



Vision: A community where all people are fully accepted and equal in every aspect of their life.

Mission: We provide individualized supports to people that encourage dreams, focus on independence, and foster community connections. Supports are adaptable for each person to ensure a meaningful lifestyle for all.

HMC COVID-19 Preparedness Plan

6-29-2020

Purpose

HMC is committed to ensuring that the people we support and our employees remain healthy and safe. As such, we have developed a COVID-19 preparedness plan. Our goal is to mitigate the transmission of COVID-19. HMC closely follows the guidelines provided by the Centers for Disease Control (CDC) and the Minnesota Department of Health (MDH) and has developed policies as the virus has progressed. This plan includes policies and practices that HMC will use to prevent, mitigate, and respond to the transmission of COVID-19 including:

A. Infection Control

1. Preventive Measures
2. Hand Hygiene
3. Masks and Source Control
4. Social Distancing and Engineering Controls
5. Cleaning and Disinfecting
6. Isolation and PPE

B. Screening and Tracing

1. Screening and Tracing policies for staff and volunteers exhibiting signs or symptoms of COVID-19
2. Screening policy for persons served who exhibit signs or symptoms of COVID-19
3. Screening Visitors and Vendors

C. Care of Persons Served

1. Food preparation and meals
2. Family Involvement

3. COVID-19 SMA and Risk Assessment
4. Return to Work and Activities for people served

D. Transportation

E. Workers Compensation and Families First Coronavirus Response Act (FFCRA)

F. Staff Shortage

G. Business Continuity

H. Supplies

I. Communication and training on the plan.

HMC will notify MDH if a person served has a confirmed case of COVID-19 at 651-297-1304 or 1-800-657-3504 Monday through Friday 8:00 AM – 5:00 PM.

All HMC employees are responsible for ensuring that the policies and procedures identified in this plan are implemented and followed.

Detailed policies, procedures, and forms are included in the appendix of the plan. A copy of the plan is posted at each location and at the main office. A copy of the plan is posted on Kronos and is available to all employees.

Overview

HMC provides services and supports to people with disabilities and who are vulnerable to communicable diseases. It is our policy to ensure that all of the people we support and our employees are engaged in activities to prevent the spread of the virus. Employees are provided with training and information on prevention and infection control. As changes arise, we revise procedures, provide training to employees on the changes, and notify families, guardians, and case managers of substantial changes.

The initial HMC COVID-19 Preparation Plan was developed on March 5, 2020 and revised on March 27, 2020. The plan included an overview of COVID-19, including symptoms, transmission, and steps to mitigate the spread of the virus. The plan addressed the isolation plan for people served through the ICF, SLS, and SILS program, employee screening process and exclusion of employees who were ill or tested positive for COVID-19, a description of the isolation kits and use of the kits, and a detailed description of increased cleaning and sanitizing. The plan addressed limiting visitors and providing for social distancing. The plan was discussed with all employees through a series of emails and meetings and family members, guardians, and case managers were notified of the plan. A series of posters describing handwashing and cough etiquette were distributed to all locations.

On March 13, 2020, President Trump issued a proclamation declaring a state of emergency for the United States result of a viral respiratory coronavirus impacting the world, known as COVID-19.

Minnesota Governor Walz released an order to “Stay at Home” on March 25, 2020. The executive order was effective from March 27 through April 10, 2020. The order defined businesses that provide essential services, allowing them to continue to operate, and asked that other people alter their work habits to telecommute or work from home. Due to the nature of its business, HMC qualified as an essential service to provide services to the people supported. Direct care employees continued to report to work as scheduled and other employees were assigned to work remotely as possible. HMC developed policies and procedures to assist employees, persons served, and families understand the requirements of the executive order

During the time of the “Stay at Home” order, HMC restricted visitors at the main office and all locations.

An addendum to the plan was developed on April 27, 2020. The addendum updated the screening policies to require that all employees be screened prior to beginning their shift, that all persons served be screened daily, that cleaning of high-touch surfaces be documented at least twice each day, that tracing be implemented if an employee tested positive, and that employees wear masks when working with persons served.

