, social distancing between a worker and a client is not always possible.

For admin staff, workers will be encouraged to work remotely when possible. Best Care employees rotate working from home each week to limit the amount of staff in the office at one time, while still ensuring staff are available on site to assist with public facing tasks.

If they need to work in the office, they will be required to maintain social distancing of more than six

feet from other coworkers. Each Best Care staff has a designated office with a door to provide separation from co-workers. If staff must be in close proximity (i.e. in the same office or common area), both workers are required to wear a cloth facemask. Hand sanitizer will be available in the office and workers are encouraged to use it when they arrive and before they leave. Phones, pens, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment will not be shared and, if used by more than one person, will be cleaned and disinfected between users.

Office Visitor Screening Process and Policy

Administrative Staff Self-Screening

When a face-to-face visit is required for an admin staff and a visitor, the admin staff must ensure that they are not experiencing any symptoms of COVID-19 as described in the above sections. If they are, they are to reschedule the visit, or if allowed, use remote technology to perform the visit and follow the *Symptomatic Employee* guidelines of this plan.

Office Visitors Screening

Clients, direct support workers or community members that need to come to the Best Care Offices should schedule an appointment. Scheduled appointments will be tracked on Outlook. All visitors will check in through an iPad placed at the front door of each location. The check in will include COVID screening questionnaire visitors must answer prior to being allowed access into the building. The office doors will be locked to prevent visitors from entering in prior to being screened.

If visitors arrive at the office without an appointment, they will check in through an iPad placed at the front door of each location, which will include a COVID screening questionnaire. The office doors will be locked to prevent visitors from entering in prior to being screened.

The screening shall consist of asking the following four questions:

1. Do you have any signs or symptoms of a respiratory infection, such as a fever, cough, stuffy nose, difficulty breathing, or sore throat? Yes or No
2. Have you tested positive for COVID-19? Yes or No, if yes, test date and results, positive, negative or pending?
3. In the past 14 days, have you had contact with someone who was exposed to the COVID-19 virus? Yes or No. If Yes, explain what the exposure was.
4. Have you traveled in the last 14 days to an area with COVID-19 cases?

An additional screening measure will include taking the temperature of any visitor coming into the main office to meet with a Best Care

admin staff (threshold is 100 degrees).

Best Care will keep records of visitors to aid in contact tracing as needed (Outlook, jotform).

Rescheduling Appointments Guidelines

If the person answers “yes” to question 1 or screens with a temperature of 100 degrees or higher, the following guidelines will be followed:

1. The visitor will need to default to doing business over zoom, phone or some other means or;
2. The visitor can come back with once they have tested negative for COVID-19 and symptoms have improved or;
3. When each of the following are true:
 - a. Symptoms have improved
 - b. At least 10 days have passed since symptoms first appeared and,
 - c. At least 24 hours have passed without fever, without the use of fever-reducing medications.

If the person answers “yes” to question 2, the scheduled visit can occur if the results are negative. If the results are positive or pending, the visit should be rescheduled using the following Guidelines:

1. The visit may be rescheduled when each of the following are true:
 - a. Symptoms have improved
 - b. At least 10 days have passed since symptoms first appeared and,
 - c. At least 24 hours have passed without fever, without the use of fever-reducing medications.

If the person answers “yes” to question 3 or 4, admin staff may postpone the visit until 14 days have passed since the potential exposure or the person receives a negative test.

If the person answers “no” to all the questions, or it is determined there is not a risk, e.g., the person was tested, but the results were negative, the visit can occur as scheduled.

Office Visitors PPE Requirements

Clients, guests and visitors are being provided face masks when they arrive and are asked to wear them while inside the building.

Best Care employees have been provided with face masks, gloves, gown and face shield and are required to wear each of these items when meeting with visitors.

All clients, guests and visitors to the office are required to wash or sanitize their hands prior to or

immediately upon entering the office. 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.

Home Visit Screening Process and Policy

Qualified Professionals / Designated Coordinators Self-Screening

when a face-to-face visit is required for a Qualified Professional (QP) / Designated Coordinator (DC), the QP / DC must ensure that they are not experiencing any symptoms of COVID-19 as described above. If they are, they are to reschedule the visit, or if allowed, use remote technology to perform the visit.

