



ACHIEVE SERVICES

COVID-19 Preparedness Plan

Achieve Services is committed to providing a safe and healthy workplace for all our workers and the people we are privileged to serve. To that end, we have developed the following COVID-19 Preparedness Plan (“Plan”) in response to the coronavirus pandemic. Managers, staff and participants 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 workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff, participants, and workplaces.

This plan applies to all Achieve Services, Inc. staff, participants, the Achieve Board of Directors, and visitors to Achieve. Management and staff are responsible for implementing and complying with all aspects of this Plan, and **Achieve Services’** managers and supervisors have our full support in enforcing the provisions of this policy. Any person at Achieve who refuses or is unable to comply with this Plan will be asked to leave our premises.

Our employees are our most important assets, and we exist to serve our participants. We are serious about safety and health and keeping our staff working and safely serving our participants at **Achieve**. **Achieve** recognizes that staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by including staff at all levels on our Pandemic Response Team (see Appendix A). This Team has reviewed and provided input into the development and finalization of this Plan. In addition, a draft of this Plan was circulated among all permanent staff, and feedback was encouraged and incorporated as appropriate. **Achieve’s** 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 workers; and
- management and supervision necessary to ensure effective implementation of the plan.

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

Achieve staff and participants have been informed of the COVID-19 symptoms and are required to self-monitor for signs and symptoms of COVID-19. Staff and participants are required to STAY HOME if symptoms are present or they are feeling ill. The following policies and procedures are being implemented to assess staff and participants' health status prior to entering the workplace, and for staff and participants (and/or their caretakers) to report when they are sick or experiencing symptoms:

A. Staff and Participant Check-In

Achieve staff and participants will be required to STAY HOME WHEN FEELING SICK, but we are aware that people don't always know when they've been infected. Accordingly, **Achieve** has put the following safeguards in place:

1. **Achieve** will assign a staff member to check each staff and participant's temperature as they arrive at Achieve each day, and will confirm that they have completed the health survey referenced below. Participants arriving on Achieve vehicles will be checked while on the vehicle, and staff will be checked as they enter our building.
 - a. Some staff may be authorized to begin their workday from home, or to arrive at Achieve prior to the screeners. In those limited cases, the staff will be required to (1) self-check their temperature before beginning

their shift and verify they are symptom free, and (2) check in with a screener at their first opportunity.

- b. Only staff who are authorized in advance may follow the process described in paragraph a. above.
2. Assigned screeners will be at each check point. These screeners have been trained on COVID-19 signs and symptoms, the policies and procedures related to COVID-19, and HIPAA.
3. Each staff person entering **Achieve** will proceed directly to the check-point, where their temperature will be taken and documented by the screener. If the temperature reads 100.4 or higher, the screener will retake the temperature to confirm the reading.
4. Participants will have their temperatures taken prior to getting on the vehicle at their pick-up location. If a temperature of 100.4 or higher is detected and confirmed, the participant will be unable to board the vehicle.
5. In addition to monitoring temperatures, staff and participants will be required to acknowledge that the following statements are true before or as they enter our premises:
 - a. You are not exhibiting any symptoms related to COVID-19 (fever, cough, sore throat, shortness of breath, chills, muscle pain, headache, or a new loss of taste or smell) that cannot be attributed to something else (such as allergies).
 - b. You have not had any close contact with someone who has exhibited COVID-19 symptoms in the last 48 hours.
 - The CDC defines “close contact” as being approximately six feet from an infected person for more than a 15-minute period. Close contact also includes instances where there is a direct contact with infectious secretions. Close contact generally does not include brief interactions, such as walking past a person.
 - c. You have not visited an area where there has been a significant outbreak of COVID-19 activity in the last 7 days.
6. Each participant will be given a mask and a dose of hand sanitizer upon boarding an Achieve vehicle. At the end of the route, the driver will collect the masks, place them in individual bags marked with the participant’s name, and the masks will be given back to the participants for the ride home. Or – if participants bring their own mask they will keep it.

7. If a staff member or participant has a fever of 100.4 or higher, if they or their residential provider and/or guardian cannot acknowledge the statements as true and/or refuses to answer the questions, or the person reports feeling sick, the person will be asked to leave immediately and follow-up with a phone call to their supervisor for further clarification and guidance.
8. If a staff member or participant acknowledges the statements as true and has no fever, they will be issued a mask to use during the day and they can proceed to their work area. Staff will be required to wear masks while working, and participants will also wear masks while at **Achieve** unless they have discussed their inability to wear a mask with a supervisor previously (medical condition, sensory issues, etc).
9. All screening forms will be kept in a confidential location separate from the employees' and participants' personnel files.

B. Experiencing Symptoms of COVID-19

1. If a staff member or participant is at home and showing signs and symptoms of COVID-19, the person should STAY HOME and should call **Achieve** with the following information:
 - a. Description of symptoms they are experiencing;
 - b. If a test has been given, report the results of the test. Test results will be kept confidential in accordance with **Achieve's** HIPAA policy.
2. If a staff member begins to feel ill at work and is experiencing symptoms, the person should immediately inform a supervisor so that adequate staffing coverage can be secured for their assigned area, and they will be asked to leave immediately.
3. If a participant begins to feel ill and/or is experiencing symptoms at **Achieve** or at their work site, staff should immediately arrange transportation home as soon as possible.
4. If unable to leave immediately, a sick worker or participant will be relocated and isolated in a designated isolation room until he/she is able to leave. The isolation room shall be cleaned and disinfected daily and after each use, and if a staff member or participant leaves due to symptoms of COVID-19, designated staff will be assigned to clean areas in which the sick person has been.

5. If a staff member or participant tests positive for COVID-19 and/or is diagnosed by a doctor that they have COVID-19, the person should immediately report the results to **Achieve** so appropriate notice can be given consistent with this Plan and guidance from the CDC and MDH.
6. Please see “return to work” section of this policy to know when an infected person is clear to return to **Achieve**.
7. Staff should review **Achieve’s** Emergency Paid Sick Leave Policy, Emergency Family and Medical Leave Policy, and the COVID-19 Paid Sick Leave Bank (attached as Appendix B, C and D) or leaves that may be available to them due to COVID-19.

C. Notification of Exposure to Confirmed Cases of COVID-19:

1. For confirmed cases of COVID-19, **Achieve** will provide notification of potential exposure to those staff and participants who worked directly with the individual, or otherwise had “close contact” with the individual as defined at I.A.5.b above.
 - A person is considered to be working “directly with” an individual if they are in the same program area at the same time and/or ride on the same vehicle with the individual.
 - A person is considered exposed if they are in close contact with someone within 48 hours who tests positive or has an onset of symptoms, whichever is present first.
2. When a staff or participant is tested positive for COVID-19, Achieve staff will immediately notify each individual that was on their route and those in the same program area as the person who tested positive. Achieve staff will also notify the participant’s team of the exposure and give a timeline of when they can return.
3. For individuals who may not have been tested for COVID-19, but are experiencing symptoms that match COVID-19, **Achieve** will consult with MDH and other health care professionals, and will determine on a case-by-case basis whether and to whom notifications should be sent.
4. Anyone who has been directly exposed to an infected person will be advised to proceed based on the CDC’s [Public Health Recommendations for Community-Related Exposure](#) (attached as Appendix E).

5. Employees and participants who are well but who have a sick person at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#) (attached as Appendix E). In addition, persons living with a sick person should self-quarantine and cannot return to Achieve until the conditions for “Returning to Achieve” as stated in below have been met.
6. Achieve will notify MDH when there is a confirmed case of COVID-19 in our program by calling 651-297-1304 or 1-800-657-3504 (Monday-Friday 8a-5p). Achieve will work with MDH and comply with their directive when given.

D. Returning to Achieve

1. If a staff member or participant has been sent home due to illness and/or has been diagnosed with COVID-19, the infected person cannot return to **Achieve** until the following conditions have been met:
 - a. At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications, AND
 - b. Improvement in respiratory symptoms (e.g. cough, shortness of breath), AND
 - c. At least 10 days have passed since symptoms first appeared.
2. Per MDH guidelines, if someone was in direct contact with a COVID-19 positive individual and they themselves test negative, they can return in 7 days; unless they live in the same home as the positive individual then it would be 14 days of quarantine.
3. If someone was in direct contact with a COVID-19 positive individual and they themselves test positive or choose not to get a COVID-19 test, they can return after 10 days of exposure unless they have symptoms.
4. The person may return to work without meeting the conditions set forth above only if a doctor provides written confirmation that the cause of the person’s symptoms was not COVID-19 related along with a written release for the person to return to **Achieve**.
5. If you have questions on when you yourself or a participant can return to Achieve after being exposed, please reach out to Achieve staff at 763-783-4909.

E. Accommodations for “At-Risk” Persons

1. **Achieve** understands that some of our staff and people we serve may, due to a variety of factors, be at a higher risk of serious complications should they contract COVID-19. “At-risk persons” include people who are:
 - a. 65 years and older;
 - b. Living in a nursing home or long-term care facility, as defined by the Commissioner of Health;
 - c. People who are immunocompromised (caused by cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications);
 - d. People with severe obesity (body mass index (BMI) of 40 or higher);
 - e. People with diabetes;
 - f. People with chronic kidney disease undergoing dialysis; and
 - g. People with liver disease.
2. Persons who are at-risk or live with an at-risk person and would like accommodations should contact **Achieve’s** HR to explore accommodation options.
3. **Achieve** will work with at-risk persons on a case-by-case basis to make reasonable accommodations to minimize the risk of exposure. Accommodations may include, but not be limited to, the following:
 - a. Adjustments to work times and schedules;
 - b. Adjustments to services provided and/or received;
 - c. Adjustments to the manner of delivering services or goods; and
 - d. Physical adjustments to program space and/or work areas to ensure social distancing.

Achieve’s staff and participants are advised that the Governor’s Exec. Order 20-55 strongly urges at-risk persons to stay at home. However, Achieve also respects our participants’ right to make informed choices, and we will do our best to honor their choice whether or not to attend Achieve during this pandemic.

Achieve has implemented leave policies that promote staff 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. (**Achieve’s** sick leave, the Family Medical Leave Act (FMLA), and other policies

addressing these situations are attached as Appendix B, C and D.) Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions will be considered and implemented on a case-by-case basis.

Achieve has also implemented a policy for informing staff and participants if they have been exposed to a person with COVID-19 at their workplace. This policy is attached as Appendix G.

This Plan shall be interpreted or implemented in a way that minimizes potential conflicts with **Achieve's** Health Insurance Portability and Accountability Act (HIPAA) policy or other state or federally-recognized privacy rights.

II. Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 the facility will be required to wash their hands prior to or immediately upon entering the facility, and to wear a facemask. 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, as long as hands are not visibly soiled. In addition:

- A. Information posters will be prominently displayed throughout **Achieve**, and will include information on hand washing and sanitizing;
- B. Hand sanitizing stations will be located throughout **Achieve's** space and in each program area, as well as on every **Achieve** vehicle.
- C. In addition to bathrooms in common areas, most program areas have a bathroom, and staff and participants will be encouraged to regularly wash their hands with soap and water for at least 20 seconds.

III. Respiratory etiquette: Cover your cough or sneeze

Everyone entering **Achieve's** premises is 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 will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff, participants and visitors. In addition:

- A. Informational posters will be prominently displayed throughout **Achieve**, and will include instruction on respiratory etiquette;
- B. Proper respiratory etiquette will be included in COVID-19 preparedness training required of every member of our staff.

IV. Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- A. **Achieve** will encourage staff who are able to work from home to do so as often as possible in light of their specific duties;
- B. **Achieve** will host meetings, including participants' annual meetings, via video conferencing instead of in-person, whenever practical;
- C. **Achieve** will stagger work shifts and participant arrival times in order to avoid crowded entryways and hallways as staff arrive and depart from work;
- D. **Achieve** will designate work stations and assigned seating areas in each program area in a manner that complies with social distancing guidelines, and those stations and seating areas shall be clearly marked;
- E. **Achieve** understands that transportation creates unique challenges for social distancing, and will reassign routes to minimize instances where 6 feet of separation is not possible, and will require that all staff and participants wear masks while in transit on Achieve vehicles;
- F. **Achieve** understands that different program areas have different needs, and will work with each area to ensure that each area has the necessary protective equipment, including but not limited to face shields, masks, gloves, hand sanitizer and disinfectant wipes. Program supervisors will be responsible for taking inventory of those supplies and ensuring that additional supplies are ordered in a timely manner;

- G. **Achieve** has installed a protective barrier at our reception desk to minimize the risk of exposure in that area;
- H. Vending machines, water fountains, and refrigerators at **Achieve** will be out of service during this Pandemic, and staff will not handle currency or make change for participants or staff;
- I. **Achieve** will not allow non-essential visitors to enter **Achieve's** premises or vehicles, and will post notices of this restriction at entrances to our space;
- J. Staff will be required to wear masks while working at **Achieve**, unless working alone in an enclosed office space or an accommodation has been made in writing. Participants will be strongly encouraged to wear masks, especially whenever social distancing practices cannot be maintained;
- K. **Achieve** will post signage at entrances to our space that ban non-essential visitors and directs staff and participants to the check-in station.
- L. While at community job sites, **Achieve** staff and participants will be required to comply with the employer's COVID-19 Preparedness Plan, or Achieve's Preparedness Plan, whichever is determined to provide the greatest degree of protection.
- M. Hallways are marked with arrows to follow for traffic patterns in and out of the program.
- N. Participants are assigned to specific areas with designated staff. Participants and staff remain in this area for their shift.
- O. Tables in areas are marked with "X" in tape for designated spaces to sit. These spaces are 6 feet apart. Whenever possible, tables will be turned in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets created when people talk, cough, or sneeze.
- P. Arrival times and departure times at Achieve are scheduled at staggered times to help decrease large groups arriving at the same time. Participants will be brought to their assigned area upon arrival at Achieve. Participants will remain in their area until their shift has completed. An announcement will be made when the vehicle arrives and participants will leave their assigned area to get on their vehicle for their ride home.
- Q. **Achieve** staff, participants and visitors are prohibited from gathering in groups and in confined areas, including elevators, and from using another person's personal protective equipment, phones, computer equipment, desks, cubicles,

workstations, offices or other personal work tools and equipment. In cases where items or spaces must be shared, the user is responsible for disinfecting the items or spaces before and after use.

V. Housekeeping

Regular housekeeping practices are being implemented at **Achieve**, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms, computer lab, mail room and meeting rooms. Frequent cleaning and disinfecting will be conducted as follows:

- A. Prior to working and after finishing work for the day, staff assigned to the area will clean and disinfect high-touch surfaces. High-touch surfaces include, but are not limited to, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, and sinks, etc.;
- B. High-touch surfaces in individual offices shall be cleaned by the occupant upon entering the office and before leaving for the day;
- C. **Achieve** staff will use cleaning products that are listed on the EPA's list of products approved to combat viruses. A list of those products can be found in **Appendix H**.
- D. Staff will wear disposable gloves while cleaning;
- E. Twice throughout the day, high-touch surfaces in general access areas, such as hallways, conference rooms, bathrooms, and the reception area will be cleaned by staff assigned on a rotating basis using a checklist of areas/surfaces to be cleaned; and
- F. If someone becomes ill with COVID-19 or has symptoms of the virus while at work, they will be isolated to a designated isolation room. The area they had been working and any areas they may have come into contact with will be cleaned using the products listed above. Once the individual has left the building, the med room will be disinfecting with the products listed.
- G. Communal food will not be permitted while this plan is active, and drinking fountains and vending machines will not be in use.

Achieve will also ensure that its vehicles are regularly cleaned and disinfecting by implementing the following practices:

- H. Before and after each route, **Achieve** staff will be assigned to wipe down the steering wheel, door handles, seat belts and seats using one of the EPA-

approved products listed in **Appendix H**. Staff will wear disposable gloves while cleaning;

- I. If someone becomes ill with COVID-19 or has symptoms of the virus while at work, the vehicle the person was riding will be sanitized with the products listed in **Appendix H** and if possible taken out of rotation for 48 hours.
- J. All vehicle keys will be sanitized before being put back into the key boxes

VI. Phased Re-opening

Achieve is re-opening and restoring services in a phased approach. At this time, Phase I and Phase II have been implemented, as described in **Appendix I** incorporated herein.

- A. Achieve's staff and participants are advised that the Governor's Exec. Order 20-55 strongly urges at-risk persons to stay at home. However, Achieve also respects our participants' right to make informed choices, and we will do our best to honor their choice whether or not to attend Achieve during this pandemic.
- B. Achieve will consider a temporary shutdown if services are not able to be delivered safely. Circumstances that could lead to a temporary shutdown include multiple COVID-19 exposures in multiple areas, the inability to maintain minimum staffing ratios, or absenteeism by a majority of participants due to COVID-19 exposure or infection.

VII. The Plan is a Living Document

COVID-19 pandemic planning continues to present challenges as new data and information continue to evolve, and we are operating in largely uncharted waters. And while we will continue to follow guidance from the CDC, MN Department of Health and other experts, **Achieve** will also continue to invite our staff to comment and provide input on this Plan, and to share their ideas on how to make this Plan more efficient and effective in achieving our goal of protecting the health and safety of our staff and participants. Staff can submit comments and suggestions at any time by contacting a member of the Pandemic Response Team, or leaving comments in the suggestion box in the break room.

