

COVID-19 Health and Safety Plan

Under Governor Tim Walz's Executive Orders, businesses that were in operation during the peacetime emergency were required to establish a COVID-19 Health and Safety Plan. This included both critical and non-critical businesses. Since the expiration of the Executive Order, businesses are required to provide Health and Safety plans to their employees.

Our business's COVID-19 Health and Safety Plan, as well as our current Health and Safety Plan, will establish and explain the policies, practices, and conditions the business will implement to meet the industry guidance that are based on Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to safety and health in the workplaces. The plan should have the strong commitment of management and be developed and implemented with the participation of employees. Plans must be communicated to employees and posted at the workplace in a manner that is accessible for employees to review. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health, has the authority to determine whether a plan is adequate.

A business's COVID-19 Health and Safety Plan must include and describe how a business will implement the following, in compliance with the general industry guidance or the specific industry guidance applicable to your business:

1. Policies and procedures that assist in the identification of sick employees and ensure sick employees stay home.
2. Implementation of engineering and administrative protocols for social distancing.
3. Worker hygiene and source controls.
4. Workplace building and ventilation protocols.
5. Workplace cleaning and disinfecting protocols.
6. Drop-off, pick-up and delivery protections, and protocols; and
7. Communications and training practices and protocols.

COVID-19 Health and Safety Plan for Orion Associates and Meridian Services' Offices

Orion Associates and Meridian Services are committed to providing a safe and healthy workplace for all our employees and visitors. To ensure that we have a safe and healthy workplace, Orion Associates and Meridian Services have developed the following COVID-19 Health and Safety Plan in response to the COVID-19 pandemic. All Orion Associates and Meridian Services employees 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 from all employees. Only through this cooperative effort can we establish and maintain the safety and health of everyone in our workplaces.

The COVID-19 Health and Safety Plan is administered by Stephen Hage, Chief Administrative Officer, who maintains the overall authority and responsibility for the plan. All Orion Associates and Meridian Services employees, however, are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Health and Safety Plan. Orion Associates and Meridian Services' management staff have our full support in enforcing the provisions of this plan.

Orion Associates and Meridian Services' employees are our most important assets, and we are concerned with protecting their health and safety. Employee involvement is essential in developing and implementing a successful COVID-19 Health and Safety Plan. We will continue to include our employees in this process by soliciting feedback from our employees and others as we have done since COVID-19 policies and practices were implemented.

Orion Associates and Meridian Services' COVID-19 Health and Safety 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 employees stay home and prompt identification and isolation of sick persons.
- Worker hygiene and source controls.
- Workplace building and ventilation protocol.
- Workplace cleaning and disinfection protocol.
- Communications and training practices and protocol.

We have reviewed and incorporated the industry guidance applicable to our business provided by the State of Minnesota for the development of this plan, including the industry guidance for Human Services and Long-Term Care. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business will be updated as indicated.

Ensure Sick Employees Stay Home and Prompt Identification and Isolation of Sick Persons

All Orion Associates and Meridian Services employees are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Orion Associates and Meridian Services serve people who are vulnerable adults and children. Meridian Services' residential sites are congregate long-term care facilities and as such are considered especially vulnerable to the spread of the coronavirus. Many of the people Meridian Services serves also have underlying medical conditions. Meridian Services is required to report all persons served positive COVID-19 tests and staff positive COVID-19 tests to the Department of Health for monitoring.

Symptoms:

No one is to enter the offices, but must contact their supervisor if they are experiencing the following symptoms:

- Fever
- Cough
- Shortness of Breath
- Severe Difficulty Breathing
- Persistent Chest Pain or Pressure
- New confusion or inability to rouse
- Chills
- Headache
- Muscle Pain
- Sore throat
- Runny nose
- Congestion
- New loss of taste and smell
- Gastrointestinal symptoms such as nausea, vomiting, diarrhea
- Unusual or abnormal symptoms

If an employee has had contact with someone who tested positive for COVID-19, or someone who has been told to self-quarantine by a medical professional, or if an employee is showing the above symptoms, that employee must notify their supervisor immediately.

If an employee does not have any symptoms noted above and/or a fever, they can enter the office building.

If an employee becomes symptomatic while at work in the offices or residential sites, they are immediately to report their illness to their supervisor. The supervisor will assist the employee to find a place to isolate until the employee is able to leave. If a supervisor is unavailable, the employee is to contact another manager/supervisor in their department. Their work area and any common area they entered will be thoroughly cleaned thereafter.

