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Purpose

Rise is committed to providing a safe and healthy environment for all the people we serve and our employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers, staff, and persons served are all responsible for implementing this plan and continue to follow any updates to the [MN Stay Safe](#) guidelines. This Action and Prevention Plan is meant to provide an overview of Rise's policies and procedures due to the pandemic. More detailed policies, procedures and guidance can be found in other documents linked to this plan. Rise's overall goal is to prevent and minimize hazards to human health as it relates to the COVID-19 Pandemic. This document is prepared to describe implementation of precautionary and response measures to ensure the safety of Rise employees and persons served.

This Plan will be a living document, to be updated as often as relevant information regarding the Pandemic is released. This plan will adhere to [Centers for Disease Control and Prevention \(CDC\)](#), [Minnesota Department of Health \(MDH\)](#), [Wisconsin Department of Health Services](#) and federal OSHA standards related to COVID-19. The COVID-19 Preparedness plan and supporting documents will be posted on site, readily accessible to employees and persons served and a copy will be offered to each employee, person served, their legal representative, if any, and their case manager.

This Plan attempts to capture specific actions, prevention plans, and procedures to address emergencies resulting from COVID-19. The provisions of the Plan will be implemented on-site and emergency action will be taken during any event that may threaten human health at Rise locations or any of the community group employment sites where Rise employees or persons served are employed.

Rights of Person Served

The DHS Commissioner has temporarily modified Minnesota Statutes, section 245D.04, subdivision 2 pertaining to a person's service-related rights by adding a new clause:

A person's service-related rights include the right to make an informed choice about whether to receive services in the community or to "stay-at-home" and not receive day services in the licensed facility or in the community during the peacetime emergency to minimize their exposure to COVID-19. This right exists even if the person does not meet the definition of an "at-risk person" under Emergency Executive Order 20-55, paragraph 2. Accordingly, Rise has updated its Rights of Persons Served Policy and will document the communication of this update along with each person's choice to stay at home or receive day services during the peacetime emergency.

Current Guidance

- Employees who can perform their job functions remotely must do so.
- Because service availability is limited during the COVID-19 pandemic, Rise will also offer and provide remote support as a service delivery option in accordance with DHS guidelines. This supports the ability to ensure the health, safety and well-being of people who receive services.
- Rise has revised our visitor's policy to limit the number of visitors to the workplace to "essential business only" and restricts the number of people who interact with our employees.

- For employees who are working remotely, and for persons served in licensed programs, return to the Rise site will be based on current/updated guidelines for social distancing and hygiene outlined by state government or other local authorities.
- Rise is committed to honor the individual choices made by the people in our programs. For persons served, the determination will be made on an individual basis taking into consideration each person served ability to adhere to the current guidelines and Rise's ability to provide adequate support staff to assist persons served in maintaining current social distancing/hygiene guidelines. A conference call will be scheduled with the Person Served, Guardian, Case Manager, Residential provider, and other people as identified by the person or the person's legal representative to discuss if they want to return to program and to determine a return to program plan. The team will complete the Rise COVID-19 Risk/Benefit Discussion tool to evaluate individual safety and determine next steps. Our conversations with persons served and their support team members will emphasize balancing rights, risks, and benefits of returning to services.

Social Distancing

- To help ensure social distancing strategies can be implemented, at Rise MN programs we will serve no more than 50% of our licensed capacity, including staff. Employees who are not required onsite to deliver services must work remotely.
- At Rise MN programs we will deliver services in shifts, with a maximum duration of 6 hours in the facility throughout the day for each person receiving services. Rise will document the start and end time of each shift and the staff who worked those shifts and will ensure the facility is cleaned and disinfected between shifts.
 - The 6-hour maximum is specific to services provided in the facility per day (either a single 6-hour shift or 2 shifts not to exceed 4 hours), not including transportation or community-based employment services.
 - For Day Service and Adult Day licensed programs, the amount of service delivery time in the community and out of the facility cannot exceed 6 hours for a person per day.
 - Transportation time is not considered service delivery time and can be provided outside of the 6 hours.
- Rise will maintain consistent cohorts of the same staff and persons receiving services to minimize cross-contamination between areas. Individuals will be assigned to a specific area for the day and should remain in that area, with the exception of using the restroom. Individuals will be discouraged from walking throughout the building, including those who work in offices. Cohorts will consist of 10 or fewer people throughout the day, including staff and will be maintained throughout the program day, including lunch, break, group meeting times and will be maintained during the programming week whenever possible.
- Seating space will be arranged to maximize the space between person receiving services with at least 6-feet between seats. Whenever possible, seating will be turned in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets created when people talk, cough, or sneeze.
- Signs will be posted throughout Rise buildings/programs to remind employees about guidelines, expectations, and responsibilities. External signs will also be posted on doors alerting visitors to restrictions on entry and movement in and around facility as well as any applicable guidelines and expectations.

- A 6-foot minimum distance shall be maintained between all individuals while onsite.
- Visual aids (e.g., painter's tape, stickers) will be used to illustrate traffic flow and appropriate spacing to support social distancing.
- Heavy plastic curtains are stretched and secured for physical barriers between cohorts, as necessary.
- During mealtimes, staff who work directly with individuals should eat at different times and in a separate area at least 6 feet away from others.

Individuals Considered "At Risk"

Rise understands that some of our staff and people we serve may, due to a variety of factors, be at a higher risk of serious complications should they contract COVID-19. Consistent with guidance issued by the Centers for Disease Control and Prevention (CDC) and executive order, "at-risk persons" are strongly urged to stay at home or in their place of residence except to engage in necessary activities for health and wellbeing. At-Risk includes people who are:

- a. 65 years and older.
- b. Living in a nursing home or a long-term care facility, as defined by the Commissioner of Health.
- c. Any age with underlying medical conditions, particularly if not well controlled, including:
 - i. People with chronic lung disease or moderate to severe asthma.
 - ii. People who have serious heart conditions.
 - iii. People who are immunocompromised (caused by cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications).
 - iv. People with severe obesity (body mass index (BMI) of 40 or higher).
 - v. People with diabetes.
 - vi. People with chronic kidney disease undergoing dialysis.
 - vii. People with liver disease.

Rise is requesting the approval of the person served medical provider for anyone that falls under "at risk" to return to his/her day program.

Personal Protective Equipment / Source Control

Rise is committed to providing a safe and healthy workplace for all our employees. We understand the nature of our work and the supports we provide for persons served, do not allow for us to maintain the 6-foot social distancing recommendation at all times. We ask that when and where it is appropriate to practice social distancing, avoid touching your face, cover your cough and sneezes, wash your hands frequently, and clean and disinfect frequently touched objects and surfaces.

Rise has implemented specific control measures that we expect all employees to abide by to reduce risk and exposure to infectious diseases.

Below are the types of equipment provided for source control purposes with guidance on how to wear, use, clean, store and dispose of properly. Please keep in mind protective equipment does not replace the need for safe work practices and proper hygiene practices.

In addition, listed below are the types of personal protective equipment (quarantine kit) provided in the event that a person served shows signs and symptoms of COVID-like illness.

Personal Protective Equipment

Personal protective equipment (PPE) will help protect you if someone develops symptoms of COVID-like illness. A quarantine kit will be provided to each location.

Equipment Provided

- Gown
- Masks/Face Covering
- Gloves
- Googles/Face Shield
- Sanitizer or wipes
- Water

Source Control

Source control is used to describe measures intended to protect individuals from spreading disease.

Equipment Provided

- Masks/Face Covering
- Gown
- Gloves

- Masks/Face Covering

Minnesota ([click here](#)) and Wisconsin ([click here](#)) have issued Emergency Executive Orders requiring face covering for people age 5 and older. Workers must also wear face coverings outdoors when it is not possible to maintain social distancing. When leaving your home, you are strongly encouraged to have a face covering with you at all times to be prepared to comply with the requirements of this Executive Order.

- A “face covering” must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck garter, or a religious face covering. Mask that incorporates a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to release into the air.

Exempt individuals. The following individuals are exempt from face covering requirements of these Executive Order:

- Individuals who have medical or other health conditions, disabilities, or mental health, developmental, or behavioral needs that make it difficult to tolerate wearing a face covering.

- Any person who has trouble breathing, is unconscious, sleeping, incapacitated, or is otherwise unable to remove the face covering without assistance.
- Individuals at their workplace when wearing a face covering would create a safety hazard to the person or others as determined by local, state, or federal regulators or workplace safety guidelines.
- Alternatives to masks such as clear face shields may be considered for those with health conditions or situations where wearing a mask is problematic. Face shields may also be used as an alternative to face coverings when specifically permitted in the applicable Industry Guidance available at [Stay Safe Minnesota](#).

- ***Please inform your Rise supervisor if you are exempt from this executive order.***

Circumstances where mandatory face coverings may be temporarily removed.

- When exercising in an indoor business or public indoor space such as a gym or fitness center, while the level of exertion makes it difficult to wear a face covering, provided that social distancing is always maintained.
- When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law, presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- During activities, such as swimming or showering, where the face covering will get wet.
- When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.
- When asked to remove a face covering to confirm the individuals identify.
- When federal or state law or regulations prohibit wearing a face covering.
- While communicating with an individual who is deaf or hearing impaired or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.
- While receiving a service—including a dental examination or procedure, medical examination or procedure, or personal care service—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing services for an individual who is allowed to temporarily remove their face covering under this provision must comply with face covering requirements in the applicable industry guidance.
- When an individual is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an enclosed work area. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.

Communal space. Unless exempt, workers must wear a face covering or face shield in all indoor communal areas where groups intermix (e.g., center or building hallways, lobbies, restrooms, breakrooms, etc.).

- Non-exempt workers who are required to wear a face covering or shield may remove the covering or shield temporarily to engage in certain activities that make wearing a face shield difficult or impracticable (e.g., when eating or drinking; when communicating with an individual who is deaf or hard

- of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult; when participating in certain physical activities or playing certain instruments, or when performing or presenting; during activities, such as swimming, where the face covering will get wet; or when receiving a service, such as nursing or medical service, that would be difficult or impossible to perform with a face covering), provided that social distancing is maintained to the extent possible.
- Face coverings or face shields are strongly recommended outdoors for non-exempt workers when it is difficult or not possible to maintain social distancing.

- **Goggles/Face Shield**

Goggles will help protect only your eyes from splashes and sprays. A face shield provides splatter protection to facial skin, eyes, nose and mouth.

- Wear eye protection when the potential for splash or spray of blood, respiratory secretions or other body fluids is present.
- For environments involving extreme temperatures (e.g. heat, cold) and/or wet environments (e.g. wet processes, rain,) face shields may be considered to be used in lieu of face-coverings.
- Personal eyeglasses and contact lenses are not considered adequate eye protection.

- **Gowns**

A gown helps protect your skin and clothing from potentially infectious or contaminated material. Each program is provided with rubber gowns equal to the number of restrooms on site.

- The rubber gowns will hang outside of each restroom. At our Adult Day licensed programs gowns will be hung in the designated quarantine area.
- Staff are expected to wear the fluid resistant gown to protect skin and clothing while providing personal care supports where body fluids are anticipated.
- Once personal cares are completed, staff are required to clean the rubber gown **prior** to exiting the restroom. To clean the gown:
 - Spray paper towel with disinfectant spray until towel is wet.
 - While gown is still on, wipe down outside surface from top to bottom.
 - Once gown is clean, remove gloves and discard, then remove gown by the gown ties and hang up outside of restroom.
 - Wash hands or use alcohol-based hand sanitizer.
 - Gown is now clean and ready for the next team member.

- **Gloves**

Gloves will help protect you when touching or coming into contact with body fluids, secretions, or excretions. All employees are required to wear gloves when providing personal care support services to person served and when cleaning/disinfecting the work area.

