ABC PREPAREDNESS PLAN

Adopted June 5, 2020, Revised February 10, 2021
COVID-19 Preparedness Plan for Ability Building Community

Ability Building Community (ABC) is committed to providing a safe and healthy workplace for all ABC staff, individuals served, and business partners. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All ABC staff and individuals served are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities which requires full cooperation among our workers, management, and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces. All ABC staff and individuals served are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. ABC Managers, Supervisors, and Program Coordinators have the full support of the Leadership Team in enforcing the provisions of this policy. ABC encourages staff, individuals served, and visitors to hold each other accountable in complying with this plan in a friendly manner.

ABC staff and individuals served are our most important assets. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. ABC staff and individuals served have been involved in the process by taking control of their own health and staying home if they have any cold/flu-like symptoms. Additionally, ABC staff have formed cleaning teams to clean and disinfect frequently touched surfaces daily as well as the building as a whole. ABC has re-arranged both work and social areas to meet distancing requirements. The ABC Leadership Team has been communicating all changes in an open and transparent manner with ample time and opportunity for stakeholders to provide feedback and to share concerns.

Our COVID-19 Preparedness Plan follows guidelines from the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), state and federal OSHA standards related to COVID-19, and Executive Order 20-48. It addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- visitor 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 workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Definitions of Terms Used in Plan:

Close contact – being within 6 feet of one or more persons over the course of 24 hours for over 15 minutes total even if exposure was less than a minute long per event. This is particularly true for people not wearing masks or not wearing masks properly (like not having the mask fully cover the nose).

Face mask – any surgical or non-medical face mask or face covering
Known exposure – close contact exposure to someone that has tested positive within the 72 hours prior to the person exhibiting symptoms or during the time they were exhibiting symptoms

Limited exposure – coming in contact (but not close contact as defined above) with someone that was exhibiting symptoms or had a positive test result.

Positive case – a person that has tested positive for COVID-19

Potential exposure – a person that has come in close contact with a person that is being tested for COVID-19 but hasn’t received results

Visitor – for the purpose of this plan, a visitor is defined as any person “visiting” the building that is not an ABC staff person or individual served. This includes Board Members, Social Workers, Team Members, vendors, business partners, Ability Built Computers Customers, etc.

Health Screening

The following procedures are being implemented to limit exposure at ABC:

ABC staff, individuals served, and visitors will be required to review a health questionnaire every day before starting work. All ABC staff and individuals served will be required to complete the ABC Staff and Individual Served Health Questionnaire prior to beginning work. ABC program staff will physically complete questionnaire immediately upon arrival to work. ABC staff in an indirect role at ABC will not typically be required to physically complete the form, but still must answer all questions each day. ABC program staff will complete questionnaire for each individual served upon their arrival to ABC. If an individual served cannot verbally answer the questions, ABC will require their temperature to be taken via infrared thermometer. ABC staff will also be looking for other signs of illness. Questionnaires will be filled out on paper or electronically and kept for the duration of the pandemic. ABC will also rely on other support people to help monitor signs and symptoms of COVID-19 for individuals served. Visitors will be given the questionnaire by the person they are visiting. They can complete it themselves and give to ABC contact upon arrival or the ABC contact can complete with them but the form must be completed.

ABC staff and individuals served should only report to work if healthy. Workers need to be free of cold or flu-like symptoms such as fever, cough/nasal congestion/runny nose, shortness of breath or difficulty breathing, fever or chills, sore throat, headache/fatigue, muscle pain/body aches/body cramps, new loss of taste or smell, shortness of breath, and nausea/vomiting/diarrhea (Please note: this list of symptoms is not all inclusive and may change. Please refer to www.cdc.gov for an updated list.)

ABC staff, individuals served, and visitors should not report to work/ABC if:

- They have any symptoms associated with COVID-19 such as fever, cough/nasal congestion/runny nose, shortness of breath or difficulty breathing, fever or chills, sore throat, headache/fatigue, muscle pain/body aches/body cramps, new loss of taste or smell, shortness of breath, and nausea/vomiting/diarrhea. The person should remain at home for 10 days, contact their immediate supervisor or staff person they are scheduled to meet with, and then
follow up with their regular healthcare provider if their symptoms persist past the 10-day mark. They need to be free from symptoms for 24 hours before returning to work.