Employees who share a workspace with an employee who became symptomatic, will be notified if the employee tests COVID-19 positive and if, through contact tracing, it is determined that they had a high-risk exposure.

Orion Associates and Meridian Services has implemented policies that promote employees 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.

Orion Associates and Meridian Services have implemented accommodations for employees with underlying medical conditions. Employees who have underlying health conditions are to contact Human Resources. They are accommodated, on a case-by-case basis, depending on the circumstances and their medical documentation.

Testing:

Both vaccinated and unvaccinated employees should continue to self-monitor for the symptoms of COVID-19. If an employee has any of the symptoms noted above and/or a fever, they are to stay home and inform their supervisor immediately or go home if they become sick at work. All employees are expected to seek COVID-19 testing when exhibiting these symptoms. Our requirement that employees seek testing for symptoms that may reflect symptoms of the flu, or the common cold are indicated by the highly transmissible variants and our desire to keep our workplace as safe as possible.

An employee who tests positive for COVID-19 will be asked if they want their identify to be kept private or if they are willing to share their identity. Orion Associates and Meridian Services will inform other employees if they have been exposed to a person with COVID-19 at the workplace. The identity of the person who tested positive will only be provided with that person's consent. While Orion Associates and Meridian Services will protect the privacy of employees' health status and health information to the greatest extent possible, the employee's supervisor will need to disclose who it was who tested positive for COVID-19 to other upper management personnel to determine which employees may have been exposed. In addition, Orion Associates and Meridian Services must report information about who has tested positive for COVID-19 and who may have been exposed to the Minnesota Department of Health for the purposes of contact tracing. Only certain Orion Associates and Meridian Services personnel will be involved in collecting and reporting this information.

The following assessment and quarantine information has been updated in accordance with CDC and MDH guidelines.

All staff who have tested positive for COVID-19 are excluded from working for at least 5 days.

Employees who have tested positive for COVID-19, are asymptomatic or have a reduction in symptoms, and are fever free for 24 hours without use of medication, may choose to return to work after 5 full days of quarantine with a negative COVID-19 test at Day 5 or thereafter.

If an employee lives with someone who has tested positive for COVID-19, they should immediately notify their supervisor for further instructions. That employee may be excluded from work until they are tested or until they quarantine.

It is recommended that, when a staff person tests positive for COVID-19, everyone who had contact with that individual take an antigen (at home) test no earlier than Day 5 and Day 7. Close contact is defined as unmasked contact greater than 15 minutes in a 24-hour period.

Quarantine guidelines for staff:

Persons who have had recent confirmed or suspected exposure to an infected person should wear a surgical face mask or N95 mask, not a cloth mask, for 10 days around others when indoors in public and should receive testing 5 days or more after exposure (or sooner, if they are symptomatic), irrespective of their vaccination status. Quarantine of exposed persons is no longer recommended, regardless of vaccination status. An exposed person can remove their mask prior to the 10 days, if they have two sequential negative antigen (at home) COVID-19 tests, 48 hours apart, no earlier than Day 5 and Day 7.

Employees who have tested positive for COVID-19, are asymptomatic or have a reduction in symptoms, and are fever free for 24 hours without use of medication, may choose to return to work after 5 full days of quarantine with a negative COVID-19 test no earlier than Day 5 or thereafter, but must mask through Day 10.

Employees are considered fully vaccinated if they have received at least one booster following a primary series of Pfizer or Moderna vaccines; if they completed the primary series of Pfizer or Moderna vaccines within the past 6 months; or if they completed the primary series of Johnson & Johnson vaccine within the past 2 months.

Mask wearing in the offices optional. We do, however, strongly recommend that those who are unvaccinated continue to wear masks.

This decision was based on the current situation as reported by the Minnesota Department of Health (MDH) and the updated recommendations of the Centers for Disease Control (CDC), as cited below. Wearing a mask in the public areas of the offices or in one's workspace remains an option for us all. Whatever decision we make as individuals, we expect everyone to be respectful of their colleague's personal choice.

Determining date that quarantine ends

To determine when the quarantine period will end, identify the day of symptom onset or the date of a positive test with no symptoms. This is considered Day 0. The next day is the first full day of quarantine, or Day 1. People can resume normal activities the day after their quarantine period is completed.

A 14-day quarantine means the person can resume activities on Day 15.