As information related to COVID-19 changes, HMC reviews and revised its policies and procedures. A copy of the policies and plans are available upon request.

COVID-19

The virus, known as the COVID-19, is a novel, “new” respiratory virus that is rapidly evolving around the world. Local and state health departments are closely monitoring the situation in Minnesota. According to the CDC, it is thought that the main method of transmission is through person-to-person between people who are in close contact with one another (within 6 feet) or through respiratory droplets produced when an infected person coughs or sneezes. The droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. However, it may also be possible to contract it by touching a surface or object that has the virus on it and touching your mouth or nose.

Symptoms

Signs and symptoms may develop 2-14 days after exposure and include:

- Fever of 100.4° or higher
- Headache

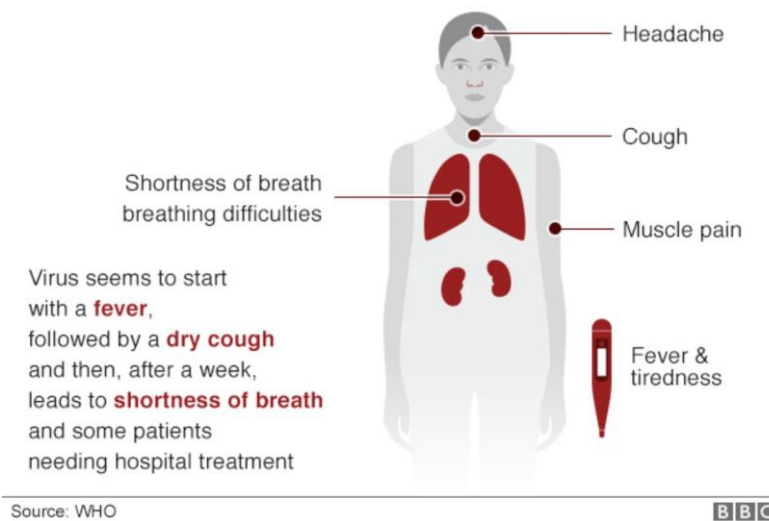
- Chills
- Sore Throat
- Cough
- Runny Nose
- Shortness of Breath

Additional symptoms include:

- Loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The signs and symptoms are difficult to distinguish from other viral respiratory tract infections. As such, HMC will use the same precautions to treat all infectious diseases.

Symptoms of coronavirus (Covid-19)



Definitions

Social Distancing: A practice of maintaining a distance of at least six (6) feet between individuals

Isolation: Isolation is defined as the separation or restriction of activities of a person with a confirmed case of COVID-19 from those who are not infected.

Quarantine: Is defined as the separation of people who have been exposed to COVID-19 from those not exposed.

Community Spread: Community spread means people who have been infected with the virus in an area, including some who are not sure how or where they became infected.

A. INFECTION CONTROL

A.1. Preventive Measures and Infection Control

Prevention is key to slowing the spread of the illness. Actions that may help prevent the spread of respiratory diseases include:

1. **Hand Washing:** Wash hands often with soap and water for at least 20 seconds. If you are unable to wash with soap and water, use a hand sanitizer that contains at least 60% alcohol and wash with soap and water as soon as possible. Use soap and water if hands are visibly dirty. Key times when you are likely to get and spread germs:
 - **Before, during, and after** preparing food
 - **Before and after** eating food
 - **Before and after** caring for someone at home who is sick with vomiting or diarrhea
 - **Before and after** treating a cut or wound
 - **After** using the toilet
 - **After** being in the community
 - **After** changing a person or cleaning someone who has used the toilet
 - **After** blowing your nose, coughing, or sneezing
 - **After** touching an animal, animal feed, or animal waste
 - **After** handling pet food or pet treats
 - **After** touching garbage
2. **Coughing and Sneezing:** Cover your mouth and nose with a tissue when you cough or sneeze. Dispose of the tissue in a wastebasket. If you don't have access to a tissue, cough or sneeze into your upper arm, not your hands. Wash hands thoroughly after coughing or sneezing.
3. **Clean "High-Touch" Surfaces Frequently:** High-touch surfaces include counters, tabletops, chairs, doorknobs, stair rails, light fixtures, bathroom fixtures, toilets, phones, keyboards, and tablets. Clean surfaces at least twice daily with a hard surface disinfectant wipe or an approved household cleaner.
4. **Avoid touching your nose, eyes, and mouth** with unwashed hands.

5. **Avoid sharing personal items** such as cups, dishes, drinking glasses, and eating utensils. Wash all items thoroughly with soap and water after use.
6. **Handshaking:** Replace handshaking with gentle fist bumps or elbow bumps.
7. **Monitor symptoms:** If a person we serve is exhibiting a fever of 100.4° or higher and dry cough or is exhibiting two or more symptoms including chills repeated sharing with chills, muscle aches, sore throat, headache, runny nose, shortness of breath, loss of taste or smell, nausea or vomiting, and diarrhea and contact the location coordinator and program manager. If you exhibit symptoms, stay home. Employees who report to work exhibiting symptoms will be excluded from work per CDC and MDH guidelines.
8. **Social Distancing:** Social distancing is a practice of maintaining at least six feet of space between people. It is a strategy that encourages people to avoid crowded places, large gatherings, or close contact with people as a means of mitigating the spread of the coronavirus. HMC encourages employees to maintain a distance of six feet or more from other employees or persons served unless assisting with personal cares. Provide for distancing during meals and arrange furniture so that there is space between individuals. Limit the number of people in vehicles to provide for social distancing.

A.2. Hand Hygiene

- All employees are required to practice good hand hygiene by regularly washing their hands throughout their shift with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol and to assist persons served with hand hygiene as necessary.
- HMC encourages employees and persons served to avoid touching their eyes, nose, and mouth with unwashed hands.
- Hand-sanitizer is readily available to employees and persons served at all locations and work sites. Hand sanitizer at the main office is located at the receptionist desk, personal offices, in the SILS office area, by the time clocks, in conference rooms, outside restrooms, and in the break room.
- Signs describing proper handwashing techniques are posted in restrooms, in apartments and houses, and other relevant areas.
- Soap and paper towels are provided in restrooms, kitchens, and breakrooms.
- Paper towels and wastebaskets are positioned near the door in restrooms to encourage doors to be opened safely.

Related Documents: A.2.a. Handwashing poster
A.2.b. Stop Germs – Wash Hands poster

A.3. Source Control

Following CDC and MDH guidelines, HMC requires that employees wear masks throughout their work shift. Employees providing direct care wear cloth masks as source control during their work shift to provide an additional layer of protection for the people served. Employees providing direct care to persons served wear goggles when providing personal cares. Employees move at least six feet from persons served if masks are removed to sip on water or eat.

When serving people who are deaf or hard of hearing to be protected, employees will wear a face shield or a clear mask that will allow the individual to continue to read lips.

Employees wear masks at all HMC locations in common areas. Employees are not required to wear masks when working alone in personal offices.

All visitors and vendors are required to wear masks and are issued disposable masks if necessary, prior to entering the building.

Persons served are not required to wear face coverings when in their homes unless a housemate has been diagnosed with an active case of COVID-19.

Tissues and wastebaskets are provided throughout all locations to encourage covering coughs or sneezes. Hand sanitizer is placed near the tissues. Employees and persons served are reminded to practice coughing or sneezing etiquette such as covering their mouth with a tissue or coughing or sneezing into their elbow. Signs encouraging “Cover Your Cough” are posted at all locations.

HMC does not use water fountains.

Update 7.23.20 – On July 22, 2020, Governor Walz issued Executive Order 20-81, “Requiring Minnesotans to Wear A face Covering in Certain Settings to Prevent the Spread of COVID-1.” The order states:

Beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in this order and the related industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), as well as any other guidance referenced in this order. Workers must also wear face coverings outdoors when it is not possible to maintain social distancing. When leaving home, Minnesotans are strongly encouraged to have a face covering with them at all times to be prepared to comply with the requirements of this Executive Order.

The order exempts individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. HMC complies with the requirements of the order and has posted signs reminding people to wear masks in the buildings.

Related Policies and Documents: A.3.1. Use of Masks and Goggles as Source Control Policy

A.3.a. Cover Your Cough poster

A.3.b. Mask Usage

A.3.c. Do Your Part to Slow the Spread

A.3.d. Required use of face mask

A.4. Social Distancing and Engineering Controls

Social distancing is a practice of maintaining at least six feet of space between people. HMC encourages individuals, employees, and family members or visitors to practice social distancing. Individuals, with the input from their family members, guardians, or case managers, make decisions about accessing the community. HMC supports the individuals making the decision but retains the right to quarantine the individual upon return if the individual has been exposed to a person who is exhibiting COVID-19 or who has a confirmed case of COVID-19.

Locations:

HMC has implemented practices to encourage social distancing between persons served including providing space during meals or eating in shifts and providing space between chairs in the homes. Employees are asked to maintain social distancing except when assisting individuals with direct cares.

When possible, medical appointments are scheduled via telemedicine.

Family members are asked to respect the social distancing when visiting individuals and the visits are arranged to be conducted outside whenever possible.

Direct Care Employees:

Employees maintain six feet of space between themselves and the persons served unless assisting the individuals with personal cares. Employees are encouraged to take breaks at separate times to maintain social distancing.

Main Office:

HMC has installed plexiglass dividers in areas with high traffic such as the reception area and the HR cubicle.

Employees are expected to maintain a distance of at least six feet when meeting in offices or in-person in a conference room – the North and South Conference Rooms have a capacity of six (6) people per room and the Hanslick Conference Room has a capacity of three (3) people. Employees are encouraged to take breaks at separate times and to minimize time in the copy room.

Social distancing signs are posted to remind people about the need to distance.

Related Policy: A.4.1. Social Distancing Policy

A.4.a. Social Distance Sign

A.4.b. Social Distance Sign

A.5. Cleaning and Disinfecting and Ventilation

HMC promotes safe and healthy practices throughout the organization. With the advent of COVID-19, HMS has implemented additional cleaning and disinfecting practices to slow the spread of the virus. HMC follows the CDC and MDH guidelines for cleaning and disinfecting.

HMC has implemented additional cleaning practices for high-touch surfaces. High-touch surfaces include counters, tabletops, chairs, doorknobs, stair rails, light fixtures, bathroom fixtures, toilets, phones, keyboards, and tablets. Surfaces will be cleaned at least twice daily with a household cleaner or hard surface disinfectant wipe.

Shared spaces such as conference rooms are cleaned following each use. Cleaning supplies are located in each area. Other shared spaces such as the copy room are cleaned frequently throughout the day. Shared equipment such as electronic equipment is cleaned after each use.

Bathrooms are cleaned at least daily.

Any shared equipment or supplies is cleaned between use. Items that may not be easily cleaned such as paper products are assigned to a house or apartment and are not shared.

Bedding and towels are washed and dried using the warmest appropriate setting. Individual's clothing is washed separately.

Toothbrushes and personal items are stored in individual baskets or totes.

Vehicles are disinfected after each use and cleaned weekly.

If an individual is diagnosed with a positive case of COVID, additional steps will be taken to clean and disinfect the location. Only approved employees will access the individual's room. Cleaning will be kept to a minimum while the individual is ill. Employees will use PPE when accessing the individual's room. If the individual remains in a house or apartment with other

individuals, cleaning of the shared space will be increased. Any shared bathrooms will be cleaned each time the infected person uses the bathroom. Any item that may be associated with the infected person, such as food trays, carts, etc. will be disinfected prior to being returned to the kitchen or used again. Disposable dishware will be used with the infected individual.

Other than the main office, HMC does not have large open areas that can be closed off if an infected person has visited. Efforts will be made to windows and doors in areas where an infected person has visited; however, the areas are used frequently by the people living in the apartments and houses and all areas will be cleaned with the appropriate cleaning solution to eliminate the virus from surfaces. Employees will wear appropriate PPE while disinfecting the area.

Ventilation – HMC regularly checks and changes filters. Humidity levels are monitored at all locations. Staff minimize air-flow from blowing across individuals.