Client Home Visit Screenings

Before conducting the face-to-face visit, the QP/DC or the agency will follow the *Internal Covid Guidelines and Procedures* and conduct a screening with the client/responsible party no more than 24 hours before the visit is to occur. The screening shall consist of asking the following four questions:

1. Do you have any signs or symptoms of a respiratory infection, such as a fever, cough, difficulty breathing, or sore throat? Yes or No
2. Have you tested positive for COVID-19? Yes or No, if yes, test date and results, positive, negative or pending?
3. In the past 14 days, have you had contact with someone who was exposed to the COVID-19 virus? Yes or No. If Yes, explain what the exposure was.
4. Have you traveled in the last 14 days to an area with COVID-19 cases?

Rescheduling a Home Visit Guidelines

If the person answers “yes” to question 1 or screens with a temperature of 100 degrees or higher, the following guidelines will be followed:

1. The visitor will need to default to doing business over zoom, phone or some other means or;
2. The visitor can come back with once they have tested negative for COVID-19 and symptoms have improved or;
3. When each of the following are true:
 - a. Symptoms have improved
 - b. At least 10 days have passed since symptoms first appeared and,
 - c. At least 24 hours have passed without fever, without the use of fever-reducing medications.

If the person answers “yes” to question 2, the scheduled visit can occur if the results are negative. If the results are positive or pending, the visit should be rescheduled using the following Guidelines:

1. The visit may be rescheduled when each of the following are true:
 - a. Symptoms have improved
 - b. At least 10 days have passed since symptoms first appeared and,
 - c. At least 24 hours have passed without fever, without the use of fever-reducing medications.

If the person answers “yes” to question 3 or 4, discuss the exposure with the person and assist them in determining if they should get tested. QP staff may postpone the visit until 14 days have passed since the potential exposure or the person receives a negative test.

If the person answers “no” to all the questions, or it is determined there is not a risk, e.g., the person was tested, but the results were negative, the visit can occur as scheduled.

Home Visit PPE

The QP/DC is required to wear a cloth, surgical or N95 face mask, gloves and other PPE deemed appropriate (i.e. gown, face shield) during the entire visit, shoe covers, face shields, gowns in the home are optional, depending on the desires of the client or responsible party. The agency will make a good faith effort to provide each QP/DC with a face mask. QPs/DCs may acquire and use personal face masks. QPs/DCs must ensure face masks are sanitized after each day, using guidelines from the Centers for Disease Control (CDC), www.cdc.gov or the Minnesota Department of Health (MDH), www.health.state.mn.us .

QPs/DCs should wash their hands upon arrival and at departure or use hand sanitizer (consisting of at least 60% alcohol).

PCA / Worker Shift Screening Process and Policy

Personal Care Assistants / Direct Support Professionals Self-Screening / PPE Use and Prevention Measures

Personal Care Assistants (PCA) and/or Direct Support Professionals (DSPs) are required to self-monitor for symptoms of COVID-19 as described above. Whenever possible, PCAs/DSPs should wear face masks when working with clients. The agency will make good faith efforts to provide PCAs/DSPs with either cloth or surgical face masks. PCAs/DSPs may acquire and use personal face masks. PCAs/DSPs must ensure face masks are sanitized after each day, using guidelines from the Centers for Disease Control (CDC), www.cdc.gov or the Minnesota Department of Health (MDH), www.health.state.mn.us .

Whenever possible clients should be encouraged to wear a face mask as well.

PCAs/DSPs are required to wash their hands for at least 20 seconds with soap and water frequently throughout their shift, but especially upon arrival and prior to departure, prior to mealtimes, after using the restroom, after assisting with personal cares, and after blowing their nose.

PCAs/DSPs are to wear gloves when assisting with personal cares and are encouraged to wear gloves when assisting with meals, cleaning and other duties that carry a higher risk of infection. See the agencies policy on Infection Control.

Management of the agency reserves the right to make wearing masks optional for employees or clients based on recommendations of MDH for those who have a signed directive from their health care provider stating that the person has a health concern that is not compatible with wearing a face mask. Alternative, such as a face shield may be provided.

Worker Hygiene and Source Controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 restroom. All clients, guests and visitors to the office are required to wash or sanitize their hands prior to or immediately upon entering the office. 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.

Clients, guests and visitors are being provided face masks when they arrive and are asked to wear them while inside the building. Best Care Administrative Employees have been provided with face masks and are required to wear the face masks when walking throughout the building and wear a face mask, face shield, gloves and gown when meeting with visitors. Workers, clients, guests and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. They are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette is currently demonstrated on posters throughout the office and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

Best Care Direct Support Staff and clients are being supplied with an array of face masks, face shields, gloves and gown as requested. Be

Workplace Building and Ventilation Protocol

The office(s) for Best Care includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. 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.

Workplace Cleaning and Disinfection Protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations,, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Reusable PPE is being disinfected after each use (i.e. face shields). If a staff is diagnosed with COVID-19 and was in the workplace within 3 days of being diagnosed, extra disinfecting will be done of the work area, especially in the areas where the worker was. Employees will be required to wear gloves when disinfecting surfaces and will be provided with information on donning and doffing of gloves. Gloves will not be reused.

Appropriate and effective cleaning and disinfecting supplies have been 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.

For PCAs / DSPs working in the client's home, they should assist with disinfecting surfaces, focusing on the high touch areas such as door knobs, handles, counters, etc.

Communications and Training Practices and Protocol

Best Care's original version of the COVID-19 Preparedness Plan was communicated to all workers and clients / responsible parties on March 12, 2012 via email and was posted on Best Care's website on March 13th, 2020. The second version of the COVID-19 Preparedness Plan was communicated on July 9th, 2020 by posting a copy on the company website and notifying all workers and clients / responsible parties of the change via email. The newest version of the COVID-19 Preparedness Plan was communicated to workers / clients / responsible parties on 12/21/2020 via email and was updated on Best Care's website on 12/21/2020. Training has been provided to workers, and additional communication and training will be ongoing as we learn more about COVID-19 and ways to reduce the spread by updating this plan and using the same process to communicate with all workers. Training will be provided to all workers who did not receive the initial

training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians, clients and other visitors. about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, and delivery; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers clients, guests and visitors. They will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Best Care Administrative staff are expected to monitor how effective the program has been implemented. Best Care staff will monitor effectiveness by monitoring internal employee and visitor compliance and reviewing challenges and deficiencies during company regularly scheduled meetings. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Best Care's CEO and the plan was posted on the company website and in internal company intranet on July 9th, 2020. It will be updated as necessary by Andre Best, CEO.

Additional Protections and Protocols

Other conditions and circumstances addressed in this plan that are specific to our agency include:

Office Closures:

A decision to close Best Care administrative offices will depend on several factors, including but not limited to:

- The health and safety of Administrative and Qualified Professional staff
- Recommendations from the MN Department of Health
- State or federal executive orders

If Best Care is required to close the office the following procedures shall be followed.

Procedures if the office must be closed:

- All meetings (weekly, quarterly, other) shall be conducted electronically or telephonically.
- All staff shall install the unite app on a mobile device to make and receive

calls.

- All essential staff shall be equipped with a laptop to work from a remote location.
- All payment shall be made via direct deposit or check by mail.
- All intakes will take place via email or email

Certified
by:

Andre
Best, CEO

Appendix A – COVID-19 Resources for the Preparedness Plan

General

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

Minnesota Department of Health (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

CDC: Building/business ventilation – 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

MDH: Health screening checklist –

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

MDH: Materials for businesses and employers –

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

Federal OSHA –

www.osha.gov

Handwashing

MDH: Handwashing video

translated into multiple

languages –

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

CDC:

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

MDH:

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

Social distancing

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

MDH:

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

Housekeeping

CDC: 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

CDC: 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

Employees exhibiting signs and symptoms of COVID-19

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

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

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

MDH:
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

Federal OSHA:
www.osha.gov/Publications/OSHA3990.pdf

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