A 10-day quarantine means the person can resume activities on Day 11.

A 7-day quarantine means the person can resume activities on Day 8.

A 5-day quarantine means the person can resume activities on Day 6 with a negative test.

All employees must seek COVID-19 testing when exhibiting symptoms, including symptoms of the flu, or the common cold are indicated by the highly transmissible variants, to keep the workplace as safe as possible.

Social Distancing

Social distancing is no longer included as general guidance by the Centers for Disease Control (CDC). Social distancing, however, should be used along with masking if you have been exposed to COVID-19 or if you returned to work before 10 days after having tested positive for COVID-19. Social Distancing remains a precautionary tool to be used to reduce the transmission of COVID-19. Social distancing is also an option, upon request, for those at the Orion Associates and Meridian Services offices, including employees, people served and visitors in the workplace.

Offices Included: Golden Valley West: 9400 Golden Valley Road, Golden Valley, Minnesota 55427

Golden Valley East: 820 Lilac Drive, Golden Valley, Minnesota 55422
including Suites 100, 150, 160, 180, 200

Hopkins: 541 2nd Avenue South, Hopkins, Minnesota 55343.

Social distancing helps to minimize the risk of transmission of the disease.

Orion Associates and Meridian Services will provide Personal Protective Equipment (PPE) for our staff including masks if needed, cleaner/disinfectant and gloves. Personal Protective Equipment, phones, pens, computer equipment, desks, cubicles, workstations, and offices should be cleaned and maintained by each individual.

All employees are encouraged to communicate any immediate concerns to their supervisors. Direct Support Professionals (DSPs) are encouraged to use the on-call Chain of Command, if they cannot reach their supervisor, for any concerns related to the residential homes and the people we serve.

Employee hygiene and source controls

Basic infection prevention measures have been implemented in the offices. Employees are to wash their hands with soap and water, for at least 20 seconds, frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All others entering the offices are required to wash or sanitize their hands prior to or immediately upon entering the offices. Hand-sanitizer dispensers, with sanitizers of greater than 60% alcohol, are located at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water if hands are not visibly soiled.

Orion Associates and Meridian Services' employees are not required to wear masks. If an employee needs a mask, they should request one before entering the offices. Orion Associates and Meridian Services has disposable masks available at the reception desks.

Residential staff are expected always to wear a mask, covering their mouth and nose, while in the residential programs. Employees may be instructed to use more Personal Protective Equipment (PPE) by their supervisor on a case-by-case basis. These would include gowns, face shields, gloves, and eye shields. To the greatest extent possible, staff should use PPE while providing person care to the people we support.

Signs instructing staff to ensure handwashing and "cover your cough" have been posted in the offices. Respiratory etiquette will be demonstrated on signage and supported by making tissues and trash receptacles available to all employees and other persons entering the workplace.

All Employees are instructed to cover their mouths and noses with their sleeves or a tissue when coughing or sneezing, and to avoid touching their faces, particularly their mouths, noses, and eyes, with their hands. Employees are to dispose of tissues in the trash receptacles provided and wash or sanitize their hands immediately afterwards.

Handwashing Best Practices

One of the most important ways to prevent the spread of any illness, including COVID-19, is frequent handwashing. Hand sanitizer may be used as an alternative only if running water is not accessible. Basic infection prevention measures have been implemented at Orion Associates and Meridian Services at all times, including:

- Washing your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the restroom; and before eating or preparing food.
- Washing your hands before and after providing personal hygiene cares, administering medications, cleaning dirty surfaces and other instances where cross contamination may occur.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Providing coaching and encouragement to the individuals we support by actively practicing proper handwashing techniques.
- Hand sanitizer dispenser at the entrance of the facility for access prior to entering all buildings and all locations.
- Access to hand sanitizer dispensers (containing at least 60% alcohol) located in common areas.

Workplace Building and Ventilation Protocol

Orion Associates and Meridian Services are required to address the issues of 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 offices, air recirculation has been limited, and ventilation systems continue to be properly used and maintained. We have made the decision to pursue additional upgrades to our HVAC systems in the offices that have become available in response to COVID-19. These upgrades are not required; however, the organization has chosen to invest in them to further protect the health and safety of our employees. These upgrades have been installed.

Orion Associates and Meridian Services three offices at Golden Valley West, Golden Valley East and Hopkins now have the additional protection of Bi-polar Ionization modules for ventilation.

Orion Associates and Meridian Services maintain inspections of all systems and are in compliance with all commercial requirements. The residential homes are also inspected at least annually and are maintained in compliance with requirements for foster care facilities.

Workplace Cleaning and Disinfection Protocol

Regular cleaning and disinfecting practices have been implemented, including routine cleaning, and disinfecting of work surfaces, equipment, vehicles, and areas in the work environment, including restrooms, break and lunchrooms and conference rooms. Every employee is also responsible for cleaning common areas and objects after use including microwaves, counter space and copy machines.

Every employee is responsible for cleaning and disinfecting their own phones, keyboards, touch screens and desk area.

Cleaning products will be supplied at all offices that include at least 60 % alcohol so that areas are properly disinfected.

If an employee becomes symptomatic while at work in the offices or residential sites, they are immediately to report their illness to their supervisor. The supervisor will assist the employee to find a place to isolate until the employee is able to leave. If your supervisor is unavailable, the employee is to contact another manager/supervisor in their department. Their work area and any common area where they have been thoroughly cleaned thereafter.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in the offices in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required Personal Protective Equipment for the product.

Communications and Training Practices and Protocol

This COVID-19 Health and Safety Plans were originally communicated to employees on July 24, 2020, and necessary training provided. Additional communication and training have been ongoing by and

will be conducted for new employees by the Human Resources Department. Training will be provided to all employees who did not receive the initial training and prior to initial assignment or reassignment. All employees are encouraged to ask questions of their supervisors or to the Chief Administrative Officer using the jot form provided (<https://form.jotform.com/200723689415054>).

Instructions will be communicated to all employees, including temporary employees, and to independent contractors, subcontractors, vendors and outside technicians about protections and protocols, including: 1) practices for hygiene and respiratory etiquette; 2) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by employees. All employees, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. All employees, visitors, vendors, subcontractors will need to self- assess their health, take their temperature and wash their hands upon entry to all offices and residential sites.

All management employees are expected to monitor how effectively the program has been implemented. All employees 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 Health and Safety Plan has been certified by Orion Associates and Meridian Services' Officers and has been posted throughout the workplace and made readily available to employees by email. It will be updated, as necessary, by Stephen Hage, designated plan administrator. The plan will also be posted on our website for employee and the general public.

Certified by: Stephen Hage
 Chief Administrative Officer

Original Issue: 6/30/2020

Updated: 12/20/2020, 2/21/2021, 5/17/2021, 6/21/2021, 8/30/2021, 9/7/2021,
 9/11/2021, 12/31/2021, 1/12/2022, 3/16/2022, 9/26/2022

Appendix A – Guidance for Developing a COVID-19 Health and Safety 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

COVID-19 Vaccination Quarantine Decision Tree

High-risk Exposure to COVID-19
Has had close contact (within 6 feet for a total of 15 minutes or more)

Vaccinated

Yes

Not required to quarantine after exposure. Must wear a mask in indoor public settings for 10 days or until they receive two negative tests result after 5-7 days,

No

Has received a positive COVID-19 test result in the past 90 days?

Yes

Not required to quarantine after exposure. Must wear a mask in indoor public settings for 10 days or until they receive two negative tests result taken after 5-7 days

No

Not required to quarantine. Must wear a mask in indoor public settings for 10 days after exposure or if two negative tests taken 5-7 days.

Symptoms of Illness

Fever, cough, shortness of breath, severe difficulty breathing, persistent chest pain or pressure, new confusion or inability to rouse, chills, headache, muscle pain, sore throat, new loss of taste or smell, gastrointestinal symptoms such as nausea, vomiting, diarrhea, unusual or abnormal symptoms

Vaccinated

Yes

Employee should test immediately. They may return to work after negative test taken 5-7 days after symptoms onset

No

Employee should test immediately. They may return to work after negative test taken 5-7 days after symptom onset,

Positive COVID-19 Test Result

Employee may return after 10 days following the onset of symptoms and must have a reduction in symptoms and fever free for 24 hours without the use of medication

Employees who are asymptomatic or those whose symptoms have improved and have been fever-free for 24 hours, may choose to return after 5 days with a negative test result.

In all instances where an employee receives a positive COVID-19 test result, contact tracing will be conducted and MDH notification is done

Quarantine Counting Methodology

The last day of exposure, the day of symptoms on-set or day of positive test with no symptoms are considered to be Day 0.
The next full day is Day 1 of quarantine.