Related Policies and Forms: A.5.1 COVID Cleaning and Disinfecting policy
A.5.a. Hard-Surface Cleaning Checklist
A.5.b. Vehicle Cleaning Checklist

A.6. Isolation and Use OF PPE

- HMC will limit the number of employees who access the room of a person who is COVID-19 positive during the isolation period.
- If necessary, HMC will move a person to an alternative location during the isolation period.
- Personal Protective Equipment (PPE), including surgical masks, gowns, eye protection, gloves will be provided if an individual is infected with the virus. Employees are instructed on proper donning and doffing and use of PPE.

Related Policy: A.6.1 COVID-19 Isolation Procedures

B. SCREENING

B.1. Screening and Tracing Employees

All employees are required to be screened prior to each work shift. The screening is completed by another employee. SILS employees start their day at the main office to allow for screening. Employees understand the symptoms of COVID-19 as they are screened daily and assist with the screening of individuals served daily.

Screening includes:

1. Taking and recording the employee's temperature;
2. Asking the employee:

- a. Have you been exposed to a person exhibiting COVID-19 symptoms?
- b. Have you been exposed to someone who has tested positive for COVID-19?
- c. Have you developed a dry cough?
- d. Or at least two of these symptoms: ____ Yes ____ No
 - 1. Fever
 - 2. Chills
 - 3. Repeated shaking with chills
 - 4. Muscle pain
 - 5. Headache
 - 6. Sore Throat
 - 7. New loss of taste or smell
 - 8. Diarrhea

If the employee has a temperature of 100.4° or higher and a dry cough or temperature of 100.4° with two or more of the related symptoms, the employee is excluded from work and referred to the COVID-19 Hotline:

- e. MDH Hotline 651-201-3920 7:00 AM – 7:00 PM**
- f. Mankato Clinic COVID-19 Hotline - 507-389-8548**
- g. Mayo Clinic Health Systems COVID-19 Hotline – 507-625-4031**

Tracing

If an employee or persons served is exhibiting symptoms, has been exposed to someone with a confirmed case of COVID-19, or has tested positive for COVID-19, the program director or program manager will complete a tracing form. The tracing form gathers information regarding the date the employee was exposed or began exhibiting symptoms, the date of testing, results of testing and the people who may have been exposed. The tracing includes a determination of the type of risk associated with the exposure. A high-risk exposure is defined as having close contact (closer than six feet) with the individual for more than fifteen minutes. A low-risk exposure is defined as having contact of six feet or more for less than fifteen minutes. The tracing also includes identifying if the employee was wearing a mask when the exposure occurred.

The screening protocol also includes the amount of time that an employee will be excluded from work based on the type of exposure or test results or the length of time that the individual will be isolated or quarantined, based on CDC and MDH guidelines.

Communications when an Employee or Person Served, has Tested Positive For COVID-19

If an individual has been exposed to an employee or another person living in the same residence, the program director or program manager will call family members, guardians, and case managers to notify them about the exposure and discuss the risk to the individual. The conversations will be recorded on the Communication form.

HMC complies with MDH recommendations regarding notifying MDH and others about a confirmed COVID case.

Related Policies: B.1. HMC Employee Screening and Tracing Protocol Policy

B.1.a. Staff Daily Temperature Charting

B.1.b. HMC COVID-19 Screening and Tracing Form

B.1.c. HMC COVID Positive Communication Form

B.2. Screening Persons Served

HMC screens and records the data for persons served daily. The screening includes taking the individual's temperature and oximeter reading, identifying if the individual has been exposed to a person who has tested positive for COVID-19 or someone who has exhibited COVID-19 symptoms, or is exhibiting symptoms.

If a person is exhibiting symptoms, HMC employees will contact the COVID hotline to determine if the individual should be tested. IF the individual has been exposed to a person who has tested positive, HMC employees assist the individual to isolate and monitor for symptoms. If necessary, the individual will be tested.

If a person served leaves with a family member, the person served will be screened upon returning to the location. If the person is exhibiting a temperature of 100.4° or higher and a dry cough, the person will be isolated in his or her room and tested if necessary.

HMC will contact the MDH COVID-19 Hotline if a person has a confirmed case of COVID-19.

HMC closely monitors the CDC and MDH recommendations and changes policies and procedures accordingly.

Related Policies: B.2. Screening Persons Served

B.2.a. Individual Temperature Charting SLS an SILS example

B.2.b. ICF Daily Screening Chart Example

B.3. Screening Visitors and Vendors

HMC has limited access to visitors and vendors in an effort to minimize exposure to the coronavirus. Doors are locked. Visitors must ring a bell to enter the building. All visitors and vendors will be screened prior to entering the building. If possible, vendors will make deliveries to the door and not enter the building.

Prior to entering the building, visitors are screened for temperature, symptoms including dry cough, shortness of breath, chills, shaking repeatedly with chills, muscle pain, headache, sore throat, new loss of sense of smell or taste, diarrhea, nausea or vomiting. Visitors with a fever of 100.4 or higher a dry cough or two or more of the other symptoms will not be allowed to enter the building.

All visitors and vendors will wear a mask while in the building.

The visitor's name and phone number will be recorded on the screening form in case it is needed for tracing purposes in the future.

Related Policies: B.3 Visitor and Vendor Screening Policy

B.3.a. Visitor Screening Form

C. CARE OF PERSONS SERVED

Current emergency data is maintained for all persons served. If a person served needs to go to the Emergency Room or hospital, employees ensure that the following paperwork accompanies the individual:

- ICF – Individual Crisis Plan with a note about current symptoms and a copy of a DNR/DNI order if applicable.
- SLS – Take the appointment book with the individuals Individual Data Form (IDF) and note current symptoms on the form.
- SILS – Individual Data Form, Medical Face Sheet, copies of Insurance cards, and copy of a DNR/DNI order or Health Care Directive if applicable.

C.1. Meals and Food Preparation

During COVID-19, meals are plated by employees and served to individuals. Food is prepared by the kitchen staff at the Homestead location and by the employees at Prairie's Edge, South, and the SLS homes.

Food and beverages are not shared between individuals.

If the houses do not allow for social distancing for meals, individuals eat in shifts. Employees do not eat with the individuals.

HMC maintains a minimum of three days to one week's supply of food and water at all locations.

If an individual is diagnosed with COVID-19, meals will be served on disposable dishes.

C.2. Family Involvement

HMC values opportunities to promote and foster relationships for the people served. Family members are encouraged to connect remotely with persons served via Skype, FaceTime or Zoom. Family members are asked to schedule visits with the individuals with the program managers and to limit the visits to one or two visitors. Visits are scheduled outside whenever possible.

If an individual leaves for an overnight visit with family, the family members are asked to complete a daily temperature screening for who comes in contact with the individual. If the individual is exposed to someone with a confirmed case of COVID-19, the individual may not be able to return or may be quarantined for 14 days upon return.

Related Policies and Forms: C.2. Family Visitation During COVID-19

C.3. COVID-19 Self-Management Assessment Addendum

HMC has developed a COVID-19 Self-Management Assessment Addendum that addresses COVID-19 issues including determining if the individual

- Understands the need to wear a mask in public and will comply with it;
- Understands the concept of social distancing and will comply with it;
- Understands the concept of good hand hygiene and will comply with it;
- Has an underlying medical condition that would be affected by COVID-19;

Family members and guardians are asked to assist in completing the form.

Related Policies and Forms: C.3.a. COVID-19 Self-Management Assessment

C.4. Return to Work/ Community Activity

At the onset of COVID-19 and during the Stay At Home order, persons served remained in their homes to limit exposure to COVID-19. A few individuals continued to work; however, day

programs were suspended and many employers were not considered essential. As a means of assisting individuals determine if they are able to safely access the community, HMC developed a Return to Work/ Community Activity form. The form evaluates the person's ability to comply with preventive measures such as practicing good hand hygiene, ability to wear a mask, and understanding social distancing. The form provides an evaluation of the worksite or community site including, evaluating the site's COVID Plan and their commitment to maintaining a safe work environment. The form is completed with the assistance of family members and guardians. If an individual is exposed to a person with a confirmed case of COVID-19 while working in the community or participating in a community activity, the individual will be quarantined to his or her room until the test result for the individual are returned or for 14 days.

