

## ProAct, Inc.

### COVID-19 Pandemic Recovery Safety Plan

Effective August 1, 2022

**ProAct** will continue to provide a safe and healthy workplace for all our workers and a safe and healthy service environment for our participants as we continue to recover from the COVID pandemic. Our workers and participants are our most important assets, and we are serious about safety and health and keeping everyone safe at ProAct. Based on the latest guidelines and/or current COVID exposure rates reported from the CDC and/or MDH, ProAct is requiring the following practices be in place at each of its locations effective August 1, 2022.

#### Safety Practices

1. Masking is optional at all ProAct locations for vaccinated and non-vaccinated staff, participants, and visitors. NOTE: #1 under Suspected or Confirmed COVID Cases.
2. All ProAct participants and staff must sanitize upon arrival at any ProAct site and should practice good hygiene throughout the normal work/service day.
3. Participants will bring one bag to ProAct daily, including lunch bags. This bag must return home with the participant daily. Additional clothing may be brought on-site and maintained at ProAct as needed.
4. Participant lunches and breaks should take place in their programming space daily or as assigned. Participants are required to bring cold lunches.
5. ProAct facilities will remain locked throughout the workday. Visitors must be escorted by a ProAct staff while on-site and sanitize upon arrival.
6. Regular disinfecting and sanitizing will continue as noted below:
  - Cafeteria/break room, conference rooms, classrooms, and other group locations – sanitized/fogged daily
  - Floors – Carpeted floors should be vacuumed daily. Hardwood/tile floors should be mopped daily.
  - The Production Floor - mopped and fogged weekly.
  - Phones in public areas - wiped down daily.
  - Copiers, microwaves, refrigerators, and other equipment – staff must sanitize prior to using or touching any of the noted spaces/equipment. The above noted spaces are sanitized daily.
  - Restrooms – sanitized twice daily and fogged daily.
  - Those driving ProAct vehicles should clean and disinfect vehicles following each trip (morning and afternoon routes, enclaves, and outings).

#### Suspected or Confirmed COVID Cases

1. Staff and participants must notify their supervisor or case coordinator of illness upon onset of symptoms and are required to test and submit test results within 24 hours (Staff to Human Resources/Participants to Case Coordinator).
2. Staff and participants with a positive COVID-19 test results are required to isolate at home for a period of five days or until asymptomatic. Staff and participants are required to mask when at any ProAct location for a period of five days after completing their isolations period.

3. Staff and participants with negative COVID tests but who are showing symptoms should not report for work/programming until they are asymptomatic. Any staff or participants with a temperature of 100.4 should not report for programming/work until they are fever-free.
4. ProAct will send exposure notices to participant teams if a participant has been in close contact with others diagnosed with COVID.

**COVID testing process for both staff and participants:**

If using over the counter COVID tests, the testing process cannot be self-administered **and** self-read unless observed by a telehealth proctor. A digitally read test, which produces a date and time stamped result (e.g., results available through an app, QR code, RFID), is not considered to be “self-read” and therefore would not require observation by an authorized telehealth proctor. ProAct encourages staff be tested as an actual testing site to allow for contact tracing processes to be implemented. NOTE: The CDC states that if using a rapid antigen test and the test comes back negative, a second test should be taken a day or so after the initial test to double check the results.