

COVID-19 Preparedness Plan for Northwest Respiratory Services

Northwest Respiratory Services is committed to providing a safe and healthy workplace for all our employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among employees and management. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. **Northwest Respiratory Services** managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at **Northwest Respiratory Services**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by sharing via “All Employee” regular emails the concerns that have been addressed, and how worker suggestions and feedback have been reviewed, and how those have been integrated into developing the plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette.
- engineering and administrative controls for social distancing.
- housekeeping – cleaning, disinfecting and decontamination.
- prompt identification and isolation of sick persons.
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Policies and procedures both have been and 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. Everyone wears a mask and temperatures are taken before entering the workplace.

Northwest Respiratory Services has implemented leave 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. **[Please contact Human Resources if you have any questions.]** Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. **[any concerns may be discussed with HR].**

Northwest Respiratory Services has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, NRS will always protect the privacy of employees’ health status and health information.

Handwashing

Basic infection prevention measures are always in place at our workplaces. Employees 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 shift, prior to any mealtimes and after using the toilet. All visitors to any of our locations will be required to wash their hands prior to or immediately upon entering a branch. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water if hands are not visibly soiled. NRS will supply this for each location.

Respiratory etiquette/Mask coverings: Cover your cough or sneeze

Employees 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, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette posters and trash receptacles available to all employees. Please reference the HR policy for mask coverings sent out on Thursday July 22, 2020. https://mn.gov/governor/assets/EO%2020-81%20Final_tcm1055-441107.pdf (for reference to the Governor's orders which NRS will follow).

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: NRS will use, when necessary: telework, flexible work hours, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time; maintain six feet of distance between employees; provide signage or instructions for employees; regulate riding in or sharing of vehicles; support communications plans to address employee concerns. NRS will provide recommended protective supplies, such as masks, gloves, disinfectant, shields, etc. Also use any physical workplace changes, such as increased distance between workstations or between employees, also use of barriers when spacing cannot be increased. Employees and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms. Frequent cleaning and disinfecting should be conducted in high-touch areas, such as phones, keyboards, door handles, elevator panels, railings, copy machines, etc.

Communications and training

This Preparedness Plan was communicated via the NRS website employee portal. Additional communication and training will be ongoing and provided to all employees. Managers and supervisors are to monitor how effective the program has been implemented by **asking employees for input**. Management and employees are to work through this new program together and update the training as necessary.

This Preparedness Plan has been certified by **Northwest Respiratory Services** management and was posted throughout the workplace [date]. It will be updated as necessary.

Certified by:

Michelle Traxler

Quality Assurance/Privacy Officer

Management Team

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing <https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing [www.cdc.gov/coronavirus/2019-ncov/community/guidance-](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf