

COVID-19 SAFETY PROTOCOL

Minnesota CarePartner/Roots Recovery's plan for the protection of staff and clients includes 4 main tenets:

- I. Frequent cleaning and disinfection of shared surfaces and facility spaces
- II. The utilization of personal protective equipment by all staff and clients
- III. Effective personal hygiene & self-care practices
- IV. The practice of effective social distancing

I. Cleaning & Disinfection of Surfaces & Facility Spaces

Staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and anything touched/used by staff, clients and visitors in the office, focusing especially on frequently touched surfaces. Be sure to include the kitchen (post breaks) and bathroom (post UAs) and copy machine when necessary.

This should be done at least every 2 hours. Ideally, it should be done immediately following client breaks from IOP group and post client intake/orientation or Rule 25 appointments to disinfect the areas recently contacted.

An iPad kiosk has been setup with an interface to log cleaning instances. This log will contain a full accounting of all cleaning activities.

How to Clean and Disinfect for COVID-19:

Hard (Non-porous) Surfaces (walls, light switches, tables, desks, counters, copy machine, chair arms etc.)

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, use items we have available including, Lysol, Virucide, Clorox wipes/sprays and bleach or 70%+ alcohol solutions/sanitizers etc.

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces using the non-bleach, non-damaging cleaning products.
 - For electronics such as tablets, touch screens, keyboards, remote controls, etc.
 - Use wipes for electronics as not to damage the components (you can make your own cleaning wipes with paper towel and cleaning spray if needed)

Pillows, linens, Clothing, and Other Items

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry or pillows.

II. Utilization of Personal Protective Equipment by all Staff & Clients

The agency has provided both cloth and surgical ear-loop face masks that should be worn by all clients and staff when present in common areas of the facilities and during face-to-face sessions. Masks must be worn correctly, meaning that the mask fully covers the nose and mouth with minimal gaps around the face. Masks with adjustable nose wires should be adjusted to fit the face correctly.

Cloth masks should be cleaned regularly by one of the following methods:

- laundering with detergent in hot water and drying
- soaking in a 10% bleach solution and allow to dry

Masks do not need to be worn when staff are alone in their office, but staff should clean the hard surfaces in their office twice daily and after every instance in which another person is in the office with them.

The agency has also provided disposable gloves that should be worn during (and disposed of immediately following) the following activities:

- Eating
- Cleaning
- Handling urine specimens
- Touching client belongings or items brought into the facility by third parties

III. Effective Personal Hygiene & Self Care Practices

The agency expects staff and clients to practice effective personal hygiene & self-care. This includes regular handwashing and the utilization of alcohol-based hand sanitizer, as well as health-screening and quarantine of at-risk and exposed individuals.

Hand-Washing & Sanitizer Usage

1. Hands should be washed at minimum every two hours by following CDC handwashing guidelines:
 - a) **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - b) **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - c) **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - d) **Rinse** your hands well under clean, running water.
 - e) **Dry** your hands using a clean towel or air dry them.
2. Alcohol-based hand sanitizer should be used when handwashing is not available.

- a) Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- b) Rub your hands together.
- c) Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Self-Care Practices

The agency will continue to monitor clients and staff for signs of infection and exposure.

1. The agency will continue to foster an environment that encourages self-care and wellness, ensuring that staff have access to time-off and health care and that clients have access to resources and support in seeking services.
2. The agency has provided thermometers that shall be used to determine the presence of a fever for all individuals who are feeling or appear unwell.
3. Staff will routinely screen clients for symptoms of illness and potential exposure and request clients who may be at-risk remain quarantined and participate in services only via telehealth/teletherapy. These clients will also be referred for antibody testing through Open Cities Health Center.
4. Leadership will similarly screen all staff for symptoms of illness and exposure, encouraging the same self-care and quarantine measures should staff appear or feel unwell or report potential exposure.

IV. Practicing Effective Social Distancing

The agency has outlined the following social distancing guidelines:

1. Group rooms shall be large enough to allow 6 feet between each client present in the physical space.
2. Current group rooms should not have more than 7 individuals in the physical space.
3. Staff will facilitate services via telehealth/teletherapy whenever possible, even when both the client and staff are in the same facility. This can be accomplished by placing the client and staff in separate rooms and utilizing telehealth/teletherapy. If client and staff must be in the same room, a larger room should be chosen to allow for effective social distancing.
4. Clear markings have been placed on floors and walls and signs have been posted to remind all clients and staff of social distancing measures.
5. The door to the facility has been locked and a doorbell installed to allow for traffic control.
6. Some staff will continue to work from home to reduce the need for shared office space.
7. The program will consider current epidemiological trajectories and guidance by the governor while ramping up in-person services.

It is imperative that all clients and staff observe these guidelines to continue to protect the safety and well-being of Minnesotans.