- They are living with someone who has been diagnosed with COVID-19 or are awaiting test results and that person is under quarantine. According to current guidance from the CDC and state, the person should contact their immediate supervisor or ABC staff person they are scheduled to meet with and self-quarantine for 14 days after exposure.

- They have had any close contact with anyone who has COVID-19 and/or is experiencing symptoms of COVID-19. According to current guidance from the CDC and state, the person should contact their immediate supervisor or ABC staff person they are scheduled to meet and self-quarantine for 14 days after exposure.

- They have returned from travel via airplane in the last 14 days. According to current guidance from the CDC and state, the person should contact their immediate supervisor or ABC staff person they are scheduled to meet and self-quarantine for a total of 14 days after returning from the trip.

If an ABC staff person, individual served, or visitor come to work/ABC and are exhibiting any symptoms of COVID-19, they will be sent home immediately. Any staff person or individual served may anonymously contact Human Resources and/or the Safety Office, or Program Coordinator if regarding an individual served, to share concerns about another person who has symptoms of COVID-19.

An ABC staff person, individual served, or visitor who develops symptoms while at work should immediately contact their immediate supervisor, Program Coordinator, or inform the person they are visiting. They will be immediately isolated in a designated sick room and face mask compliance will be verified until they can leave the building. Should ABC be responsible for transportation, an N95’s mask and face shield will be provided to the driver. Any other ABC staff and individuals served who were within 6 feet of that person without barriers present will be notified to track symptoms. All people who have been in contact with someone exhibiting symptoms will be given the option to self-quarantine. This situation will be documented by the Safety Coordinator to ensure proper tracking. Should the person exhibiting symptoms go in for testing, all others that had been in contact with the person exhibiting symptoms will be asked to self-quarantine until results are received. If results are negative, all people involved can return to work as long as they have been symptom free for 24 hours. Should the individual test positive, ABC will shut down all operations at the affected location and will bring in an external commercial cleaning company to disinfect the entire building. Operations will resume no earlier than 72 hours after known infection. Typically, ABC will allow 24 hours before commercial cleaning, per CDC guidelines.

Communication Plan after Potential or Known Exposure

For known exposure to a positive case:

- An ABC Incident Report will be filled out by the ABC staff person that received confirmation of the positive result

- Positive case details will be added to ABC tracking sheet
• ABC Tracking System requires the following information: where the person was working, other parts of the building the person may have been in and for what length of time, who the person had close contact with, and what symptoms there are exhibiting
• Internal incident reporting processes require all people involved (those that have had close contact with positive case) will be identified in the incident report (separate reports will need to be filed for each individual served involved, per DHS regulations regarding incident reporting).
• All people named on incident report form will be notified as quickly as possible, but no later than the same day, that they have been exposed to a positive case
  o ABC will not disclose HIPAA protected details in any circumstance
  o For individuals served, ABC Program Coordinator’s will also notify teams of exposure
• People named on incident report form as having close contact will be asked to get tested or self-quarantine for 14 days from date of exposure
  o Each person exposed will be added to ABC tracking sheet so outcomes can be tracked
• Per DHS regulations, if one or more persons in a co-hort tests positive for Covid-19, all individuals and staff in that co-hort are considered a close contact and must quarantine for 14 days from date of exposure.

For limited exposure to a positive case:
• An ABC Incident Report will be filled out by the ABC staff person that received confirmation of the positive result
• Positive case details will be added to ABC tracking sheet
  o ABC Tracking System requires the following information: where the person was working, other parts of the building the person may have been in and for what length of time, who the person had close contact with, and what symptoms there are exhibiting
• Internal incident reporting processes require all people involved (those that have had close contact with positive case) will be identified in the incident report (separate reports will need to be filed for each individual served involved, per DHS regulations regarding incident reporting).
• All people named on incident report form will be notified as quickly as possible, but no later than the same day, that they have been exposed to a positive case
  o ABC will not disclose HIPAA protected details in any circumstance
  o For individuals served, ABC Program Coordinator’s will also notify teams of exposure
• People named on incident report form as having limited contact will be notified of the limited contact and will have the option to self-quarantine or continue working while monitoring symptoms via the Health Questionnaire, as required.
  o Each person exposed will be added to ABC tracking sheet so outcomes can be tracked