- Always remember, outside of gloves are contaminated.
- Remove gloves promptly after use and properly discard.
- Wash hands immediately after removing gloves.
- Do not wear gloves continuously throughout the day. This leads to cross-contamination and is not safe.

Staggered Activity Schedule

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

Arrival and Departure Protocols

- Each day service facility has developed and will implement a protocol to mitigate efforts during arrival and departure times. The protocol will ensure social distancing strategies and other mitigation efforts, including staggering of arrival and departure times and minimizing congregating in groups at transition times.

Rise Transportation

Rise will make all reasonable efforts to design transportation routes to maximize distance between persons served. For those transported by Rise:

- In order to address social distancing and mitigate efforts, one seat will be left open between each person to a maximum of nine people will be transported per vehicle at a time. Routes are also being mirrored as much as possible, meaning the route has the same people and driver in the morning as it does in the afternoon.
- Surfaces in the vehicle will be cleaned in-between and after each route. Surfaces to be cleaned and disinfected include; door handles, arm rests, seats, seat belt buckles, all types of control knobs and handles, windows as needed, etc.
- Drivers will wear masks while driving and assisting people on/off the vehicles. Masks may be temporarily removed while driving if visibility is impacted due to fogged eyeglasses.
- Passengers will be given a mask if they do not already have one and **encouraged** to use it for the duration of their trip. **If there is a reason that a person cannot wear a mask, Rise will work with the person to develop alternate safety strategies.** Refer to page 5 of this plan regarding people who are exempt from the face covering requirements.
- For ambulatory passengers, drivers or another staff will exit the vehicle, standing outside the door of the vehicle and from a socially distanced position be prepared to assist a person who may lose their balance entering or exiting the vehicle. If an individual is unable to fasten their seatbelt, the driver should wear a face shield while assisting with the seatbelt.
- Drivers or other staff who help passengers get in or out of a vehicle, fasten safety belts, secure wheelchairs in the vehicle, or handle passengers' belongings should use hand sanitizer after each interaction. If the person they are assisting is unable to wear a mask, staff should wear a face shield (in addition to their mask) while they are helping the person.
- Ventilation in the vehicle will be improved by opening windows (weather permitting) or setting the air ventilation/conditioning on non-recirculation mode
- Individuals who are transported by a contracted provider will abide by their protocol.

Handwashing

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

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

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

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

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

Site Entry & Program Location Screening

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

- Be wearing a face mask/covering
- Have completed Rise's Safe Location Access Questionnaire. Anyone who answers affirmatively to any of the questions in the questionnaire will not be permitted to enter Rise's vehicles.
- Take your temperature with a thermometer.
- Be free of cold or flu-like symptoms, including fever, cough, sore throat, headache, chills, muscle pain, fatigue, congestion, loss of taste or smell, shortness of breath or difficulty breathing. This list is not all inclusive, please refer to www.cdc.gov for up to date details.

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

- Be wearing a face mask/covering
- Have completed Rise's Safe Location Access Questionnaire. Anyone who answers affirmatively to any of the questions in the Questionnaire will not be permitted to enter a Rise building or community site.
- Take your temperature with a thermometer.
- Be free of cold or flu-like symptoms, including fever, cough, sore throat, headache, chills, muscle pain, fatigue, congestion, loss of taste or smell, shortness of breath or difficulty breathing. This list is not all inclusive, please refer to www.cdc.gov for up to date details.
- Connect with your Rise support staff upon arrival
- Sanitize or wash hands

Additional workforce management procedures shall include:

- Rise employees, persons served, volunteers, and visitors are required to wear a mask any time they are in a shared space even if social distancing is possible, including vehicles, hallways, and the community hub area. Rise will provide a mask for any employee or person served who does not have one.
- Symptoms will be monitored throughout the time services are delivered.

