



COVID-19 Pandemic Plan and Procedures

Purpose

Peace of Mind of Duluth, Inc. is committed to providing healthy and safe practices for individuals receiving services and team members to work. The purpose of this plan and procedures is to provide best practices in efforts to mitigate the potential of transmission of COVID-19 within Peace of Mind of Duluth, Inc.

All team members are responsible for implementing and complying with all aspects of the Plan and Procedures.

This plan is a working document and will be updated as often as needed based on recommendations and requirements from Center for Disease Control (CDC), OSHA, Minnesota Department of Health (MDH), Minnesota Department of Human Services (DHS), and St. Louis County Public Health and Human Services.

The provisions of the plan will be implemented onsite and emergency action will be taken during any event that may threaten the health and safety within Peace of Mind of Duluth, Inc. or any of the community sites where Peace of Mind team members or individual serves are met or employed.

The COVID Pandemic Plan and Procedures are in accordance with existing Peace of Mind of Duluth, Inc. Infection Control and Bloodborne Pathogen Policies and Procedures.

The COVID-19 Plan and Procedures will be actively implemented throughout the duration of the COVID-19 pandemic and remain in place until notified by Peace of Mind of Duluth, Inc. President or Executive Team.

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Preparedness Development and Involvement within Peace of Mind of Duluth, Inc.

Since March 1st, 2020 Peace of Mind of Duluth, Inc. has been active in COVID-19 planning and preparedness. Individuals served and their guardians or family members as well as all Peace of Mind team members have been given opportunities to contribute to the development of procedures to ensure health and safety of all as well as address concerns or questions related to Peace of Mind's COVID-19 preparedness.

Individuals and Family Members or Guardians

Starting March 5th, 2020 regular communication via letters and emails were sent out to individuals and family members/guardians about Peace of Mind's planning and response to COVID. Individuals and family members/guardians were given opportunities to address concerns or ask questions. The week of April 6th, 2020 President, Lisa Anderson, offered virtual meetings for any individual to join a virtual meeting to also address concerns and ask questions as well as speak further on COVID-19. Three meetings were offered at different days/times to accommodate different schedules of day, evening, and overnight shifts.

Managers, Designated Coordinators, Designated Manager, Licensed Nursing Team, Executive Team, and President Lisa Anderson reach out to individuals and family members/guardians to touch base on how they are doing, anything else Peace of Mind can be doing, and discussion on needs moving forward.

Executive Team

Starting March 1st, 2020, Peace of Mind Executive Team starting meeting at least twice a week to discuss planning and preparedness of COVID-19. Meeting agendas focused on updates from CDC, DHS, MDH as well as changes and implementation within Peace of Mind related to COVID-19.

Leadership Team

Starting March 1st, 2020 Leadership team members were involved in at least weekly meetings to discuss planning and preparedness of COVID-19 within Peace of Mind. Managers, Designated Coordinators, Nursing, and Executive Team were a part of all meetings to discuss options and best practices as information developed on COVID-19.

Direct Support Professionals

Starting March 5th, 2020 regular communication via Therap Splash and SComm messages were sent to all Peace of Mind team members about Peace of Mind's planning and response to COVID. Letters and support documentation from CDC, MDH, or St. Louis County Public Health and Human Services was also provided. The week of April 6th, 2020 President, Lisa Anderson, offered virtual meetings for any team member to join a virtual meeting to also address concerns and ask questions as well as speak further on COVID-19. Three meetings were offered at different days/times to accommodate different schedules of day, evening, and overnight shifts.

Peace of Mind Leadership Team will continue to be available and coordinate communication throughout COVID-19 to all individuals, family members/guardians, and team members.

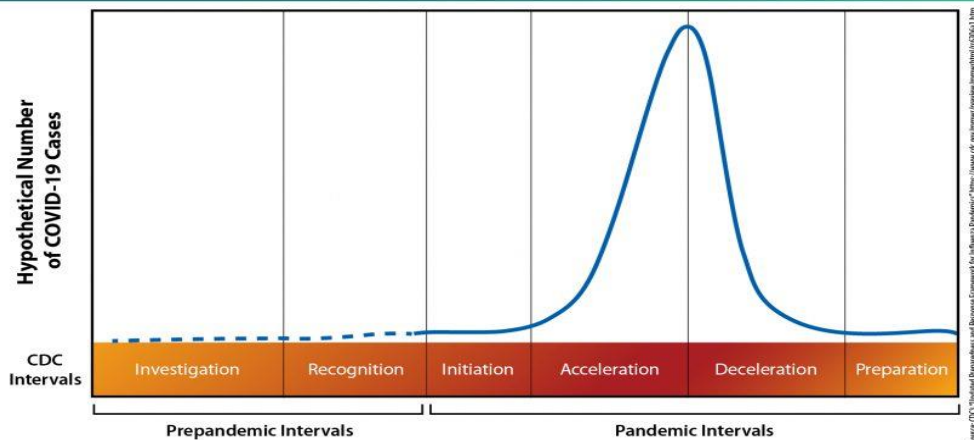
COVID Pandemic Basics

What is a pandemic?

Pandemic refers to the occurrence, two or three times per century, of a new virus infection that circulates around the world. This means a disease that has spread widely across many geographical regions. It has nothing to do with how many people get sick, how severe their sicknesses are, or how many people die.

There have been three viral pandemics in the 20th century, of varying degrees of severity. The Spanish Flu of 1918 and 1919, the Asian Flu of 1957-1958, and the Hong Kong Flu of 1968-1969. The 21st Century saw the first influenza pandemic in April 2009 (H1N1), originating in Mexico and the spreading around the world a month later. And now, January 2020 COVID-19 originating in China.

Preparedness and Response Framework for COVID-19 Pandemic



Source: CDC's Updated Preparedness and Response Framework for Influenza Pandemics: <https://www.cdc.gov/immzoo/influenza/pandemic/20180118.html>

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Outbreaks of respiratory illness, including pandemics caused by a new virus, typically follow a pattern and can be divided into intervals.

cdc.gov/coronavirus

What are the symptoms of COVID-19?

COVID-19 signs and symptoms can be difficult to distinguish from other respiratory tract infections as well as the virus is novel (new) so the list of current symptoms of COVID is evolving and everchanging. Not included on this list is loss of taste and smell in which has been confirmed to be one of the symptoms of COVID-19.

SYMPTOMS OF COVID-19, COLD, INFLUENZA

Symptoms	COVID-19	Influenza (Flu)	Cold
Dry cough	☺☺☺	☺☺☺	☺
Fever	☺☺☺	☺☺☺	-
Stuffy nose	-	☺☺	☺☺☺
Sore throat	☺☺	☺☺	☺☺☺
Shortness of breath	☺☺	--	--
Headache	☺☺	☺☺☺	-
Body aches	☺☺	☺☺☺	☺☺☺
Sneezing	--	--	☺☺☺
Exhaustion	☺☺	☺☺☺	☺☺
Diarrhoea	-	☺☺	--

☺☺☺ Frequent ☺☺ Sometimes ☺ Occasionally - Rare
 -- Not observed

Source: WHO, CDC

Definitions

For Peace of Mind purposes, the following definitions apply to Peace of Mind Pandemic Plan and Procedures:

Face Coverings or Face Masks: Cloth or fabric face covering with minimum of two layers of fabric. It can be, but not limited to homemade fabric mask, bandana, surgical face mask, or buff. Face coverings or face masks in general terms does NOT apply to N95 mask or respirator. When N95 is applicable, it will be specifically stated in outlining best practice or procedure reference.

High Risk Individuals: Includes, but not limited to:

- All individuals receiving services with Peace of Mind
- Anyone with underlying medical conditions: asthma, diabetes, heart disease, or immunocompromised

Personal Protective Equipment (PPE): Identifies any of the following: face covering/mask, gloves, gown, face shield, and goggles.

Residential Services or Community Residential Setting: Licensed Peace of Mind homes providing 24/7 services

Team Members: Identifies all employees of Peace of Mind of Duluth, Inc.

Therap: Electronic documentation system that is used by Peace of Mind of Duluth, Inc. for all individual documentation.

Visitors: Identifies any individual visiting the Peace of Mind of Duluth, Inc. property or for the purposes of Therap (electronic documentation) any auxiliary employee, subcontractor, or contractor who does not have access to Therap for tracking temperature and symptom tracker.

Standards of Precautions for COVID-19

These standards are **in addition** to existing Bloodborne Pathogen and Infection Control Policies and Procedures within Peace of Mind.

Screening, Monitoring, and Surveillance

All individuals, team members, and visitors will have temperature checks and symptom monitoring with documentation as well as reporting in the following manner.

Persons Identified	Type of Screening and Monitoring	Frequency	Documentation/Record Tracker	Change of Concern Action and Notification
Individuals Receiving Services	Temperature Oxygen Saturation New complaint or observation of cough, sore throat, confusion, neurological changes, loss of taste/smell, difficulty breathing, etc.	At least twice a day	Therap in Individual Health Vital Signs Section	Notify Peace of Mind Nurse On Call if temperature greater than 99° or any compliant of any new symptoms of cough, sore throat, neurological changes, loss of taste/smell, difficulty breathing, or anything else that appears different.
Team Members	Temperature Presence of cough, sore throat, or new onset of symptoms	Upon start of shift temperature check	Therap Agency section under Questionnaire Forms for Staff/Visitor Log. Must document date along with time in and out. All team members must document on themselves or note team member name in summary section	If temperature greater than 99°, but less than 100° AND no other symptoms, team member will recheck temperature every 2 hours until below 99° or if greater than 100° immediately notify Team Manager or Coordinator OR if temperature greater than 99° with symptoms of concern. Manager and Leadership Team will assess for ability to work.
Visitors	Temperature Presence of cough, sore throat, or new onset of symptoms	Upon start of visit temperature check	Therap Agency section under Questionnaire Forms for Staff/Visitor Log. Document visitor name in summary section as well as date along with time in and out.	If temperature greater than 99° or any symptoms of concern, CANNOT VISIT OR ALLOWED ON PREMISE.
Peace of Mind of Duluth, Inc. Leadership Team including licensed nursing team will make any necessary changes at any time in screening and monitoring as well as implementation of any action plans necessary for the health and safety of individuals and team members.				

COVID-19 Cleanings and Disinfecting

In addition to standard precautions, the following cleaning and disinfecting practices must be implemented during COVID pandemic.

1. Only use approved EPA's Registered Antimicrobial Products Against Novel Coronavirus SARS-CoV-2 for cleaning and disinfecting. A complete list is available on CDC's website and available/provided at every Peace of Mind location.
2. Clean and disinfect all surfaces and commonly touched items after every use. Examples would be telephones, binders, pens, remotes, restroom, doorknobs, etc.
3. Do not share items with anyone. All items must be disinfected, sanitized, or laundered after every use.
4. Laundry should be completed separately for every individual and household washables (i.e. towels).
5. Use the dishwasher for all dishes and kitchenware which is dishwasher safe and set at the sanitize setting (or the hottest setting). Dishes or kitchenware that is not dishwasher safe, soak in hot water, dish soap, and a tablespoon of bleach for at least 10 minutes and then rinse thoroughly.
6. Allow cleaning products to remain on surfaces 5 – 10 minutes before wiping down or wash with soap and water, then use disinfectant.
7. Every shift must clean and disinfect all used areas of the home, including floors, laundry room, bathroom, and bedrooms.

See section for probable or confirmed COVID cases for additional cleaning and disinfecting procedures.

Shelter at Home/Shelter in Place

Executive Orders from the State of Minnesota and recommendations from Center for Disease Control (CDC) encourage high risk individuals to stay at home and shelter in place. Peace of Mind will encourage and when necessary enforce these orders in the following way:

- Individuals receiving services will stay in the home and any community outings will comply to minimize exposure such as going for walks, drives, and being outside when able to do so safely.
- Individual personal needs shopping, banking, and necessities during peacetime will be completed by others or with limited exposure and frequency.
- Virtual visits with family, guardians, and case managers will be offered and provided based on preference of individual.
- Virtual activities and socialization with others among Peace of Mind will be offered to provide opportunities to engage and interact.
- Eliminate unnecessary in person medical appointments and participate in telehealth visits
- Individuals participating in day programming, employment services, or other support services will be suspended in cooperation with provider as well as based on each individual based on type of service or work, they may be participating.
- Order online groceries and supplies for delivery or pick up whenever possible
- Peace of Mind leadership team members will be designated one primary location to minimize exposure and transmission. Administrative team members that are able to work virtually from home will be encouraged to do so.

Social Distancing

When in the home, individuals and team members will remain at least six feet apart unless necessary for cares and needs, which at that time face masks will always be worn by team members and if appropriate or willing, individuals receiving services.

Eye Protection

Eye protection (safety glasses/goggles) when working closely with individuals (less than six feet). Only exception is when outside or driving vehicle due to visual needs for safety.

Peace of Mind will provide one pair of safety glasses for every team member. Team members are responsible for the safekeeping and cleaning of the eye protection for the duration of eye protection requirement during COVID pandemic. Eyeglasses (worn for vision needs) can be used with protection shields or worn under eye protection/goggles. Team members who wear eyeglasses can elect the option best for them.

Cleaning eye protection can be done with alcohol swab or washed with soap and water. Store between shifts in paper bag.

Team members will receive acknowledgement of receiving pair of eye protection and responsible for the use, cleaning, and safekeeping of eye protection.

Face Coverings and Face Masks

Team members are required to wear face coverings during working hours. Peace of Mind of Duluth, Inc. will provide two (2) cloth face coverings for every team member. Team members can use their own face coverings or masks if it meets the CDC guidelines.

Team members are responsible for the safe keeping and cleaning of their face coverings. Cleaning can be completed at Peace of Mind and stored in brown paper bags labeled with your name. A clean face covering is expected at the start of every shift and can be rotated in and out with the second face covering for adequate cleaning.

Individuals receiving services are encouraged to wear a mask as tolerated and able. Individuals who are unable to take off their own mask should not wear a mask unless directly supervised and they are able to communicate if difficulty breathing. The direct supervision of the mask would only be for short period of time to complete care or support need in which the mask must be immediately removed when task is completed or individual expresses difficulty breathing. Masks will never be placed on individuals who are unconscious or nonverbal regardless of ability to take of mask.

Individuals approved and compliant to wear a face covering or mask do NOT have to when they are in their own room

Cleaning Procedures for all cloth face coverings/masks:

1. Place in mesh bag or tied laundry bag
2. Launder with laundry detergent on hot setting
3. Hang to dry

Team members will receive acknowledgement of receiving face masks and responsible for the use, cleaning, and safekeeping of mask.

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

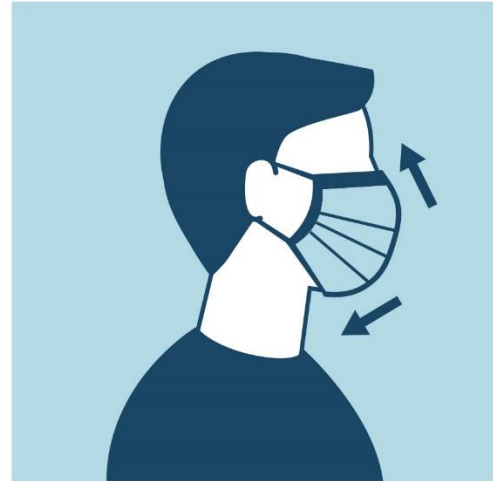
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



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Visitors at Peace of Mind of Duluth, Inc.

All visitors are prohibited from Peace of Mind residential homes unless approved by Manager or Coordinator which is approved by Executive Director. Approved visitors must be free from fever and symptoms of concern in which is documented in Therap. **Visitors are always required to wear face coverings while on premise and encourage visits to be essential and limited in frequency and length.**

Service and Site Specifics Regarding COVID

Administrative

All administrative team members will limit multiple sites and locations of exposure within Peace of Mind. Meetings and responsibilities will be completed virtually whenever possible.

Adult Rehabilitative Mental Health Services (ARMHS)

Mental Health Practitioners will continue to provide ARMHS via telehealth as approved by State of Minnesota Department of Human Services. Peace of Mind will continue to accept referrals and intake new clients as appropriate to provide telehealth services.

Community Services

For all individuals and their family members/guardians that are willing to continue services will coordinate based on available team members and limiting number of team members working with multiple individuals. Individuals and/or family members or guardians can request to suspend services during COVID pandemic and Peace of Mind Community and Vocational Coordinator will coordinate the re-start of services.

Community team members who have reduced hours based on suspension of any services with individuals will be given the opportunity to cross train to another service location to maintain hours and work.

Some Community individuals will be continuing to receive services from us throughout the pandemic. If those individuals are transported during this time, the staff and the individuals are required to wear facemasks during the outing, including while being transported in the staff's vehicle. Once the staff has completed the transportation for each individual each day, the staff are required to sanitize their vehicle. If they are transporting multiple individuals each day, the car must be sanitized after transporting each individual and the next individual is picked up. Cleaning supplies will be provided to each job coach.

Community Residential Setting (CRS)

All CRS homes will continue with services and support as usual with the adaptations related to Stay at Home/Shelter in Place orders and minimize exposure to high risk individuals. Staffing patterns will be reviewed and revised based on individuals not participating in day programs or supported employment services.

Main Office

Main office located at 1000 East First Street Suite 107 will have limited use and have no more than six (6) people in the office at a time. Cleaning and disinfecting will be maintained by Peace of Mind team members after every use. No more than one team member in an office at a time and no more than four team members in the larger common area. Non-administrative team members must schedule



Vocational (Supported Employment) Services

Supported Employment services will be based on case by case basis based on the individual and their work during Shelter in Place/Stay at Home orders.

Vocational team members who have reduced hours based on suspension of any services with individuals will be given the opportunity to cross train to another service location to maintain hours and work.

Some vocational individuals will be continuing to work throughout the pandemic, so in order to reduce the spread of the virus, we will be requiring all job coaches and the individuals to wear facemasks during the transportation to and from work. Each job coach will also be required to sanitize their vehicle after each individual is returned home for the day. If the Coach transports more than one individual each day, the vehicle must be sanitized before the next individual is picked up. Cleaning supplies will be provided to each job coach.

COVID Preparedness and Response Supply Checklist

Based on the service and site location, the following supplies must be readily available and restocked as needed to maintain the required quantity on hand.

The expense of the supplies will be paid by Peace of Mind unless supplies are care or medical supplies covered by an individual's insurance.

Managers and Coordinators for each service and site are responsible for the management and restocking of the supplies. Challenges or delays in maintaining required supplies and quantities must be communicated to Designed Coordinators, Designated Manager, Nursing, or President based on concern for need. Document inability or concerns restocking supplies.

All Services (ARMHS, Community, Community Residential Setting, and Vocational)

Supply Category	Supply Specific Expectations (quantity)	Who is Responsible to Cover Cost of Supply/Stock
Cleaning and Disinfecting Agents	<input type="checkbox"/> Hand soap and hand sanitizer available on Peace of Mind premises for hand hygiene (4-week+) <input type="checkbox"/> Surface disinfectants approved by EPA for COVID-19, which includes, but not limited to (4-week+): <ul style="list-style-type: none"> • Bleach • Clorox Wipes • Lysol Spray <input type="checkbox"/> Cleaning Gloves reusable	Peace of Mind
Face Coverings/Masks	<input type="checkbox"/> Cloth face coverings/masks for all team members and individuals (2 masks per person) <input type="checkbox"/> Paper bag for every individual and team member to store their face covering/mask (one bag per person + extras)	Peace of Mind will provide the first two face coverings/masks and then team members are responsible if any more masks are needed
Gloves, when providing cares or contact with at risk individuals	<input type="checkbox"/> Supply of gloves appropriate for services provided (4-week+)	Peace of Mind
N95 Mask	<input type="checkbox"/> N95 mask available for every team member and individual IF confirmed COVID case (1 mask and one paper bag per person)	Peace of Mind

Community Residential Setting

Supply Category	Supply Specific Expectations	Who is Responsible to Cover Cost of Supply/Stock
Care Supplies	<input type="checkbox"/> Incontinent Briefs (4 weeks supply per individual) <input type="checkbox"/> Wipes (4-week+) <input type="checkbox"/> Thermometer (2) and Probes (4+week) <input type="checkbox"/> Pulse Oximeter (2) and Extra Batteries <input type="checkbox"/> Blood Pressure Cuff in working order (1) <input type="checkbox"/> Stethoscope in good condition (1) <input type="checkbox"/> Additional care equipment/supplies, if applicable (4-week+) <ul style="list-style-type: none"> <input type="checkbox"/> Catheters <input type="checkbox"/> CPAP Equipment and Supplies <input type="checkbox"/> Diabetic Monitoring (Lancets/Test Strips) <input type="checkbox"/> Diabetic Monitor (Sensor) <input type="checkbox"/> Gastric Tube and Feeding Supplies <input type="checkbox"/> Insulin Pens and Insulin Pump Supplies <input type="checkbox"/> Irrigation <input type="checkbox"/> Oxygen <input type="checkbox"/> Seizure PRN Medications <input type="checkbox"/> Trach <input type="checkbox"/> Wound/Dressing Changes 	

Supply Category	Supply Specific Expectations	Who is Responsible to Cover Cost of Supply/Stock
Detergent	<input type="checkbox"/> Laundry detergent liquid or pods (6+ weeks) <input type="checkbox"/> Dishwasher detergent (6+ weeks) <input type="checkbox"/> Dish soap (6+ weeks)	Peace of Mind
Emergency Diabetic Kit	<input type="checkbox"/> Extra diabetic meter with batteries (1) <input type="checkbox"/> Extra diabetic meter battery (1) <input type="checkbox"/> Lancets (25) <input type="checkbox"/> Test strips (25) <input type="checkbox"/> Juice boxes or juice bottles (5 for every diabetic in the home) <input type="checkbox"/> Glucose Gel (3 for every diabetic in the home) <input type="checkbox"/> Glucagon Injection (2 for every diabetic in the home)	For lancets and test strips, rotate out with individual's diabetic supplies to prevent expirations Glucagon Injection order through Falk's Peace of Mind cover all other supplies
Emergency Severe Weather Kit	<input type="checkbox"/> Plug in Phone (1) <input type="checkbox"/> Severe Weather Radio (1) <input type="checkbox"/> Flashlights (3) <input type="checkbox"/> Battery Lanterns and/or Headlights (3) <input type="checkbox"/> Extra Batteries (AAA, AA, C, D, and 9 volt)	Peace of Mind
Emergency Sick Kit	<input type="checkbox"/> Acetaminophen (1 bottle per home) <input type="checkbox"/> Ibuprofen (1 bottle per home) <input type="checkbox"/> Anti-nausea Med (20+ tablets) <input type="checkbox"/> Gatorade/Powerade/Electrolyte Supplement (12+)	Peace of Mind
First Aid Kit	Refer to first aid kit supply list, but ensure supplies are checked and restocked	Peace of Mind
Groceries	<input type="checkbox"/> Regular menu grocery items (2 - 3 weeks) <input type="checkbox"/> Nonperishable and quick meals (2 weeks) <input type="checkbox"/> Bottled Water (3 day) <input type="checkbox"/> Special dietary needs (4+ weeks) <ul style="list-style-type: none"> <input type="checkbox"/> Boost/Ensure for Supplemental Nutrition <input type="checkbox"/> Gluten Free/Lactose Free <input type="checkbox"/> Mechanical/Pureed Foods 	Peace of Mind
Medications	<input type="checkbox"/> Scheduled medications in stock and automatically refilled by Falk's Nursing Services <input type="checkbox"/> PRN medications frequently used by individual <input type="checkbox"/> Acetaminophen (1 bottle per home) <input type="checkbox"/> Ibuprofen (1 bottle per home)	Ordered through individual's insurance unless ordering for home supply
Paper Products	<input type="checkbox"/> Paper Towels (8+ weeks) <input type="checkbox"/> Toilet Paper (4+ weeks) <input type="checkbox"/> Napkins and Kleenex as needed per home preference (3-week)	Peace of Mind
Vans/Vehicles	<input type="checkbox"/> Gas in vehicle at least ½ full at all times <input type="checkbox"/> Cleaning/Disinfecting vehicle before and after every use	Peace of Mind
Service/Site Specific Supplies		
Service/Site Specific Supplies		

COVID Emergency Kit		
For probable or confirmed cases of COVID , Peace of Mind will distribute COVID emergency kits with the following supplies to aide in best practice and procedures for minimizing transmission during outbreak.		
Supply	Expected Use and Protocol	Alternative If Needed
N95 Masks	N95 masks will be used for aerosol generating procedures which include suction of airways, nebulizer treatments, and CPAP. Peace of Mind has enough N95 masks to supply every Peace of Mind team member.	Recommend the use of surgical mask over cloth mask for dual protection.
Surgical Masks	Surgical masks will replace the use of cloth face masks when probable or confirmed COVID-19. Surgical face masks will be reused and placed in paper bags after each use. Face masks will be replaced as they become soiled. Each team member will be given enough surgical masks to allow for masks to remain in storage bag after use for a 72-hour period. This will typically require a maximum of 4 separate surgical masks for each team member working three consecutive days.	Use of N95 masks or cloth face coverings with filter.
Eye Protection	Extra eye protection will be available in COVID kit; however, face shield will replace eye protection for probable or confirmed COVID-19	Swim goggles Safety glasses Face Shield
Face Shields	Face shield will be required for any cares and contact with probable or confirmed COVID-19 case. Face shield is always required and would replace eye protection.	Safety glasses, swim goggles, or any type of eyewear that would cover the eyes along with surgical face mask.
Gowns	Cloth gowns will be worn for probable or confirmed COVID-19. Gowns are reusable and washed after every use.	
Shoe Coverings	Shoe coverings to be worn a part of full PPE.	Grocery bags tied over shoes
Surgical Head Caps	Available to wear for head/hair covering along with other PPE.	Cloth covering such as bandana or buff.
Garbage Cans	Specific garbage cans will be used to collect PPE to launder (gowns) and COVID individuals' laundry. Cans will be placed in locations to minimize cross contamination. Disinfect garbage can after every use with Lysol spray or water and bleach.	Dedicated laundry bins, Rubbermaid, or any other plastic container that can be dedicated for COVID laundry and able to be bleached.
Laundry Bags	Laundry bags will be placed in garbage cans or any container that is used for COVID or PPE laundry. Laundry bag will be laundered immediately with the entire load of laundry.	Garbage Bags Pillowcases Grocery Bags
Black Garbage Bags	Garbage bags will be used to collect COVID and PPE laundry. Garbage bags will be thrown away after every use.	Laundry Bags Grocery Bags Pillowcases
Doorway Covering	Magnetic doorway coverings may be used to secure off any locations of the home for transmission precautions	Taped up plastic sheets
Paper Bowls and Plates Plastic Utensils Straws	Paper bowls, plates, plastic utensils, and straws will replace all dishes for ease of cleaning up and use of time of team members. Items will be disposed of immediately after use.	Dishes and kitchenware dishwasher safe
Packing Tape	Available for any need to secure PPE or barriers	Any type of tape
Posters	Isolation Posters and Entry/Exit Posters	Write out on sheet of paper and post



COVID Planning and Response Team (#COVIDCREW)

Peace of Mind of Duluth, Inc. has organized a group of key team members to provide guidance and support for planning, preparedness, and response to COVID related to individuals receiving services and team members. The #COVIDCREW will include at least one of the following roles: President/Executive Director, HSBC Director/Designated Manager, Licensed Nurse, Human Resource Director, Education and Training Director, and Designated Coordinator. Additional team members will be a part of COVID Team as identified by the team and may include professionals or involvement of others that are not employed within Peace of Mind of Duluth, Inc.

The COVID Planning and Response Team will be responsible for the development and implementation (or delegation of implementation) of all COVID needs within Peace of Mind.

Transportation of Individuals during COVID Precautions

Peace of Mind of Duluth, Inc. will provide transportation to individuals during COVID precautions with the following expectations and requirements:

- Limit the number of individuals in vehicle whenever possible
- Minimize or limit the length of time in the vehicle whenever possible
- Disinfect the vehicle before use, after use, and as needed
 - Common touch points (door handles, buttons, dash, cupholders, seatbelt clips, etc.)
 - Seats wiped down with disinfecting wipe
- Pack adequate cleaning and PPE supplies for transportation purposes
- Minimize re-circulating air/heat in the vehicle. Open windows when weather conditions allow.
- Face masks are worn throughout the duration of the travel. Team members required to wear facemask and individuals when safely able to do so.

Food Preparation and Meals during COVID Precautions

When Peace of Mind of Duluth, Inc, is responsible for food prep and meals the following expectations and requirements will be implemented during COVID precautions:

- Prohibit food (including condiments) and beverage sharing between individuals
- Provide adequate distancing of space or time during food prep and meals to prevent transmission
- Meal gatherings will be limited to the individuals who live in the home and team members working. Individuals will be given the opportunity to eat at different times, separately, or in different locations based on their preference and necessary precautions.
- If meals are served family-style, plates will be dished up and served to minimize multiple people touching same serving utensils.

Ventilation in Residential Homes

Peace of Mind of Duluth, Inc, Property Manager will oversee and consult with HVAC professional to ensure best practice for community residential home ventilation to minimize transmission of COVID.

Additional considerations include:

- Maximize fresh air into the home whenever possible based on weather conditions
- Limit air recirculation
- Minimize air flow blowing across people (such as a fan oscillating in the living room with several people)

Procedures and Protocols for Probable (Pending) or Confirmed Cases of COVID-19 for Individuals Served

Signs of symptoms would include, but not limited to fever, new onset of cough, shortness of breath, muscle aches, headache, sore throat, diarrhea, or loss of taste or smell.

1. Notify Peace of Mind Manager/Coordinator or Nurse On Call Immediately
2. Immediately coordinate COVID kit(s) to home
3. Document onset of symptoms with date and time
4. Implement increased monitoring and as further directed by Peace of Mind nurse team or healthcare provider
 - a. Temperature checks at least every 4 hours (document in Therap)
 - b. Oxygen saturation at least every four hours (document in Therap)
 - c. Blood pressure, respiration rate, and heart rate at least twice a day (document in Therap)
 - d. Monitor for changes in condition, difficulty breathing, increased confusion, pain or persistent pain in chest, bluish lips or face, or difficulty to arouse
 - e. Implement Intake and Output Tracking
 - i. Goal of 3000 ml of hydrating fluids per 24 hours
 - ii. High calorie and high protein diet
 - f. Continue scheduled medications as ordered and implement PRN medications for comfort or as directed by healthcare professional. Please note the consideration of Ibuprofen when COVID positive should be discussed with individual and/or family member(s)/guardians.
 - g. Call 911 if medical emergency
5. Remove individual from others, preferably in their room. Keep door closed as tolerated and able based on supervision requirements
6. Switch from using cloth face masks to surgical masks. Surgical masks should be reused and placed in a paper bag for a minimum of 72 hours between usages.
7. Individual to wear surgical mask if able when team members are providing cares or outside of room.
8. Implement of full personal protective equipment (PPE) of surgical mask, gown, face shield, and gloves when providing routine care or when within six (6) feet and during awake working hours
9. COVID Response Team to IMMEDIATELY initiate:
 - a. Notification of symptoms or confirmation of COVID to healthcare provider of individual(s)
 - b. Notification to Minnesota Department of Health (MDH) 651-297-1304
 - c. Notification to case managers and family members or guardians
 - d. Coordinate with home/service Manager or Coordinator to notify all team members at home/site
 - e. Identify selected quarantine plan
 - f. Implement tracking and risk assessment forms from MDH
 - g. Complete DHS Severe Injury Report for every individual with confirmed COVID
 - h. Coordinate grocery, COVID supplies, care supplies, and scheduling/staffing needs
 - i. Identify leadership team plan and communication coordination within Peace of Mind
 - j. Implement meal plan schedule with Peace of Mind homes (not effected with COVID)
10. Implement selected quarantine plan for COVID-19 diagnosis (not hospitalized).

Quarantine (Peace of Mind Home COVID) Procedures

Based on the number of individuals served with probable or confirmed COVID and best practice for everyone living and working in the home, one of the following quarantine plans will be implemented by the COVID Response Team.

Isolated Quarantine

Full PPE would apply to **limited areas of the home** and when working directly with the individual with probable or confirmed COVID

1. Assign one team member per shift to symptomatic individual. Assigned team member would NOT work with any other individuals who are asymptomatic or without confirmed COVID
 - a. Individuals who require more than one team member to complete cares or needs, will have designated second team member, which may be a team member (including leadership team member) who does not have any other responsibilities with other individuals in order to minimize risk of exposure
2. Isolation instructions placed outside individual's room identifying precautions and PPE required
3. Isolation station set up outside individual's room to facilitate the donning (putting on) and removing of PPE

House Quarantine

Full PPE would apply to **all areas of the home** with probably or confirmed COVID

1. Assign designated entrance into home where PPE will be donned (put on)
2. Assign designated exit from home where PPE will be removed for disposal or washing
3. Team members will maintain full PPE throughout entire shift
4. Team members would be assigned individual(s) for primary care and support needs
 - a. Individuals who require more than one team member to complete cares or needs, will have designated second team member, which may be a team member (including leadership team member) who does not have any other responsibilities with other individuals in order to minimize risk of exposure
5. Isolation instructions placed at designated entrance to the home identifying precautions and PPE required

Team members will be asked who is able and willing to work scheduled shifts with probable or confirmed COVID. List of team members will be maintained by Managers/Coordinators for accurate ability to coordinate and plan scheduling in the event of probable or confirmed COVID.