For potential exposure:
• After receiving initial information that an ABC staff person or individual served has or will be undergoing testing, the supervisor or Program Coordinator will identify if the person has had any close contact with others while at ABC
• Information gathered will be shared with ABC’s Safety Coordinator to enter into ABC tracking system
ABC Tracking System requires the following information: where the person was working, other parts of the building the person may have been in and for what length of time, who the person had close contact with, and what symptoms there are exhibiting

- People identified as having close contact will be notified of the potential exposure immediately and will be asked to leave ABC until test results are received
- Test results:
  - If positive results, see above process
  - If negative results, person that was tested is able to return to work when symptom free for 24 hours and others named as having close contact with person being tested can return to work as long as they are not experiencing any symptoms
- All outcomes tracked in ABC Tracking System by Safety Coordinator

Returning to ABC after Positive Test

After a staff person or individual served tests positive for COVID-19, they will be required to isolate for 14 days following the positive result. In order to be cleared to return to ABC, the staff person or individual served must be fever free for at least 24 hours without fever reducing medications and be clear of all other symptoms. If the person returns to ABC and appears to still be exhibiting symptoms, ABC will require them to return home immediately.

A copy of all test results for the staff person or individual served must be submitted to ABC.

Studies have shown that people who have tested positive for Covid-19 and have fully recovered are immune from contracting it again for at least 90-days. Staff and individuals served may still not attend work/program if exhibiting any symptoms identified within this plan and on the health questionnaire, but may return once symptoms no longer exist without having to quarantine or being tested for Covid-19, as long as it is within the 90-days from previous positive test result. Beyond 90-days of previous positive test result, all applicable processes must be followed.

Returning to ABC after Positive Case in Household

If a staff person or individual served resides in a household where someone has tested positive, they must quarantine for 14-days from date of positive test result. If the staff person or individual served is the primary caretaker of the positive person or unable to adequately social distance from and wear a face covering around that person throughout the quarantine time, their quarantine period will extend an additional 14-days, beginning at the time the positive person’s quarantine ends.

Examples:

Your roommate has tested positive for Covid-19. You are able to keep socially distant from that roommate and wear a mask during any points of interaction throughout the 14-day quarantine. You are not required/needed to provide any care of that roommate. You may return to normal work/programming activities after 14-days from your roommate’s positive test as long as you have not developed any symptoms.
Your child has tested positive for Covid-19. You are the primary caretaker for your child and is unable to care for own needs. You will have ongoing direct contact with your child during the 14-day quarantine period. You must then quarantine for an additional 14-days to ensure you do not develop any symptoms and ultimately test positive for Covid-19.

In either scenario, the staff person or individual served must receive a negative test after their quarantine period in order to return to normal work/programming activities. Since ABC is requiring a negative test prior to returning, the test will be coordinated between ABC, the staff person or individual served, and the local health provider. All costs associated with the testing will be covered by ABC.

In the event the staff person or individual served tests positive during the quarantine period, the above protocol regarding a positive test would be followed.

A copy of all test results for the staff person or individual served must be submitted to ABC.

Department of Human Services Requirements

All ABC locations are Department of Human Services (DHS) 245D licensed facilities meaning all DHS rules and regulations apply. On June 2, 2020, DHS first published amended requirements for providing services in 245D licensed facilities, updates have occurred regularly. Published requirements can be found here: https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=BULLETINS_2020#b56

In addition to other measures defined in this Plan, ABC will comply with all DHS requirements by doing the following:

- ABC facility-based programs will operate at 50% capacity per DHS requirements
- Twice is Nice Thrift Store
  - Will allow no more than 5 customers in the retail area at a time
  - Masks are required
- Services will be provided in strict cohorts
  - Cohorts will consist of no more than 10 people, including staff
  - Cohorts will be consistent from shift to shift
  - Cohorts will be prohibited from intermingling during the program day
- Program hours will be restructured
  - Facility based cohorts will not exceed the maximum number of work hours allowed by DHS
  - Hours at each location will be modified and will vary
    - For additional information, please contact Sarah Timmerman (Rochester), or Judy Johnson (Houston County)
  - Lunch and break times will be staggered to limit cohort interaction
- Additional ventilation measures will be taken to maximize fresh air in all ABC buildings
Prevention Measures

Handwashing

All ABC staff and individuals served are required to implement the ABC Universal Precautions and Sanitary Practices Policy. The policy is attached for reference. Additionally, ABC staff and individuals served continue to be instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. ABC staff should wash their hands immediately after arriving at work and before leaving for the end of the day. Individuals served should wash hands or use sanitizer after arriving at work and before leaving at the end of the day. All ABC staff and individuals served will be required to wash hands before and after preparing any food items, prior to any mealtimes, and after using the toilet. As an additional precaution, all ABC staff and individuals served will be required to use hand sanitizing upon return to their work area.

All visitors to ABC will be required to wash their hands prior to or immediately upon entering the facility. Visitors may also use hand sanitizer (greater than 60%) in place of soap and water if handwashing facilities are not immediately available. Visitors should also wash their hands or use hand sanitizer immediately before leaving ABC for their own safety.

ABC will ensure compliance with hand washing in program areas by creating a handwashing schedule to be used prior to and after mealtimes. ABC staff will ensure individuals served have washed their hands after assisting them in the restroom. As stated above, all ABC staff and individuals served will be required to use hand sanitizer upon return to a work area.

Respiratory Etiquette

- All ABC staff, individuals served, and visitors will be required to wear face masks that properly cover their nose and mouth. Masks should be worn while entering and exiting the buildings. Fabric face masks should be washed regularly to ensure cleanliness.
  - Masks should only be removed in the following situations:
    - While actively eating or drinking
    - While alone in own office space with door closed
    - While alone in enclosed indoor space with door(s) closed
    - In an outdoor space as long as social distancing measures are in place
- All ABC staff, individuals served, and visitors will continue to be reminded to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their faces (mouth, nose, and eyes) with their hands. They should dispose of tissues in the trash and then wash or sanitize their hands immediately afterward. Facial tissues and trash receptacles are available to all ABC staff and individuals served and visitors.
- Respiratory etiquette will be demonstrated on posters. Respiratory etiquette posters will be displayed at all locations.
- Respiratory etiquette instructions were sent to staff prior to work closure by email and verbally reinforced by management team leaders. Reminders will be sent out to all ABC staff and individuals served prior to re-opening along with a copy of this plan.
- All staff, individuals served, and visitors will be reminded of respiratory etiquette while at ABC by posted signs at all ABC entrances.

**Social Distancing**

*Disclaimer: due to the nature of services that ABC provides, there will be some tasks and responsibilities where ABC staff and individuals served will not be able to properly socially distance from one another (e.g., assisting individuals in restroom, assisting with feeding, providing hand over hand guidance when absolutely necessary, etc.)*

- All ABC staff who can work from home should work from home. ABC staff will arrange with their supervisor and Director of HR & Safety.
- ABC staff members that currently share offices will be assigned a temporary work space to ensure proper social distancing.
- Unnecessary in-person socialization should be limited or eliminated for the duration of the pandemic to limit unneeded physical interaction.
- ABC will provide remote services to individuals served as deemed necessary and appropriate, as allowed by DHS, DEED or any other governing authority.
- Meetings- All meetings should take place via tele-conference. All team meetings must take place via tele-conference unless approved by a member of Leadership Team. An individual served may be onsite for a meeting with their coordinator or if ABC staff are the only supports available to assist with accessing the meeting.
- Current flexibility in work hours will be maintained to limit the number of staff in the building.
- ABC staff and individuals served, vendors, customers, and stakeholders must maintain 6 feet of physical distance from each other whenever possible, even while wearing proper face masks or other personal protective equipment (PPE).
- Areas prone to congestion such as the front desk, work and eating spaces originally designed for more than one employee, transportation loading areas, and bathrooms need to be kept safe through physical distance measures and scheduling strategies. These same measures need to be used at community sites for areas prone to congestion. ABC may employ common space monitors to ensure proper social distancing is maintained.
- Physical distancing of at least 6 feet between ABC staff and individuals served at work bench stations and on production lines needs to be maintained. X’s have been placed in the cafeteria and break spaces to help ensure social distancing.
- A plexiglass barrier will be installed on the front desk area to promote safety.
- ABC main will indicate traffic directions in main hallways with clear arrows on the floor.
- Physical distance reminder signs will be posted in all areas of the building at ABC for ABC staff and individuals served as well as in the entry way / front desk area of ABC as a reminder to visitors.
- All ABC staff and individuals served must wear a mask or non-medical face covering when there is any potential for physical distancing of less than 6 feet in between ABC staff and individuals served, customers, vendors, and/or natural supports.
Visitors to ABC who plan to stay at ABC for any length of time should be wearing a mask or non-medical face covering and/or have one available in their possession to use if needed.

Vendors and customers dropping off materials need to do so in an area separate from other types of ABC visitors. The Loading Dock area at ABC should be used as much as possible for drop-offs. If vendors/customers are in the ABC building to drop off supplies and are not wearing gloves, they must wash their hands with soap and water or use hand sanitizer before/upon entry and before they leave the building.

All ABC staff and individuals served will be required to bring their own face mask to ensure proper fit and comfortability. ABC will keep a backup supply of masks in the event someone arrives without a mask. ABC will continue to provide necessary personal protective equipment for ABC staff and individuals served as required by the Occupational Health and Safety Administration (OSHA).

ABC staff and individuals served, vendors, customers, and stakeholders are prohibited from gathering in confined areas with reduced air flow/ventilation including elevators.

ABC staff and individuals served are strictly prohibited from using another person’s personal protective equipment, desk, office, or any other personal work tools and equipment.

ABC staff will be required to use hand sanitizer prior to and after using a shared computer. Phones in shared space need to be disinfected (handset, mouthpiece, and keyboard if needed) after each use and hands washed with soap and water afterwards.

ABC will limit the number of external people from entering the building which may mean locking doors as long as it does not pose a safety or rights restriction.

Visitors must set up an appointment to meet with their desired contact at ABC. ABC staff must continue to ask themselves whether the reason the visitor is at ABC is essential or if it could be delayed until post-pandemic.

All ABC lobby’s and waiting areas will not be functional for the duration of the pandemic. ABC phone numbers will be posted on all main entrances so visitors can contact ABC to set up an appointment.

Third party drivers will be required to call ABC and will be directed to the appropriate ABC staff person. Each program area of ABC will be required to have a designated escort person to bring individuals to their rides outside of ABC.

ABC staff will continue to follow strict PPE guidelines in place when providing personal cares and administering meals or medication. ABC staff will have the option to utilize a face shield when performing personal cares.

Housekeeping

ABC routinely cleans and disinfects all high-touch surfaces on a daily basis when fully operational. Many high-touch activities will cease for the time being. ABC staff will be responsible for sanitizing any games or activities used during program time. ABC staff will clean work areas between cohorts each program day.

This includes: equipment, tools and machinery, vehicles and areas in the work environment like restrooms, break rooms, lunch rooms, 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.

Communal food will be prohibited for the duration of the pandemic.

ABC has assigned staff to clean high traffic areas throughout the day. ABC has contracted with a commercial cleaner to clean the Rochester building in the evenings. Houston Co locations have cleaning schedules for each building to ensure proper housekeeping.

If an ABC location has been exposed to the virus, all information will be gathered and a plan of action will be developed specific to the situation. Sanitization measures will be taken in all areas affected. Operations in the affected areas may resume once the area has been properly disinfected. Workers without close contact with the potentially infected person can return to the area immediately after disinfection.

**Transportation**

ABC will utilize the largest vans possible to ensure distancing in vehicles. No more than one person will sit in each row. All staff and individuals served in the vehicle will be required to wear face masks and limit interactions. Proper ventilation of the vehicle will be required while occupied.

Arrival and departure plans will be utilized to limit congregation in transportation spaces. This includes start/stop times varying by 5-10 minutes to allow one group to get on/off transportation before another group arrives/leaves. Alternate building entrances/exits will be utilized as well. For example, at ABC Rochester, doors 2, 3, 4, & 5 will be utilized instead of just the specific door for that program area.

All staff and individuals served will be required to use hand sanitizer prior to entering the vehicle.

ABC vehicles should be cleaned and decontaminated before going out (day of or night before with no use) and then cleaned and decontaminated after unloading passengers.

Should ABC be responsible for transporting an ill individual home, ABC will provide the driver with an N95 mask along with a face shield. If the individual needs physical assistance from the driver to get into or out of the vehicle, the driver will be required to wear gloves and immediately dispose of them after assistance is provided.

In the event of a positive test result of someone who utilized ABC transportation, all individuals served and staff persons in the vehicle, for any period of time, with the person who tested positive is considered a close contact and must quarantine for 14-days from date of exposure.

If additional information or requirements are received from DHS, ABC will ensure compliance immediately.

**Community Worksites**

While working at community worksites, all ABC staff and individuals served will be required to follow this plan as well as the plan of the business partner. If plans contradict each other, ABC staff and
individuals served will be required to follow the more stringent plan to ensure safety. Staff and individuals will keep interactions with community members to a minimum. Social distancing must occur, though there may be times when it is not possible due to the nature of the services ABC provides. ABC staff must ensure individuals served complete Right to Know Training upon return to the jobsite. Training of individuals served must include all prior Right to Know information as well as information from this plan.

ABC will require community business partners to send their preparedness plan prior to ABC resuming any activity at the worksite. Community business partners will be required to notify ABC as soon as possible if their business has been affected by a positive case. ABC will immediately cease serving that business until that business has had a commercial cleaning company disinfect the affected building as required by CDC/MDH. ABC does not meet the requirements to provide that level of cleaning for any business.

ABC Program Coordinators and Program Managers will adjust program plans for individuals as necessary to ensure safety at community worksites. If concerns arise regarding potential safety risks at a contracted community worksite, ABC Staff should contact Lynda Kuscienko and Sarah Timmerman (Rochester) and Judy Johnson (Houston Co). If concerns arise regarding an individual who is competitively employed in the community, ABC staff should address the concerns directly with the individual’s supervisor.

Independent Living Skills and Semi-Independent Living Skills

Individuals served in ILS/SILS programs will be encouraged, but not required, to wear a mask/face covering when receiving services in their own home if social distancing cannot occur. ABC staff will wear a mask/face covering at all times when providing services. ILS/SILS individuals must comply with all local and state requirements regarding masks/face coverings when receiving services in community-based settings. All other applicable portions of the plan must be followed.

Re-shutdown Plan

ABC may have to shut down all or partial operations after reopening for multiple reasons: if the building has been exposed to the virus, if it is felt the safety risks are too high based on reported positive cases directly affecting ABC staff and individuals, local community spread, inability to maintain minimum staffing ratios or if local, state, or federal government order it. If ABC does need to close for any reason, ABC will close all affected facility-based programs and services on the same date to maintain consistency for individuals served, residential partners and other team members. Community-based services will be looked at on a case-by-case basis. Notification will be sent, as deemed appropriate by Leadership Team, via email, Facebook, and Constant Contact to ensure all stakeholders are informed.

Current guidance from Public Health states a person is most likely to spread the virus during the 72 hours prior to exhibiting symptoms and during the time they are exhibiting symptoms. If ABC is notified of a positive test, the person’s schedule will be reviewed to verify whether they were in an ABC building during the 72 hours prior to exhibiting symptoms to determine if the building has been exposed.
If an ABC location has been exposed to the virus, all operations will cease, in the affected program area(s), at that location immediately until it has been determined that the area has been properly disinfected. ABC has identified a cleaning service to commercially sanitize the area, based on CDC guidelines.

**Leave Procedures**

ABC has implemented leave procedures that promote staff and individuals served to stay 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. The documentation requirement and 3 day waiting period to use Extended Sick time has been waived for the duration of COVID-19 for all staff and individuals served. Current attendance policies will not apply to staff staying home due to illness of their own or someone they are required to care for during the duration of COVID-19. ABC staff and individuals served will be eligible to use any ALV or extended sick time for any work time missed due to illness, quarantine, or building shut down.

Family Medical Leave Act (FMLA) is available for a staff person that is required to take an extended leave due to lasting complications of COVID-19 for themselves or for someone they are required to care for. Medical documentation will only be required for staff that will miss more than 2 weeks of work.

ABC’s current Accommodation Policy will be in place to allow staff and individuals to request specific accommodations due to their underlying health condition or the underlying health condition of someone they live with. Staff should make their accommodation request to Director of HR & Safety or Director of Program Innovation (Rochester Programs) or Houston County Program Director (Houston Co Programs). For more information in relation to staff accommodation policies, refer to section 106 of the Employee Handbook, or consult the Director of HR & Safety. ABC staff and individuals served that fall into the “high risk” category as defined by the CDC are encouraged (but not required) to considering staying home for the duration of the pandemic.

ABC has also implemented an internal tracking system and procedure for informing workers 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. Known symptoms, contact with positive case, and outcomes will be tracked by the Safety Coordinator.

In addition, ABC continues to uphold HIPAA and data privacy laws and standards to ensure the privacy of workers’ health status and health information. All health information will remain confidential and will be stored in the Director of HR & Safety’s office or the individual’s program file. Disciplinary action will be taken for intentional or unintentional disclosure of protected health information (PHI).

**Communications and Training**

This Preparedness Plan was communicated via email and Constant Contact, and posted on the ABC website. There was also a Facebook post directing stakeholders to the ABC website to view the plan. Necessary training will be provided upon each person’s return to ABC. Training will consist of each staff person reading the plan in its entirety, completing a competency test, and signing an acknowledgement.
form. If training detailed in this section is not sufficient, the ABC staff person should connect with their supervisor, Safety Coordinator, or Director of HR & Safety to establish a specialized training plan.

ABC staff will review the plan with individuals served and sign an acknowledgement form in addition to a new Right to Know form to ensure all individuals served remember proper safety measures in place at their worksite.

Instructions will be communicated to visitors on an individual basis to ensure all visitors understand ABC Prep Plan measures and if processes need to be adjusted to ensure plan compliance.

Management Team, Supervisors, and Program Coordinators are to monitor how effective the program has been implemented by observation. Community Worksites will be visited randomly and a site visit form will be completed. When observations demonstrate noncompliance with the plan, the Management Team Member, Supervisor, or Program Coordinator will document the noncompliance and determine if any barriers exist that are contributing to the noncompliance. If barriers exist, the ABC staff person will identify ways to reduce or eliminate the barrier to ensure plan compliance. If no barriers exist, corrective action may be taken which could include retraining or formal disciplinary action. All ABC staff and individuals served are to implement this plan together and suggest updates as necessary. If any ABC staff person is concerned that a portion of this plan is not being followed, they should immediately contact their supervisor, Safety Coordinator, or Director of HR & Safety.

ABC will not discriminate against employees for raising a reasonable concern about infection control measures related to COVID-19. Employees have a right to have a safe and healthful work environment. If you have any questions about workplace safety or health concerns, please contact the agency’s Safety Coordinator.

The COVID-19 Preparedness Plan has been initially certified by Ability Building Community Leadership Team and was posted throughout the workplace June 5th, 2020. It will be updated and reposted as necessary.

**Immunization Record**

ABC will be recording who has received vaccinations. The HR department will need proof of an immunization before recording the information. ABC does not require any medical information and only needs documentation from a pharmacy or health care provider that the shot was acquired. Contact the Human Resources and Safety Director if you have any questions. Employees need to comply with all other COVID-19 safety precautions, whether or not a vaccination was received.

Certified by:

Wayne Stenberg
Executive Director