Related Policies and Forms: C.4.a. Return to Work/Activity

D. TRANSPORTATION

HMC is committed to ensuring the health and safety of individuals served and employees.

Employees and persons served, as tolerated, will wear masks in the vehicles. The number of people in a vehicle will be limited to allow for distancing. Surfaces will be wiped after each use.

SILS staff will use an HMC vehicle to transport an individual who is exhibiting symptoms or who is COVID-19 positive.

People served in the SILS program are encouraged to wear masks use good hand hygiene when using public transportation.

If a person is exhibiting COVID-19 symptoms is transported in an HMC vehicle, the staff will wear PPE – surgical mask, gown, gloves, and goggles.

The transporting individuals during COVID-19 policy addresses the procedures for transporting healthy individuals, for transporting.

Related Policies: D.1. Transporting Individuals During COVID-19

E. WORKER'S COMPENSATION AND FFCRA

Employees are encouraged to self-identify and request accommodations if they are at

high risk for severe infection. Employees can contact the Support Services Manager to discuss the accommodations.

Families First Coronavirus Response Act (FFCRA)

In response to COVID-19, the federal government initiated the Families First Coronavirus Response Act (FFCRA). FFCRA provides paid sick leave and expanded medical and family leave for specified reasons related to COVID-19. It is effective from April 1, 2020 through December 31, 2020. Employees who are requesting a leave due to the coronavirus or become ill with the virus will contact the HR department to complete the paperwork for FFCRA.

Related Document: E.1. FFCRA Poster

Worker's Compensation

As an essential business, HMC employees qualify for Workers Compensation benefits COVID-19 is contracted while providing cares for an infected person. Employees who believe that the virus was contracted at work will contact the HR Department.

F. STAFF SHORTAGE

Providing the best possible care and support to the individuals served at HMC is the primary mission of the organization. HMC has developed a plan to address staffing shortages, if needed, related to COVID-19.

HMC will use trained staff members whenever possible. If necessary, staff members will be assigned to a location to provide cares and use the individuals' SMA and crisis plans to ensure the health and safety of the individuals.

The leadership team, executive director, operations director, program directors, and support services manager meets frequently to review staffing issues. Program directors and program managers respond to the reports of COVID-19 or exposure to COVID-19 on a daily basis and review staffing.

Related Policy: F.1 Staffing Shortage During COVID 19
F.2 ICF Staffing Guidelines

G. BUSINESS CONTINUITY

During the Stay at Home order, HMC implemented a policy of working remotely and allowing a limited number of employees at the main office. The Stay Safe MN order allows businesses to open up again, while continuing to promote staying at home as much as possible. HMC has elected to continue to promote working remotely and limiting in-person meetings and access to

the main office. Meetings continue to be scheduled via Zoom, Skype or alternative methods as possible.

Related Policies and Forms: G.1 COVID-19 Shelter In Place
 G.2 Working Remotely

H. SUPPLIES

HMC maintains a spreadsheet of critical supplies such as

- Gloves
- Gowns
- Goggles
- Surgical Masks
- Non-surgical Masks
- Hard Surface Cleaning supplies
- Alcohol Wipes
- Thermometer Covers
- Thermometers
- Oximeters

Locations submit their supply request to Maintenance. When the order has been filled, maintenance removes the supplies from the totals on the spreadsheet. The Maintenance Manager and Operations Director review the supplies and seek alternative sources to obtain supplies if necessary.

HMC is a member of the South Central Healthcare Coalition.

I. COMMUNICATION AND TRAINING ON THE PLAN

- All employees are trained on components of the plan.
- Supervisors review components of the plan at staff meetings.
- All employees receive regular communication with updates and reminders relating to the plan. As changes are made to the plan, employees will be updated on the changes.
- A copy of the plan will be posted at all locations and at the main office.
- The plan is available to all employees on Kronos.
- Persons served, family members, guardian, and case managers are informed about the HMC COVID-19 Preparedness Plan and a copy is available to them upon request.
- The plan is available to DHS and the Commissioner upon request.
- Staff with concerns about this plan or questions about their rights may contact MNOSHA Compliance at osha.compliance@state.mn.us, 651-284-5050 or 877-470-6742.