VIII. Communications and Training

Achieve's COVID-19 Preparedness Plan was communicated to all staff and participants by (1) sending the document to all staff via email, (2) posting the Plan at the reception desk, the mail room, and the staff break room, (3) posting the Plan on Achieve's website, and (4) emailing the Plan to each participant's team, on or before **June 9, 2020**. In addition, all staff will attend mandatory training on the Plan on May 18th and any time updates are made to the plan. Effective **February 5, 2021**, all Plan updates will be uploaded on the Viventium Employee Self Service (ESS) and each employee will have unrestricted remote access via ESS. Additional communication and training will be ongoing and provided within one week of any material changes to the Plan, and will be included in the orientation for new participants and workers joining Achieve. Effective **February 16, 2021**, all active employees will be required to sign the COVID-19 Preparedness Plan Acknowledgement Form (attached on page 14) after they have received training on the Plan updates. New hires will also be required to sign the COVID-19 Preparedness Plan Acknowledgement Form during orientation. Managers and supervisors are to monitor how effective the Plan is being implemented, and will bring any issues or concerns to the attention of the Pandemic Response Team. Management and staff will work through this Plan together and update the training as necessary. This Preparedness Plan has been certified by **Achieve Services** management, approved by **Achieve's** Board of Directors, and was posted throughout the workplace. Updated versions will be communicated as the Plan is revised.

Certified by:

Thomas H. Weaver

CEO, Achieve Services, Inc.

8/11/2020



ACHIEVE SERVICES, INC.

COVID-19 Preparedness Plan Acknowledgement

I acknowledge that I have received a copy of the Achieve Services, Inc (ASI). COVID-19 Preparedness Plan and I understand its contents. I agree to abide by the regulations contained in the plan. I understand that any questions I have regarding this plan should be directed to my supervisor. I also understand that I have to comply with these regulations as a condition of my employment.

Printed Name: _____ Signature: _____

Date: _____

Appendix A

ACHIEVE SERVICES PANDEMIC RESPONSE TEAM

| | |
|-------------------|------------------------------------|
| Tom Weaver | CEO |
| Kathy Svanda | Board Chair, parent |
| Carol Donahoe | Program Director |
| NJ Dijeh | HR Director |
| Jennifer Dieter | Development Director |
| Jim Rooker | Program Supervisor |
| Cassie Derner | Program Supervisor |
| Pete Schlichtmann | Community Based Employment Manager |
| Lonny Hopkins | Production Manager |
| Ralph Vossberg | Behavioral Specialist |
| Steve Simmons | Program Specialist |
| Troy Obright | Training Specialist |
| Sharon McKeever | Training Assistant |
| Rick Wurdemann | Driver |

Appendix B

Emergency Paid Sick Leave (EPSL) Policy

Achieve Services, Inc. provides eligible employees with emergency paid sick leave under certain conditions.

Eligibility

All employees are eligible for emergency paid sick leave.

Reason for Leave

You may take emergency paid sick leave if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual or are advised to quarantine or isolate;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration/Compensation

Employees are entitled to:

Full-time employees: 80 hours of pay at their regular pay rate. However, when caring for a family member (for reasons 4, 5, and 6 above), sick leave is paid at two-thirds the employee's regular rate.

Part-time employees: Pay for the number of hours the employee works, on average, over a two-week period.

Paid leave under this policy is limited to \$511 per day (\$5,110 in total) where leave is taken for reasons 1, 2, and 3 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4, 5, or 6 (care for others or school closures).

Leave Rules

You may elect to use emergency paid sick leave before using any accrued paid leave.

No leave provided by the Company before April 1, 2020 may be credited against your leave entitlement. Your emergency paid sick leave hours can be carried over after December 31, 2020 due to Achieve's voluntary policy extension. The total number of hours for which each employee receives the emergency paid sick leave is capped at 80 hours. You will not be eligible for additional EPSL hours once you have exhausted your 80 hours.

Requesting Leave

If you need to take emergency paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

The mandatory FFCRA Emergency Paid Sick Leave expired on December 31, 2020. Achieve Service voluntarily extended this paid sick leave policy effective January 1, 2021. This policy will expire on March 31, 2021.

Appendix C

Emergency Family Medical Leave Act (EFMLA) Policy

Achieve Services, Inc. provides eligible employees with up to 12 weeks of emergency family and medical leave for a qualifying need related to a public health emergency.

Eligibility

Emergency family and medical leave is available to all employees that have been employed by the Company for at least 30 calendar days.

Reason for Leave

Leave under this policy is limited to circumstances where you are unable to work (including telework) due to your need to care for your minor child because the child's school or place of childcare has been closed or is unavailable due to a public health emergency.

Requesting Leave

If you need to take emergency family and medical leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Compensation

The first 10 days (two weeks) of leave are unpaid, but you may substitute accrued paid leave, including emergency paid sick leave.

The remaining 10 weeks are paid at $\frac{2}{3}$ of your regular rate for the number of hours you would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$10,000 total).

Leave Rules

No leave provided by the Company before April 1, 2020 may be credited against your leave entitlement. Your emergency family medical leave hours can be carried over after December 31, 2020 due to Achieve's voluntary extension. Please contact the HR Director (Njabulo Dijeh) at 763-717-7842/ ndijeh@achieveservices.org to determine your eligibility.

Restoration

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

The mandatory FFCRA Emergency Family Medical Leave Act expired on December 31, 2020. Achieve Service voluntarily extended this paid sick leave policy effective January 1, 2021. This policy will expire on March 31, 2021.

Appendix D

COVID-19 Paid Sick Leave Bank

Achieve Services, Inc. provides eligible employees with up to 40 hours of COVID-19 paid sick leave for qualifying reasons related to COVID-19.

Eligibility

All active employees are eligible for *1 week* of paid sick leave (up to 40 hours for full time employees, or the average number of hours that the employee works over a typical one-week period) for COVID-19 related reasons.

Reason for Leave

You may take the COVID-19 paid sick leave for the following qualifying reasons:

1. You have exhausted your EPSL and EFMLA hours.
2. You are experiencing any of the qualifying reasons stated under EPSL and EFMLA (Refer to Appendix B and Appendix C).
3. You are quarantining due to exposure to someone who tested positive for COVID-19 but you are not developing symptoms.
4. You are experiencing symptoms after a negative test result.
5. You are experiencing health issues related to COVID-19 after your quarantining period has ended.
6. You are supplementing the 2/3rds of your pay from FFCRA EPSL or EFMLA up to your regular earnings.

Duration/Compensation

Employees are entitled to:

Full-time employees: 40 hours of pay at their regular pay rate.

Part-time employees: Pay for the number of hours the employee works, on average, over a one-week period.

Leave Rules

You may elect to use your COVID-19 paid sick leave before using any accrued paid leave.

The COVID-19 paid sick leave is non-accrual. The total number of hours for which each employee receives COVID-19 paid sick leave is capped at *40 hours*. The COVID-19 sick leave hours will be available for the remainder of the pandemic period. Upon separation, any unused COVID sick leave will be considered void.

Requesting Leave

If you need to take the COVID-19 paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires at the end of the pandemic.

Appendix E

Public Health Recommendations for Community Based Exposure

Website: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

**This information is as of May 12, 2020. Please visit the website listed above for the most current recommendations for community based exposure.

The following updates CDC guidance for definitions and management of contacts of persons with COVID-19 contained in “Public Health Recommendations after Travel from Areas with Potential Risk of Exposure to Coronavirus Disease 2019 (COVID-19).” Separate guidance is available for [travelers](#) and [health care workers](#). See also [Guidance for essential workers external icon](#).

Public health recommendations have been updated to accommodate new scientific evidence, evolving epidemiology and the need to simplify risk stratification. New recommendations are based on:

Growing evidence of transmission risk from infected persons without symptoms or before the onset of recognized symptoms;

Increased community transmission in many parts of the country;

A need to communicate effectively to the general public and to simplify implementation for public health authorities;

Limitations in access to COVID-19 testing and increasing number of cases diagnosed clinically

Continued focus on reducing transmission through social distancing of individuals in affected areas

Summary of Changes:

Changed risk strata descriptions – levels of risk have been reduced to simplify communications and implementation

Changed period of exposure risk from “onset of symptoms” to “48 hours before symptom onset”

Added the definition of a contact to include exposure to a laboratory confirmed case as well as a clinically compatible case in regions with widespread ongoing transmission

Removed “no risk” category and replaced with unknown risk to acknowledge that all persons in the United States are at some risk of COVID-19 given the increases in community spread throughout the United States.

Current guidance based on community exposure, for asymptomatic persons exposed to persons with known or suspected COVID-19 or possible COVID-19

Travelers, health care workers and critical infrastructure workers should follow guidance that include special consideration for these groups. CDC’s recommendations for community-related exposures are provided below. Individuals should always follow guidance of the state and local authorities.

Current guidance based on community exposure, for asymptomatic persons exposed to persons with known or suspected COVID-19 or possible COVID-19

| Person | Exposure to | Recommended Precautions for the Public |
|---|---|--|
| Household member Intimate partner Individual providing care in a household without using recommended infection control precautions Individual who has had close contact (< 6 feet)** | Person with symptomatic COVID-19 during period from 48 hours before symptoms onset until meets criteria for discontinuing home isolation (can be a laboratory-confirmed disease or a clinically compatible illness in a state or territory with | Stay home until (follow which one applies to you): <ul style="list-style-type: none"> • 14 days after last exposure if you live with the individual. • 10 days if you test positive (and show no symptoms on day 10) OR choose not to get tested. |

| | | |
|--|---|--|
| <p>for a prolonged period of time ***</p> | <p>widespread community transmission)</p> | <ul style="list-style-type: none"> • 7 days if you test negative. <p>and maintain social distance (at least 6 feet) from others at all times</p> <p>Self-monitor for symptoms</p> <p>Check temperature twice a day</p> <p>Watch for fever*, cough, or shortness of breath</p> <p>Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)</p> <p>Follow CDC guidance if symptoms develop</p> |
| <p>All U.S. residents, other than those with a known risk exposure</p> | <p>Possible unrecognized COVID-19 exposures in U.S. communities</p> | <p>Be alert for symptoms</p> <p>Watch for fever*, cough, or shortness of breath</p> <p>Take temperature if symptoms develop</p> <p>Practice social distancing</p> <p>Maintain 6 feet of distance from others</p> <p>Stay out of crowded places</p> |

| | | |
|--|--|---|
| | | Follow CDC guidance if symptoms develop |
|--|--|---|

*For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4oF (38oC) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunosuppressed, or taking certain medications (e.g., NSAIDs).

** Data are limited to define of close contact. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating others and the environment).

***Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure from 10 minutes or more to 30 minutes or more. In healthcare settings, it is reasonable to define a prolonged exposure as any exposure greater than a few minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

Integration of these definitions and actions into communications and actions of public health authorities can be guided by CDC’s [“Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#)

Appendix F

Website: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fguidance-prevent-spread.html

**This information is as of May 12, 2020. Please visit the website listed above for the most current recommendations for community based exposure.

CDC Recommended Precautions

Quarantine

Quarantine is used to **keep someone who might have been exposed to COVID-19 away from others**. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation

Isolation is used to **separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected**. People who are in isolation should stay home until [it's safe for them to be around others](#). In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

| If you... | Steps to take... |
|---|-------------------|
| Live in a community where COVID-19 is or might be spreading | Watch your health |

| | |
|--|--|
| | <p>Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.</p> <p>Take your temperature if symptoms develop</p> <p>Practice social distancing. Maintain 6 feet of distance from others, and stay out of crowded places.</p> <p>Follow CDC Guidance if symptoms develop.</p> |
| <p>Feel healthy but recently had close contact with a person with COVID-19</p> | <p>Stay at home and monitor your health (Quarantine)</p> <p>Stay home until:</p> <ul style="list-style-type: none"> • 14 days after last exposure if you live with the individual. • 10 days if you test positive (and show no symptoms on day 10) OR choose not to get tested. • 7 days if you test negative. <p>Check your temperature twice a day and watch for symptoms of COVID-19</p> <p>If possible, stay away from people who are at higher-risk for getting very sick from COVID-19</p> |

| | |
|--|---|
| <p>Have been diagnosed with COVID-19, or</p> <p>Are waiting for test results, or</p> <p>Have a cough, fever, or shortness of breath, or other symptoms of COVID-19</p> | <p>Isolate yourself from others</p> <p>(Isolation)</p> <p>Stay home</p> <p>If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.</p> <p>Read important information about caring for yourself or someone else who is sick, including when it’s safe to end home isolation.</p> |
|--|---|

Appendix G

Notification of Exposure to COVID-19 Policy

1. Any individual who has been in “close contact” or worked “directly with” another individual at Achieve who has been diagnosed with COVID-19 will be notified of their potential exposure within 24 hours, either personally or via email, text, or telephone call.
 - a. “Close contact” includes being within 6 feet from an infected person for more than a 15-minute period in any one day, and/or riding on the same vehicle with an infected person.
 - b. Working “directly with” a person includes working in the same program area as the infected person regardless of whether 6 feet of social distancing had been maintained.
2. Notification of the potentially exposed individual will include the following information:
 - a. Confirmation that the individual was potentially exposed to an individual at Achieve who was recently diagnosed with COVID-19;
 - b. Reminder that the exposed person must adhere to Achieve’s HIPAA policy to maintain the infected individual’s privacy;
 - c. Requirement that the exposed individual self-quarantine after last exposure for the guideline below that applies to them and to monitor for signs and symptoms due to exposure to an infected person;
 - i. 14 days if you live with the individual.
 - ii. 10 days if you test positive (and show no symptoms on day 10) **OR** choose not to get tested; or
 - iii. 7 days if you test negative.
 - d. Advice to follow CDS and MDH quarantine guidelines for persons exposed.

