

COVID-19 Preparedness Plan for Christian Adoption Services

Christian Adoption Services is committed to providing a safe and healthy workplace for all our workers, volunteers, clients and visitors. To ensure we have a safe and healthy workplace, **Christian Adoption Services** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the Office Manager, Cambria Larson, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **Christian Adoption Services'** managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. **Christian Adoption Services** is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: encouraging dialogue regarding their personal schedules, requesting their input regarding their readiness & protocols to visit client's homes, and weekly video conferenced staff meetings during work-from-home months (following state/CDC recommendations) in which staff could share concerns or suggestions.

Christian Adoption Services' COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Christian Adoption Services has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the general guidance for DHS licensed, non-residential businesses. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for volunteers;
- additional protections and protocols for managing occupancy for staff;

- additional protocol for background studies; and
- additional protocols to limit face-to-face interaction.

Ensure sick staff stay home and prompt identification and isolation of sick persons

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Staff can review the health screening checklist upon entering the facility. Workers can contact the office manager or administrator if they are sick or experiencing symptoms and will go home.

Christian Adoption Services has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Paid Time Off (PTO) is an all-purpose time-off for employees to use for vacation, illness or injury and personal business. It combines traditional vacation, funeral leave and sick leave plans into one flexible, paid time-off policy. After 90 days of calendar service, employees are eligible to earn and use PTO as described in this policy:

The amounts of PTO full time (32 hours) employees receive each year increases with the length of their employment as shown in the following schedule:

- The 91st day of employment will be the start date through the second year of employment to earn PTO: 1 day per month, maximum of 12 days/year.
- After the second year through 5 years of employment: 1 1/2 day per month or 18 days, maximum of 23 days.
- After 5 years through 9 years of employment: 2 days per month or 24 days, maximum of 29 days.
- 10+ years of service: 2.5 days per month or 30 days, maximum of 35 days.

Accommodations can be made for workers to follow the Family Medical Leave Act (FMLA) for unpaid leave when needed. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented through cloud-based software and work-from-home processes in order to limit face-to-face interactions and protect "high risk" workers and clients.

Christian Adoption Services has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employees will be contacted to not come to the workplace. Staff will not return to workplace until the CDC's [criteria to discontinue home isolation](#) are met, in consultation with healthcare providers.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. The policy of Christian Adoption Services is: in the event a staff member tests positive for COVID-19, the employees will be notified regarding contact with someone who tested positive without mention of names or role identity. Staff who had contact with the positive individual will be sent home to quarantine or be tested as available

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers, clients, volunteers or other visitors in the workplace through the following controls: Flexible hours and work-from-home individual work stations are available to all workers and volunteers. Upon entering the building, workers can proceed to their workstation while maintaining distancing. Visitors who stop at the reception area can maintain social distancing with staff at the front desk. The common area of the kitchen must be used one at a time, washing hands and wiping counters/table after use. Seating in the conference room will be staggered with a chair in between each person and maximum capacity of 8 people. At individual workstations, personal equipment, phones, computers, etc will not be shared. Each staff is responsible for disinfecting personal equipment before sharing it with another worker. Each staff is responsible for their own protective supplies – a nonmedical face covering is sufficient for client meetings.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to 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 shift, prior to any mealtimes and after using the restroom. All clients, volunteers and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. A hand-sanitizer dispenser (that use sanitizers of greater than 60% alcohol) is located at the entrance to be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Handwashing stations provided at the restrooms and kitchen. Source controls are being implemented at our workplaces. Staff interactions for duration of 10 minutes and when distancing is difficult will require face coverings. When social workers are visiting client homes, hospitals for labor & delivery, or meeting outside the office, they will have their face covering.

Workers, volunteers, clients and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers, volunteers, clients, and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. Client meetings will begin with acknowledging where handwashing stations, tissues, and trash receptacles are located.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people by not using fans that blow across people.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, kitchen, and conference room. After each weekly meeting, the conference room is disinfected. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, copy machines, etc. Should a staff member contract COVID-19, measures will be taken to clean & disinfect the areas visited by the ill persons, according to CDC recommendations. Christian Adoption Services staff will be responsible for opening outside doors and windows if weather permitting, using fans to increase air circulation in the area. Cleaning and disinfection will begin after at least 24 hours. Additional outsourced cleaning services will be hired if necessary to complete thorough disinfecting.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated during weekly staff meeting to all workers on June 23, 2020, and necessary training was provided. Additional communication and training will be ongoing by email notification or during weekly staff meetings as needed. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, independent contractors, and clients, volunteers, or guests about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off or pick-up; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers, volunteers, clients, and visitors. All workers, volunteers, clients, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Health screening information is posted at the building entrance and the emergency plan is provided to all employees and volunteers as well as made available to clients and visitors.

Managers and supervisors are expected to monitor how effective the program has been implemented. Review of state recommendations will occur weekly and staff will discuss necessary changes as local and state authorities advise revisions. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Christian Adoption Services management and the plan was posted throughout the workplace and made readily available to employees 6/29/2020. It will be updated as necessary by Cambria Larson in cooperation with Administrator, Patricia Larson and approval of board of directors.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include:

- **Additional protocol for volunteers include:**
 - **Limiting volunteer help to individual outdoor or work-from-home projects during high-risk or stay at home recommendations.**

- During lower risk seasons, volunteers will go through screening questions and utilize the individual work station to assist in the workplace, with only one additional volunteer at a time.
- Protocol for occupancy when more staff is required for a meeting or training will include: meeting outside with physical distancing, finding larger meeting facility to maintain smaller percentage of occupancy, or including part of the staff via video conferencing.
- Protocol for required background studies:
 - For adoptive clients in MN, includes completing the emergency COVID-19 background study according to MN DHS capability for home study updates or new clients as needed. Clients who complete the emergency background study will be required to complete the full background study when available. Christian Adoption Services maintains a list of clients who are part of this temporary rule.
 - For adoptive clients in ND, includes completing the background study according to state standards (including other states previously residing in) and delayed studies will result in delayed home study approval.
 - For new hires, background studies will be completed for Minnesota and North Dakota (or whichever state they serve clients in) in a timely manner. Should an incomplete result be returned, or a delay in cleared study, new hire will only work with clients under supervision.
- Limited face-to-face interaction:
 - During state recommended high risk times, when physical distancing is limited to 5 or less individuals, staff will work from home and rotate hours as needed in the workplace.
 - Christian Adoption Services will follow state licensor recommendations regarding limited visits to client homes for services. As possible, home study visits and post-placement visits will be conducted in video conferencing, through Doxy.me or Zoom.
 - Fundraising events will be held online during high-risk seasons or when recommendations for gatherings are limited to under 50 individuals.
 - Fundraiser planning meeting are held via video conferencing. Committee and staff members will coordinate streaming/video event.
 - Hospital placement will be facilitated on a case-by-case basis as the hospital permits, and with the best interest of the delivering mom and baby in mind.

Certified by:



Cambria Larson
6/29/2020
Office Manager

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf