

## **COVID-19 Preparedness Plan for St. Cloud HRA**

The St. Cloud HRA is committed to providing a safe and healthy workplace for all our staff, participants, residents, and visitors. To ensure we have a safe and healthy workplace, St. Cloud HRA has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and staff 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 staff and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplace.

The COVID-19 Preparedness Plan is administered by the Executive Director, who maintains the overall authority and responsibility for the plan. However, management and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. St. Cloud HRA's managers and supervisors have our full support in enforcing the provisions of this plan.

Our staff are our most important assets. St. Cloud HRA is serious about safety and health and protecting its staff. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by sharing plans and requesting suggestions, feedback and then integrating suggestions into the development of the plan. Suggestions and feedback are shared verbally and also by emails.

St. Cloud HRA's 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 staff stay home and prompt identification and isolation of sick persons;
- Social distancing – staff must be at least six-feet apart;
- Worker hygiene and source controls;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol; and
- Communications and training practices and protocol.

St. Cloud HRA 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 following industry guidance for rental housing, inspections and office environments. 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 customers, participants, and visitors;
- Additional protections and protocols for personal protective equipment (PPE);

- Additional protections and protocols for access and assignment;
- Additional protections and protocols for sanitation and hygiene;
- Additional protections and protocols for handwashing;
- Additional protections and protocols for distancing and barriers;
- Additional protections and protocols for managing occupancy;
- Additional protocols to limit face-to-face interaction;
- Additional protections for receiving or exchanging payment; and
- Additional protections and protocols for certain types of businesses within an industry.

### **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 for staff prior to entering the workplace and for staff to report when they are sick or experiencing symptoms. Staff are asked to monitor their health and report if they are sick or experiencing symptoms by telephoning or emailing their supervisor. Staff will be asked to self-isolate at home for 14 days.

St. Cloud HRA has implemented leave policies that promote staff 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. The St. Cloud HRA has the Family Medical Leave Act and other leave policies to address these situations. Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented. Staff are able to telework from home as an accommodation.

### **Social distancing – Staff must be at least six-feet apart**

Social distancing of at least six feet will be implemented and maintained between staff, participants, residents and visitors in the workplace through the following engineering and administrative controls: in apartment building offices, physical barriers are present to maintain the six feet between staff and residents, the HRA office building is closed to the public and appointments are scheduled only when needed with the appropriate adult, no other person is allowed to attend unless the person is working in a profession that assists the participant or resident. Staff, residents and participants are required to wear masks when meeting. For inspections of units; inspectors will wear gloves, mask, face shield and booties for each inspection. Residents are also asked to wear a mask while inspector is present. Participants and residents will be asked if they are sick or if anyone in the household is sick or experiencing symptoms. Drop boxes are provided at each apartment building and in the HRA office building. In the HRA office building, chairs have been removed from the lunch room to only allow a set number of staff to have lunch in the same space and allow for maintaining the six feet of distance. A cleaning schedule has been developed for staff, with a assigned staff persons for each day to clean high touch points, and common areas. Face masks have been provided for all staff and residents. Face masks are available for participants of the voucher programs when they enter the HRA office.

### **Worker hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Staff 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 day, prior to any mealtimes and after using the restroom. All residents and participants to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers are at entrances and

locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Staff, residents and participants along with 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. Staff, residents, participants 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 for all staff and other persons entering the workplace. Posters are hung in the HRA office and in the apartment buildings.

#### **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. HVAC filters are being changed on a regular basis. 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.

#### **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, tools, and areas in the work environment, including restrooms, lunch room, meeting rooms, and drop off locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. A cleaning schedule has been implemented and being maintained at all locations. Hand sanitizers, wipes and disinfect sprays are being utilized.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. Training will be provided if needed by staff.

#### **Drop-off, pick-up and delivery practices and protocol**

Drop boxes are located inside and outside at the HRA main office. Drop boxes are also located at all apartment buildings. No pick-ups are occurring as all items are mailed.

#### **Communications and training practices and protocol**

This COVID-19 Preparedness Plan was communicated by email and at the HRA staff meeting to all HRA staff on May 27, 2020, and necessary training was provided. Additional communication and training will be ongoing by management and supervisors as needed. Training will be provided to all staff who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all staff, including employees, temporary staff, independent contractors, subcontractors, vendors, residents and participants about protections and protocols, including 1) social distancing protocols and practices; 2) drop-off; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by staff, residents and participants. All staff will also be advised not to enter the

workplace if they are experiencing symptoms or have contracted COVID-19. The guidance has occurred by email and at staff meetings.

Managers and supervisors are expected to monitor how effective the program has been implemented by giving feedback to the Executive Director. All management and staff 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 St. Cloud HRA management and the plan was posted throughout the workplace and made readily available to staff on June 29, 2020. It will be updated as necessary by the Executive Director.

Certified by

Louise Reis  
Executive Director  
June 29, 2020