



# Enterprise North, Inc.

**Enterprise North, Inc. (ENI)  
COVID-19 Preparedness Plan  
Date originally created: June 23, 2020  
Date effective: May 28, 2021**

## **Purpose**

Enterprise North, Inc. (ENI), is committed to providing a healthy workplace for all of our clients, employees, and visitors. To best ensure this, we have developed the following procedures in response to the COVID-19 pandemic. Our goal is to mitigate the transmission of COVID-19 in our workplace and all employees are expected to follow these procedures until further notice.

This Preparedness Plan details procedures to prevent and minimize hazards to human health as it relates to the COVID-19 Pandemic. This document is prepared to describe implementation of precautionary and response measures to safely and effectively execute work by ENI employees and clients.

This Preparedness Plan will be a living document, to be updated as often as new information regarding the COVID-19 Pandemic is released. This Plan attempts to capture specific actions, prevention plans, and procedures to address emergencies resulting from COVID-19. The provisions of the Plan will be implemented on-site and emergency action will be taken during any event that may threaten human health at ENI sites or any of the community sites where ENI employees or clients are employed.

**This Preparedness Plan will be implemented in accordance with the most current Minnesota Department of Health (MDH) and Centers for Disease Control and Prevention (CDC) guidelines.**

## **Current Guidance**

- ENI **strongly encourages** all staff and people served to get vaccinated if possible. Vaccination is one of the best things you can do to prevent getting or spreading COVID-19. For more information about what you can do when vaccinated, visit [COVID-19 Vaccine \(http://www.health.state.mn.us/diseases/coronavirus/vaccine/index.html\)](http://www.health.state.mn.us/diseases/coronavirus/vaccine/index.html).
- ENI will follow all current MDH, CDC, and DHS recommendations and requirements for programming during COVID-19, including, but not limited to:
  - o Wearing face coverings: [CDC Guidance for Wearing Masks \(https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html\)](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html) and [MDH Face Covering Requirements and Recommendations \(https://www.health.state.mn.us/diseases/coronavirus/facecover.html\)](https://www.health.state.mn.us/diseases/coronavirus/facecover.html)
  - o Staying home (quarantine) if you have been exposed to someone who has COVID-19: <https://www.health.state.mn.us/diseases/coronavirus/close.html#not>
  - o What to do if you are sick: [If you are Sick: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/sick.html\)](http://www.health.state.mn.us/diseases/coronavirus/sick.html)
  - o Testing recommendations for traveling, if you have COVID-19 symptoms, or are exposed to COVID-19: [COVID-19 Testing \(https://www.health.state.mn.us/diseases/coronavirus/testsites/index.html\)](https://www.health.state.mn.us/diseases/coronavirus/testsites/index.html)

## Hygiene and Respiratory Etiquette for Preventing the Spread of COVID-19

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people; land in their eyes, nose, or mouth; or land on surfaces that people touch. Several key strategies can reduce the risk of getting sick or transmitting COVID-19:

- Cover your coughs and sneezes with your elbow or sleeve, or a tissue and then throw the tissue in the trash and wash your hands afterwards.
- Wash your hands often with soap and water for 20 seconds, especially after using the restroom or before eating. If soap and water are not readily available, use an approved hand sanitizer.
- Avoid touching your face – especially your eyes, nose, and mouth – with unwashed hands.
- Stay home if you are sick.
- Clean and sanitize all program and common areas at least daily or more often as deemed necessary throughout the day.

## Screening Policies for Staff and Persons Served

- Staff will self-monitor for the following signs and symptoms of COVID-19: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, or new loss of taste or smell that can't be attributed to something else. If any of these symptoms are present, notify supervisor and stay home until symptom free.
- ENI staff will visually observe persons served and ask how they are feeling as they enter their program areas at the beginning of the day. They will also be monitored throughout the day for signs and symptoms of COVID-19 or other illness.
- All individuals with ongoing symptoms are strongly encouraged to contact their health care provider to determine if they should be tested for COVID-19.

## Additional workforce management procedures

- ENI will follow MDH's **strong recommendation** that when indoors all unvaccinated individuals wear face coverings
- All staff and persons served (or residential providers) shall provide notice of any individual who develops symptoms or are confirmed for COVID-19 for up to 7 days following their visit to ENI. If individuals are determined to have been potentially contagious while at the ENI site, protocol for confirmed cases will be followed as laid out in this document according to current guidance.
- All community sites at which ENI provides services shall provide notice of any employee or customer who develops symptoms or are confirmed for COVID-19 for up to 7 days following their visit to the community site. If individuals are determined to have been potentially contagious while at the community site, protocol for confirmed cases will be followed as laid out in this document according to current guidance.

## Reporting Procedures for Confirmed Cases

In the event of any of the following, reporting and response policies will be followed to minimize exposure and transmission of COVID-19. Notification of any of these events shall be made immediately:

- A confirmed case of COVID-19 for a client, employee, or person living with a client or employee
- An individual is denied access to an ENI vehicle, ENI site, or community site or removed from the site for fever or symptoms associated with COVID-19
- Notice of an individual being otherwise impacted by COVID-19

The reporting procedure is as follows:

- One or more of the following ENI leadership shall be immediately notified:
  - o Executive Director
  - o ENI Site Managers
  - o Designated Coordinators
  - o Job Development Coordinator
- ENI will work with MDH to determine the risk level of other staff and persons served and will provide guidance regarding communication and other steps. ENI will follow MDH guidelines for quarantining staff and persons served impacted by exposures.
- The notification will protect the confidentiality of the individual whom has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA)
- ENI leadership will then determine the facility's ability to continue to provide services safely using the following guideline:
  - o ENI may temporarily close the facility if it is determined that we cannot deliver services safely due to COVID-19 exposure or infection in multiple cohorts or facilities, inability to maintain minimum staffing ratios, or non-participation by consumers who receive services.

**ENI leadership may choose to implement a temporary voluntary closure of a facility (or facilities) if they determine they cannot deliver services safely. If this is determined, ENI will notify all consumers, and/or their responsible parties, of service changes.**

- Prior to the return of services, all affected or potentially infected areas will be thoroughly cleaned and disinfected.

### **Best Practices for COVID-19 Prevention at ENI Sites**

- Will be implemented in accordance with CDC and MDH guidelines.
- Encourage sick employees and clients to stay home
  - o Anyone with symptoms (fever, cough, shortness of breath) should notify their supervisor and stay home.
- Face Coverings
  - o ENI will follow the guidance of MDH and the CDC for face coverings.
  - o Even in situations where face coverings are not required, all staff should carry a face covering to prepare for close interactions with others who may request face coverings.
- Transportation
  - o ENI will follow CDC, MDH, & DHS guidance for safe transportation

- Social Distancing
  - o CDC & MDH guidance for social distancing will be followed.
  - o Shared Computers and equipment will be sanitized before and after each use.
  
- Housekeeping and Sanitizing
  - o Common areas will be cleaned and sanitized daily.
  - o Workers responsible for trash removal will maintain proper PPE/hand washing practices.
  - o Handwashing stations will be maintained with soap, hand sanitizer, and paper towels.
  - o All individuals on site will be expected to participate in extra cleanings for frequently touched surfaces (light switches, tables, chairs, door handles, etc.)

I certify and affirm the company's commitment to implement and follow the plan.



Dana O'Brien  
Executive Director  
Effective: May 28, 2021