

# ProAct, Inc.

## COVID-19 Safety Preparedness Plan

**ProAct** is committed to providing a safe and healthy workplace for all our workers and a safe and healthy service environment for our participants. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. ProAct staff is responsible for implementing and complying with this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our work and service environments that require full cooperation among staff and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Our workers and participants are our most important assets and we are serious about safety and health and keeping everyone safe at ProAct. We have also listened to our staff and participants (and/or their team members) as they have shared their concerns about returning to ProAct and have incorporated changes/additions to our plan because of their input. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – 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.

### Staff and Participant Safety Practices

#### Symptoms of COVID-19

Staff and participants (and/or their team) have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following are being implemented to assess the health status of anyone entering ProAct or prior to gaining access onto its vehicles. ProAct is also asking staff to report to their supervisor when they are sick or experiencing symptoms related to COVID-19 (shortness of breath, cough, sore throat, muscle aches or diarrhea) and to not report to work. If reporting while at work, staff may be asked to immediately return home and isolate for a period of 14 days. Participants feeling ill or showing any COVID related symptoms will not be allowed to attend programming and should not be brought to ProAct from their residence for services. They must have a COVID test, and test negative or quarantine for 14 days before resuming programming. If participants become ill while at ProAct they will be brought to a designated safe room until their ride picks them up.

In the event that a staff member is unable to work due to their own illness, illness of a family member, or due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19, individual circumstances will be assessed to determine if the leave is an ADA, FMLA or the Emergency Paid Sick Leave Provision of the Families First Coronavirus Response Act (FFCRA) covered leave of absence. Employees may use accrued paid time off benefits for COVID-19 related events not covered under ADA, FMLA, FFCRA or any other COVID-19 related law.

## Daily Screening and Safety Practices

1. Staff and participants must complete the daily safety screening prior to entering any ProAct site. The screening includes 1) having temperatures taken upon arrival at ProAct or prior to entering ProAct vehicles (individuals with low grade fevers over a period of several days must leave ProAct premises or are not allowed on any ProAct vehicle), 2) put on a mask, 3) respond to questions related to general feeling of health (breathing, chest pain or cough, chills, headache, muscle pain, sore throat, loss of taste/smell) and 4) confirm they have not traveled by air in the past 14 days. While the screening occurs personal wheelchairs/walkers are sanitized by staff. Staff performing the daily safety screenings must wear a face shield, mask and gloves.
2. Staff and participants must sanitize their hands upon arrival (sanitizing gel located by screening station).
3. Participants will be limited in the number of bags and personal items they may bring on-site. Lunch bags only. Additional clothing may be brought on-site and kept in their locker or with staff for emergencies.
4. Staff must wear gloves when there is physical contact with a participant.
5. Staff must wash hands after touching any hard surfaces and having contact with ProAct participants. Participants will be required to wash their hands hourly, monitored by staff. Staff and participants must 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 work day, prior to any mealtimes and after using the toilet. ProAct will also maintain sanitizer bottles at designated locations for use by both staff and participants (containing 60%+ alcohol).
6. ProAct facilities will remain locked throughout the work day and participants and staff must complete the daily safety screening prior to entering any ProAct facility.
7. ProAct will limit the number of visitors it allows at any of its locations by keeping its doors locked during business hours. Signs will notify visitors how to access staff. Any visitor allowed on-site must wash their hands prior to or immediately upon entering the facility and temperatures will be taken.
8. Staff and participants must avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
9. Staff and participants who have traveled by air are strongly encouraged to self-quarantine for a period of 14 consecutive days upon their return. Staff and participants who have traveled by car or other ground transportation to a vacation destination or a "hot spot" are strongly encouraged to quarantine for a period of 14 consecutive days upon their return.
10. Staff and participants unable to adhere to the above required practices will need to leave ProAct premises until they are able and willing to do so.
11. As able and as job duties allow, staff may work remotely with approval from direct supervisor.

## Masks

1. Staff and participants must wear masks while on-site at ProAct or in any ProAct vehicle.
2. Staff working in the community must wear masks while providing ProAct services.
3. ProAct will provide staff with 2 masks each. Staff is responsible for washing their masks daily.
4. ProAct will provide participants with 2 masks each. Participant names will be clearly labeled on each mask.
5. Participants using ProAct Transportation will be given their clean mask prior to getting on to a ProAct vehicle. The mask must be worn while being transported and while on-site at ProAct for services.
6. Participants not using ProAct Transportation will get their mask prior to their temperature being taken upon arrival. Prior to departing ProAct for the day, masks must be placed in the designated bin for washing.
7. Staff will be assigned to wash and organize masks daily.
8. Participants working in the community (Group Employment) are required to wear a mask at all times during their work day and in transport.