- Our Adult Day licensed programs will use an oximeter to ensure those in the program have oxygen levels of at least 90% or greater.
- To minimize cross-contamination between areas, individuals will be assigned to a specific area for the day and should remain in that area, with the exception of using the restroom. Individuals will be discouraged to walk throughout the building, including those who work in offices.
- All employees and persons served (or residential providers) shall provide notice of any individual who develops symptoms or are confirmed for COVID-19. If individuals are determined to have been potentially contagious while at the Rise site, protocol for confirmed or suspected cases will be followed as laid out below in this document.
- More information on symptoms and testing can be found at the MDH website. [click here](#)
- All community sites at which Rise provides services shall provide notice of any employee or customer who develops symptoms or are confirmed for COVID-19 following their visit to the community site. If individuals are determined to have been potentially contagious while at the community site, protocol for confirmed or suspected cases will be followed as laid out in this document.

Voluntary Temporary Facility Closure:

Rise may make the decision to temporarily close our Adult Day and Day Service facilities if we determine we cannot deliver services safely in the facility or other community-based settings. In the event this were to happen, Rise will contact each person whose services would be interrupted, their families and their case managers to ensure an effective transition during the temporary closure.

Rise may consider the following information to determine if we are able to deliver services safely:

- COVID-19 exposure or infection in multiple cohorts
- Inability to maintain minimum staffing ratios
- Non-participation by people who receive services due to COVID-19 exposure or infection.

Rise will also continue to offer and provide remote support as a service delivery option in accordance with DHS guidelines.

Protocol for Confirmed or Suspected Cases due to Symptoms

Rise follows MDH's Critical Infrastructure Guidance as posted here: [click here](#):

- For each situation immediately notify the program director or administration manager who will then notify HR for Staff, QA for Persons Served and a member of the Senior Leadership team. Rise will deploy a Notification and Response Team made up of appropriate Senior Leadership and Directors of the organization depending on the program effected. The Notification and Response Team will follow the MDH and CDC guidelines specific to the situation and program capabilities.
- MDH recommends testing **symptomatic** employees, even those with very mild symptoms, based on routine symptom screening of every employee before every shift. Basic screening symptoms include sore throat, cough, fever or feeling feverish, headache, muscle aches and shortness of breath. The objective is to establish a sustainable system of screening and testing that identifies and excludes ill employees on a continuous basis, to protect all facility employees. Workers who are symptomatic upon

arrival at work, or who become sick during the day, should be sent home, and referred to healthcare for further evaluation and testing.

- Per MN DHS guidance, if one or more persons in a cohort have been confirmed to have COVID-19 then all persons served and staff in the cohort are assumed to be a close contact and must not attend the program for 14 days from exposure and should be encouraged to quarantine.

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

- A confirmed case of COVID-19 for a person served, employee, or person living with a person served or employee.
- A confirmed or suspected case due to symptoms is discovered while in a Rise location, vehicle, or community site.
- If a staff or person served has close contact (interaction within 6 feet of an infectious person for a cumulative total of 15 minutes or more within a 24 hour period) with someone who tests positive for COVID-19, current guidance states you will notify Rise, self-quarantine and monitor your health for symptoms for 14 days in 245D licensed programs and 28 days in Adult Day licensed programs for those living in a congregate setting after your last contact.
- Symptoms will be reported and documented on the COVID-19 signs and symptoms tracking spreadsheet via the COVID-19 Communication TEAMS by the Director and reviewed by the Notification and Response Team within 24 hours of the report.

In the event of a ***confirmed or suspected*** case due to symptoms of COVID-19:

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

In the event of a ***confirmed*** case of COVID-19:

- If the affected person was onsite (at a Rise building, community site or Rise vehicle) and confirmed positive the program manager will notify QA, who will report the case to MDH as required.

Separation Procedure

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

Responding

If an employee or person served is reporting or displaying symptoms of COVID-19 such as: fever, cough, sore throat, headache, chills, muscle pain, fatigue, congestion, loss of taste or smell, shortness of breath or difficulty breathing, notify a supervisor immediately and the individual needs to be directed to the quarantine area and the response steps below need to be adhered to.

