

# Park Avenue Center's COVID-19 Preparedness Plan

Park Avenue Center remains committed to providing a safe and healthy workplace for all our staff, clients, business partners and visitors. To ensure we have a safe and healthy workforce, PAC 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 staff 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 Mark Casagrande, 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. PAC's managers and supervisors have our full support in enforcing the provisions of this plan.

Our staff is our most important asset. Park Avenue Center is serious about safety and health and protecting our staff. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by soliciting feedback on a regular basis via email communications from the Executive Director throughout the pandemic.

Park Avenue Center's COVID-19 Preparedness Plan follows the [COVID-19 Universal Guidance for All Businesses and Entities \(PDF\) \(staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities\\_tcm1152-480317.pdf\)](https://staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) developed by the state of Minnesota, available at the [Stay Safe Minnesota website \(https://staysafe.mn.gov\)](https://staysafe.mn.gov), 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. The following requirements must be addressed, but each business is encouraged to consider additional recommendations and adopt additional requirements that appropriately address COVID-19 mitigation strategies the business deems necessary.

- Health Screening, isolation, and quarantine
- Hand hygiene practices
- Cleaning and disinfecting
- Indoor facilities, utilities, and ventilation

## HEALTH SCREENING, ISOLATION, AND QUARANTINE

Park Avenue Center has implemented a mandatory At-Home Health Screening policy for all staff and external partners who work in our facilities when clients and staff are present (i.e. on-site medical staff). For each day staff or partners are scheduled to work, they are required to record their temperature, and document whether they are experiencing any known COVID-19 symptoms as identified by the CDC. As

the identified symptoms change, we update the screening tool. Staff and partners have been instructed, which is also documented on the At-Home Health Screening form, that they are not to come to work if they are symptomatic or have a fever in excess of 100.0 degrees. They are also instructed to stop working and leave the facility immediately if they start to experience symptoms while they are working and notify their supervisor. Completed At-Home Health Screening forms are submitted to the Human Resources team at the end of each week for tracking and filing. For any staff without access to a thermometer at their home, a non-contact thermometer is stationed at each facility front desk.

Any staff experiencing symptoms are not able to return to work until they have consulted with and followed the recommendations of their healthcare provider. Staff who test positive may not return to work until they have 24 hours with a temperature of <100.0 degrees and 10 days since symptoms first appeared and any respiratory symptoms have improved (and/or any new recommendations released by the CDC). If a person tested positive but did not have symptoms, they follow the recommendations of the Healthcare Provider to return to work assuming they have not developed symptoms. Any staff who has been exposed to another person known to have tested positive or be presumed positive for COVID-19 and is not experiencing symptoms must complete the health screening twice daily for 14-days after the last exposure. A separate form is provided to those staff members to record the twice daily screenings.

## **HAND HYGIENE PRACTICES**

Park Avenue Center staff and clients have been instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Signs have been placed in bathrooms as reminders and bathrooms are checked twice daily to ensure soap remains available. While individual employees have hand sanitizers and a limited number of hand sanitizer stations are placed throughout the facilities, we provide services for clients suffering from alcoholism. Due to the high alcohol content of the most effective sanitizers, they pose a significant risk for relapse so placement has been limited to areas where it can be monitored by staff (i.e. reception desks). Paper towels and tissue are available for staff and clients as well as foot door openers have been attached when applicable.

## **CLEANING AND DISINFECTING**

Park Avenue Center will continue to perform routine environmental cleaning according to established schedules and procedures. 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.

## **INDOOR FACILITIES, UTILITIES, AND VENTILATION**

Park Avenue Center has evaluated the operational capacity of indoor ventilation systems and developed a plan to increase and maintain ventilation provided throughout indoor spaces. Steps will be taken to increase the intake percentage of outside air to increase dilution of contaminants, and minimize recirculation, whenever possible, while maintaining indoor air conditions. In the absence of effective mechanical ventilation, steps will be taken to increase natural ventilation as much as possible, including opening windows when possible and safe. This plan is consistent with applicable Stay Safe Industry

guidance, and Park Avenue Center has consulted the resources in applicable industry guidance and others, as necessary, in developing this plan. Box fans paired with air purifiers with True HEPA filters have been purchased and placed in all group rooms to increase air circulation. Air purifiers have also been provided for staff offices upon request.

## **ADDITIONAL COVID-19 MITIGATION PRACTICES**

Staff have been continuously encouraged to get the COVID-19 vaccination in weekly communication from the Executive Director. Clients of Park Avenue Center have also been encouraged to get vaccinations and have provided transportation to free vaccination sites.

Masks, while no longer required by the state or city, are still available and non-vaccinated staff are strongly urged to continue wearing masks.

Certified by Mark Casagrande, Executive Director, 6/2/2021