9. Participants may also bring their own masks to wear but must follow the mask requirements set by ProAct.
10. Participant masks will be labeled and washed daily and maintained at ProAct.

## **Exposure**

If an exposure occurs:

1. If an employee's or family member (living in the same household) is experiencing symptoms of COVID-19, the employee will not be allowed to return to work until the family member has tested negative for COVID-19 and is symptom free. Upon returning to work the employee is required to monitor their symptoms for 14 days and immediately notify their supervisor if they begin to experience symptoms of COVID-19.
2. If an employee's family member (living in the same household) tests positive for COVID-19 the employee will need to be tested prior to returning to ProAct. If the employee tests positive, they will be required to self-quarantine for 14 days and may only return to work after this period if they are symptom free.
3. If an employee has a known exposure to COVID-19 and they were wearing PPE during the exposure, the employee may continue to report to work and will be required to monitor their symptoms for 14 days and immediately notify their supervisor if they begin to experience symptoms of COVID-19.
4. ProAct will directly notify all potentially affected staff or participants of any exposure to a person with COVID-19 as soon as known. ProAct will assess the potential extent of exposure beginning with the assigned service zone or work space and surrounding area of the exposed individual. Once assessed, staff and/or participants in the affected zone/work area will be notified as to whether or not they are required to quarantine for a period of 14 days.
5. The affected area will be disinfected immediately with all staff and participants in the affected area required to leave the workplace until a complete disinfection process has been completed. Staff and participants will be notified when it is clear for them to return – most likely the next business day.
6. To ensure the privacy of staff or participants exposed, ProAct will not use the names of individuals and all records related to any exposure will be maintained by the Human Resources Manager.
7. If an employee has a known community exposure to COVID-19 and they were not wearing PPE during the exposure, they may be required to self-quarantine for 14 days after the exposure.

Participants living at home or in a group home environment must follow the same process as ProAct staff if an exposure occurs. Legal representatives, case managers and residential providers are notified by the appropriate ProAct Program Manager by phone and e-mail immediately following notification of exposure.

## **Building Access**

1. ProAct participants will be assigned a Service Zone where services will be provided. Programming, breaks and lunches will be provided in the assigned zone and participants are not allowed to roam outside of their assigned area.
2. ProAct staff will remain in their designated work area unless required to do so. Use of copiers should be limited and sanitized after use and mailboxes should be checked once per day.
3. Depending on location, ProAct staff and participants will be assigned a door to enter and exit the building from. Daily safety screenings will take place at the assigned entrances. Once screened, participants will be escorted to their Service Zone following an identified route. Participants and staff will also exit using this same route. Participants will receive a zone map upon arrival at ProAct.

4. Participants may break at a designated area outside of ProAct's buildings but must be supervised by staff.

### **Social Distancing**

1. Staff sharing offices with co-workers will maintain a 6-foot distance from their office mate.
2. Staff and participants working on the Skills Training/Production floor will be assigned a space, marked with an "X", and expected to remain in that area during work hours except for breaks and lunches.
3. Enrichment Services will be provided in separate group settings with no services being provided to groups of 10 or more and with staff and participants maintain a 6-distance between each other.
4. Community-based services will be limited to activities outdoors and/or away from large crowds.
5. Breaks and lunches will take place in the same location where the service is being provided. Each site will establish whether or not the cafeteria will be closed or if social distancing practices are put into place. In Egan the cafeteria will be closed for lunch and breaks and used as a classroom.
6. Staff providing 1:1 services in the community must be masked at all times and maintain a 6-foot distance from participants being served.
7. Designated smoking areas outside of ProAct will be labeled and assigned.
8. Participants served have the right to make an informed choice as to whether they want to receive services at a ProAct site/community or to stay-at-home and not receive days services or receive services remotely during the peacetime emergency to minimize their risk of exposure to COVID-19. The right to choose exists even if the person does not meet the definition of an "at-risk person".

### **Disinfecting of Work Space/Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms using the schedule below.

Railings – hourly

Cafeteria/break room, classrooms and conference rooms – Every 2 hours

Keyboards in offices and computer labs – Every 2 hours

Counters, copiers, microwaves, refrigerators and other hard surfaces – Every hour

Hard surface floors – Twice daily

Door knobs and light switches – Hourly

Restrooms – Hourly

Telephones will be wiped down daily

ProAct will use bleach (10 parts water to 1 part bleach) to clean all hard surfaces with all cleaning performed by ProAct's maintenance staff as well as program staff when needed and as assigned.

ProAct wheelchairs will be disinfected at the end of each service day. Participant wheelchairs will be sanitized upon their arrival at ProAct.

Rooms and offices currently not in use will be disinfected and locked. Staff should report use of any disinfected space to the Facilities Coordinator so the space can be disinfected prior to being re-locked.

To improve ventilation and air circulation at ProAct sites, the HVAC unit fans will run continuously to promote fresh air and air filters are changed every 3 months.

## **Transportation**

1. ProAct will consistently assess and then monitor its ability to safely provide transportation services.
2. Participants must have temperatures taken and masks on prior to entering any ProAct vehicle.
3. ProAct will ensure there is a distance of 6 or more feet between passengers on any ProAct vehicle. No vehicles will transport more than 9 passengers plus the driver at any point in time. Seating charts with locations of where riders may sit on each ProAct vehicle will be maintained on designated vehicle.
4. Passengers will be assigned a seat and must remain in that seat during transport. No participants will share seats. Masks will be worn at all times by the driver and all participants
5. Drivers will clean and disinfect the bus between each trip (morning, afternoon, enclaves and outings).
6. Drivers may either wear gloves while operating the ProAct vehicle or use hand sanitizer in between loading and unloading each participant.
7. ProAct will limit the number of transport vehicles loading and unloading participants to 2 at any given time. One vehicle must be located by entrance 1 and the second at entrance 2 to ensure a safe distance.

## **Remote Services**

Depending on location, ProAct provides some or all of the following services remotely

### **Care Calls**

Care calls are scheduled interactive check-ins with participants provided on a one-to-one basis to help them avoid the feeling of isolation and enhance their daily lives. Calls may include assessing mental and physical well-being, general questions related to daily activities, inquiring about needs and identifying activities for participants to explore during social distancing. Care Calls normally run between 30 – 60 minutes and may be scheduled daily, weekly or as needed/desired.

### **Employment Services**

ProAct continues to provide Employment Exploration, Employment Development and one-to-one Employment Support Services virtually.

Employment Exploration Services give participants a wide range of activities to help prepare them for the job search process and to help them better understand workplace responsibilities and career pathways. Services are customized and may include identifying skills sets, exploring job opportunities, and participating in virtual job shadows, business tours and informational interviews. On-line career assessments are also available.

Employment Development Services give participants the tools needed to prepare for and conduct an effective virtual job search. Services are customized and may include resume development, benefits review, interview skills development, job search assistance, workplace orientation and job coaching (face-to-face using social distancing).

Employment Support Services give participants the support they need to help them acclimate to the workplace and provide on-going support to help participants maintain and retain they jobs. Assistance with accommodations and transportation are also available.

Employment Services are customized to fit the needs of the participant and scheduled as requested by the participant and their team.

## **Virtual Enrichment Services**

Virtual Enrichment Services are provided in a classroom setting at a 1:4 ratio. Participants choose their class(es) from a monthly course calendar. Once chosen, participants and staff interactively follow a pre-set curriculum designed to enhance the lives of those served during social distancing. Class options include current events, exercise and dance, health and wellness, self-advocacy, performance arts, creative writing, technology among others.

Virtual Enrichment classes are 60 minutes in length. To ensure staffing is in place, participants are asked to sign up for 4 weeks of classes at a time. Enrichment programming is provided using Zoom which can be accessed using computer, tablet or smart phone. Once a class has begun the classroom is “closed” to ensure HIPAA compliance. Upon approval of the enrichment classes, ProAct staff will assess the technology capabilities of the participants to ensure all have full access to the technology being used.

Technology – Services may be provided using Zoom. (HIPAA compliance required) using computer, tablet or smart phone. Upon approval of service provision, ProAct staff will assess the technology capabilities of the participants and develop a technology plan to be used when providing services.

## **Communications and Training**

This Preparedness Plan was communicated via e-mail to all staff May 5<sup>th</sup>. Staff currently at ProAct has received the Safety Preparedness Plan training and all staff will receive training prior to reporting back to work after a layoff. Safety Plan training will be provided on a weekly basis or as needed to ensure all staff receives the training. ProAct staff will also be required to complete training on the use of masks and face coverings.

Participants will receive modified safety training daily at the start of their service day. Training specific to the proper use and care of masks will be covered weekly. Additional communication and training will be consistently sent via e-mail to all staff and participants/team members. New staff and participants will receive their initial training when they initially report to ProAct for work/services. ProAct leadership will monitor how effective the program has been implemented by distribution of COVID-19 weekly survey/e-mail. Staff is encouraged to share concerns and ideas with their managers.

September 9, 2020

Submitted by:  
Kim Feller  
Vice President



I have received a copy of ProAct's COVID-19 Safety Preparedness Plan and have read and been informed about the content, requirements, and expectations of the COVID-19 Safety Preparedness Plan. I agree to abide by the guidelines of the plan.

I understand that if I have questions, at any time, regarding the COVID-19 Safety Preparedness Plan I will contact my immediate supervisor or Human Resources.

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Printed Name

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Signature

Date