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

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

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

Response Steps

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

1. The caretaker needs to access the quarantine kit to don their own PPE before attending to the ill person.
2. Put a mask on the person who is ill if they are able.
3. Move the person to the designated quarantine area.
 - If the person can drive, have them leave the Rise location as soon as possible.
 - If the person needs to be picked up, immediately contact the residence, and obtain verbal confirmation of a pick-up time. Continue making phone calls until pick up time is confirmed.
 - Continue to supervise the individual per their care plans.
4. Gather the persons belonging in a plastic bag using gloves.
5. Have the person use shortest route to exit the building.
6. Interview the person to gather who they had contact with, what areas of the building they had used and document their responses. The interview may be conducted over the phone if the person was able to leave immediately. Daily logs of cohorts and supervision will be reviewed to aid the contact investigation process.
7. Notify the program director who will notify HR and QA of the exposure. The Rise Notification and Response team will gain an understanding of potential locations and individuals the affected person had been in contact with through a phone conversation with the individual or the individual's residential provider/guardian and will follow the Minnesota or Wisconsin Department of Health reporting guidelines and recommendations as advised.
 - a. **The Notification and Response Team will contact the MN Department of Health (MDH) Provider Hotline (651-201-5414) and/or St Croix County Public Health (715-246-8263) for further guidance as needed.**
8. After the investigation has been completed, individuals determined to not have been affected can continue working and/or participating in onsite activities so long as it does not impact sanitizing efforts, there are adequate staff to meet person served /staff ratios, and it is approved by Rise leadership.

- Follow the COVID-19 Cleaning Disinfection Guidelines for the quarantine room and all affected or potentially affected areas thoroughly.

Guidance for when a symptomatic employee is tested for COVID-19:

- The employee should stay home and isolate themselves until test results are available.
 - The employee who tests **negative**:
 - May return to work if their symptoms have improved.
 - Should remain home if still symptomatic and be evaluated by a healthcare provider.
 - The employee who tests **positive**:
 - Symptomatic* COVID-positive employees should stay isolated at home until all of the following are true:
 - They have had no fever for at least 24 hours (that is one full day of no fever) without the use of medicine that reduces fevers
AND
 - Other symptoms have improved (for example, when their cough or shortness of breath have improved)
AND
 - At least 10 calendar days have passed since symptoms first appeared
OR
 - Approved to return by a medical professional
- Asymptomatic COVID-**positive** employees must self-isolate at home for 10 days from the testing date.**

Notification of Exposure to COVID-19

Any employee or person served who has been in "close contact" with another individual who has been diagnosed with COVID-19 will be notified of their potential exposure within 24 hours, either personally or via email, text, or telephone call. For persons served, the following people will also be notified as applicable: their guardian, residential provider, and case manager.

For COVID-19, a "**close contact**" is defined as interacting within 6 feet of an infectious person, without the use of cotton mask or disposable face covering, plus either face shield, or goggles, or a physical barrier between workstations, for a cumulative total of 15 minutes within a 24 hour period starting from 2 days before illness onset (or, for asymptomatic individuals, 2 days prior to test specimen collection) until the time the individual is isolated. So, what this means is that if both persons are using a face covering and a face shield or goggles or if both people are using face coverings and there is a substantial barrier between their workstations, then if one becomes positive, it is not an exposure and the person is not a contact, does not have to self-isolate and be tested.

Notification of the potentially exposed individual will include the following information:

- Confirmation that the individual was potentially exposed to an individual who was recently diagnosed with COVID-19. The Health Counseling Notification of Possible Exposure to Coronavirus Disease 2019 (COVID-19) form will be shared;

- Requirement that the exposed individual self-quarantine for 14 days in 245D licensed programs and 28 days in Adult Day licensed programs to monitor for signs and symptoms due to exposure to an infected person;
- Fever and symptoms tracker log to be complete. The log will be reviewed and approved before arranging a return-to-work date;
- Reminder that the exposed person must adhere to Rise's HIPAA policy to maintain the infected individual's privacy; and
- Advice to follow MDH and CDC quarantine guidelines for persons exposed.

Who does not need to quarantine?