Appendix H

Cleaning products that are approved to disinfect Human Coronavirus:

Sani-Cloth Plus Germicidal Disposable Cloth

EPA Registration Number: 9480-6

Red Lid wipes in storage closet

Super Sani-Cloth Germicidal Disposable Cloth

EPA Registration Number: 9480-4

Purple Lid wipes in storage closet

NABC Hard Surface Disinfecting Wipes

EPA Registration Number: 1839-190

White Lid wipes in storage closet

Alpha-HP Multi-Surface Disinfectant Cleaner

EPA Registration Number: 70627-62

Green liquid in janitor's closet. Must be mixed with water and used in spray bottles

Virex II Disinfectant

EPA Registration Number: 70627-24

Blue liquid in janitor's closet. Must be mixed with water and used in spray bottles

Appendix I

Phase I

In summary, Phase I will include the following:

- A. Community-Based Employment: Phase I includes allowing participants who choose to return to their community-based jobs to return to work when the job site has a COVID-19 Preparedness Plan that Achieve staff have reviewed and determined to be consistent with Achieve's Plan;
- B. Center-Based Services: Phase I includes resuming center-based services for those participants who choose to return to Achieve, with the following limitations in place:
 - a. Participants will receive on-site services for a maximum of 4 hours of on-site services and a maximum of 6 hours (4 on-site) if combined with community services
 - b. Achieve will limit the number of people on site to a maximum of 50 people total, including staff.
 - c. Each area will be assigned cohorts of a maximum of 10 individuals (comprising of both staff and participants).
- C. Per DHS guidelines, individuals in Phase I must live independently or with family members. At this time, those in residential facilities are not permitted to return.

Phase II

In summary, Phase II will include the following:

- A. Community-Based Employment: Phase II (in continuation of Phase I) includes allowing participants who choose to return to their community-based jobs to return to work when the job site has a COVID-19 Preparedness Plan that Achieve staff have reviewed and determined to be consistent with Achieve's Plan;
- B. Center-Based Services: Phase II (in continuation of Phase I) includes resuming center-based services for those participants who choose to return to Achieve, with the following limitations in place:
 - a. Participants will receive on-site services for a maximum of 6 hours of services whether it is on-site, community or both.

- b. Achieve will limit the number of people on site to a maximum of 50% of licensed capacity, including staff.
 - c. Each area will be assigned cohorts of a maximum of 10 individuals (comprising of both staff and participants).
- C. In Phase II, DHS guidelines were lifted allowing participants to return, no matter where they reside. Individuals in Phase II can live independently, with family members or in a residential facility.

Revisions Made:

Revised 8/26/2020 (staff check-in location, services provided for 4 hours/6 hours)

Revised 9/15/202 (no longer having residences completing symptom check forms)

Revised 10/20/20 Page 5, D.1a to reflect 24 hours instead of 24. D.1c from 7 days to 10 days

Revised 12/8/20

Page 5, I.C.1 Exposure time to 48 hours prior to being around someone.

Page 5, I.C.2 Immediately notifying teams when someone tests positive.

Page 6, I.D.2 Testing negative, they can return in 7 days.

Page 6, I.D.3 Testing positive or not testing, they can return in 10 days.

Page 6, I.D.5 Calling Achieve with questions or further details.

Revised 12/21/20

Page 12, VI.D. Considering a temporary shutdown if we cannot deliver safe services.

Revised 1/20/21

Page 3, I.A.5.b Changed close contact of 7 days to 48 hours.

Page 12, VI. Phased Re-opening Phase descriptions were moved to Appendix I and update on our current phase was described.

Page 14, Appendix A: Response team members was updated.

Pages 16 and 17, Expiration date was extended to March 31st, 2021.

Page 20, Updated Current Guidelines for how long to quarantine under recommended precautions column.

Page 24, Updated close contact quarantine guideline from 14 days to reflect the new 7, 10 and 14-day quarantine times.

Page 26, Appendix F, 2.c. Updated close contact quarantine guideline from 14 days to reflect the new 7, 10 and 14-day quarantine times.

Revised 1/25/21

Page 13: Added verbiage about plan access on Viventium ESS and the acknowledgement page.

Page 14: Added COVID-19 Preparedness Plan Acknowledgement page.

Page 16-17: Updated EPSL policy extension and expiration date to March 31, 2021.

Page 18-19: Updated EFMLA policy extension and expiration date to March 31, 2021.

Page 20: Added COVID-19 Sick Leave Bank Policy.