If someone has recovered from COVID-19 in the past 90 days and are exposed again, they do not need to quarantine if **ALL** of the following are true:

- Their illness was laboratory confirmed in the past 90 days.
- They have fully recovered.
- They do no currently have any symptoms of COVID-19.

Even someone who has recovered should still continue to stay distanced, wear a mask, wash their hands often, and follow other precautions. For more information, see CDC: When to Quarantine [click here](#).

Best Practices Being Continuously Implemented at Rise's Locations

- **Encourage sick employees to stay home:** Anyone with symptoms (ex: fever, cough, shortness of breath) should notify their supervisor, stay home, get tested and talk to their health care provider. Daily temperature monitoring is required prior to obtaining access to Rise's locations, vehicles, and community job sites.
- **Social Distancing:** Wear a mask, avoid congregating, large gatherings, and always maintain a minimum distance of approximately 6 feet from others.
- **Meetings:** Large mass meetings will continue to be held through telework, Teams, or another virtual meeting provider.
- **Mobile Devices/Shared Computers:** will be sanitized before and after each use.
- **Lunch/Break:**
 - o All individuals must maintain a distance of 6 feet from other individuals while eating lunch or taking breaks.
 - o All individuals will remain with their assigned cohorts during lunch and break times.
 - o No communal food shall be permitted until further notice (donuts, pizza, potluck, etc.)
- **Hygiene:**
 - o Handwash stations will be maintained with soap, hand sanitizer, and paper towels.
 - o Employees will follow proper hand hygiene practices and wear disposable gloves when engaged in any cleaning, disinfecting, or personal care tasks.
- **Cleaning and Disinfecting Guidelines**

- Regular housekeeping practices are implemented in our buildings and vehicles which includes routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms.
- Cleaning and disinfecting will be completed between shifts.
- All individuals on site will be encouraged to participate in extra cleanings for frequently touched surfaces (light switches, tables, chairs, door handles, etc.)
- High touch surfaces in common areas will be cleaned and disinfected on a frequent basis. All other areas will follow a regular cleaning schedule or as the need arises.
- Workers responsible for trash removal will maintain proper PPE/hand washing practices.

- **Ventilation**

Rise will ensure that heating, ventilation, and air conditioning (HVAC systems) are operating properly in all facilities. HVAC system fans will be set to run at all times to ensure continuous air circulation and proper ventilation. For buildings with powered rooftop vents, these systems will be run between shifts to increase air exchange. Where applicable, doors will be opened between shifts and at various points as needed throughout the day to provide fresh air and circulation.

- **Personal Protective Equipment (PPE):**

- Do not share PPE.
- Sanitize reusable PPE per manufacturer's recommendation before and after each use.
- Ensure used PPE is disposed of properly.

- **Travel:**

- Non-essential travel is not recommended at this time. MN Executive order [click here](#) states, persons arriving in MN from other states or countries, including returning MN residents, are strongly encouraged to follow the recommendations in MDH's Quarantine Guidance, [click here](#) practice self-quarantine for 14 days after arrival by limiting their interactions to their immediate household.
- You are responsible for notifying your supervisor before returning to work from traveling or engaging in high-risk activities (travel, large events, etc.)
- For Domestic Travel During the COVID-19 Pandemic, [click here](#)
- These travel advisory pages are helpful resource as well, [click here](#) for MN and [click here](#) for WI.

Compliance Monitoring

Each program/administration area will assign a supervisor(s) to complete a compliance check twice per day. Once in the AM and once in the PM. The designated supervisor will monitor to ensure Rise's plans/best practices are being continuously implemented at all locations (social distancing, hand/respiratory hygiene, proper usage of face coverings, cleaning, and disinfections practices). Training and coaching will be provided as needed. Monitoring data will be reported daily on the Best Practices Compliance Monitoring spreadsheet via COVID-19 Communication TEAMS and Reopen Planning channel by the designated supervisor and monitored by Quality Assurance.

Links and Other Resources

Other Resources:

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

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

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

Thank You.



President/CEO