Team members working scheduled shifts during quarantine will either be able to come and go for scheduled shifts or able to stay in the home with accommodations such as sleeping mattress, bedding, and personal kit. Peace of Mind will provide beverages, food, and any additional accommodations that may be necessary or helpful for the team members working during quarantine.



Changes of Concern/Medical Emergency

Any changes of concern for individuals must be reported based on the severity of the concern and action documented in Therap.

Medical emergency call 911
Unresponsiveness (not breathing)
Blue/Purplish Lips or Face
Difficulty/Trouble Breathing
Persistent Pain or Pressure in Chest

Notify Peace of Mind Nurse On-Call for any changes of concern that do not require immediate 911. Changes of concern could be anything that is a new change or concern for the individual. Examples are, but not limited to: fever greater than 100°, decrease in oxygen saturation levels, new confusion, loss of taste or smell, new presence of cough, diarrhea, vomiting, constipation, blood sugars lower or higher than usual or unable to correct with interventions.

Special Considerations for Individuals Unable/Unwilling to Follow COVID Procedures/Quarantine

For individuals that are unable or unwilling to follow COVID precautions or procedures:

1. Team members are required to wear PPE including surgical mask, face shield, gown, and gloves during awake working hours
2. Minimize exposure for other individuals from individual(s) with probable or confirmed COVID
3. Identify areas of home where individual(s) with probable or confirmed COVID can be based on their physical and emotional needs (do they need/want to smoke, do they need to be able to walk around)
4. Individualized plans will be developed by the COVID Planning and Response Team for personal cares and close contact situations for everyone in the home including the collaboration with individuals and family members or guardians on best practice

Placement or Relocation Considerations for Individuals

Peace of Mind of Duluth, Inc. will consider the placement or relocation of individuals in the home based on COVID exposure and level of risk. The COVID Planning and Response Team will collaborate with individual, family members or guardians, as well as healthcare professionals and support agencies (St. Louis County Public Health and Human Services or Minnesota Department of Health) to identify best plan for individuals and team members.

Factors to include in discussion and decisions:

- Is the individual stable to receive care at home?
- Is the individual willing to comply with isolation/quarantine protocols to minimize exposure?
- Are other individuals at greater risk of complications from COVID
- What are the preferences of the individual and/or family members or guardians?

Placement options may include:

- Asymptomatic individuals moved to another Peace of Mind home
 - Glenwood Home 5th legal bedroom
 - Marble Home 5th legal bedroom
 - Woodland Home 5th legal bedroom upstairs and 6th bedroom with egress window in basement
- Asymptomatic individuals moved to hotel
- Individual staying with family members for duration of quarantine
- Work with County, MDH, COVID Case Manager, and hospital to arrange appropriate setting

Discontinuation of Peace of Mind Quarantine

Peace of Mind home quarantine will be discontinued when any of the following have been met:

1. At least ten (10) days have passed symptom onset **AND**
2. 72 hours have passed since recovery, which is defined as resolution of fever without fever reducing medication and improvement of respiratory symptoms such as cough and shortness of breath **OR**
3. Approved by healthcare provider or MDH overseeing Peace of Mind COVID cases **OR**
4. Individuals with COVID diagnosis receive care at another location and there is no further exposure or probable COVID cases **AND** approved by Peace of Mind COVID Planning and Response Team

Team Member Training

All Peace of Mind team members will receive COVID training on the following:

- Peace of Mind Infection Control Policies and Procedures
- Peace of Mind Bloodborne Pathogen Policies and Procedures
- Peace of Mind COVID Plan and Procedures
- How Germs Spread
- Proper Use of Face Masks
- Donning and Removing Personal Protective Equipment (PPE)
- Peace of Mind COVID-19 Plan and Procedures

Continuing education and training will be provided throughout COVID pandemic to ensure competency and compliance of policies and procedures. Changes to recommendations or procedures will be communicated to all Peace of Mind team members via SComm and Splash messages through Therap. Change in best practice will include further education and training.

Non-COVID related education and training (such as onboarding, new hire orientation, and continuing education) will continue as able and appropriate directed by COVID Planning and Response Team.

Team Members Working During COVID Quarantine

Team members will be asked who is able and willing to work scheduled shifts with probable or confirmed COVID. List of team members will be maintained by Managers/Coordinators for accurate ability to coordinate and plan scheduling in the event of probable or confirmed COVID.

Team members working scheduled shifts during quarantine will either be able to come and go for scheduled shifts or able to stay in the home with accommodations such as sleeping mattress, bedding, and personal kit. Peace of Mind will provide beverages, food, and any additional accommodations that may be necessary or helpful for the team members working during quarantine.

Team Members working during quarantine will be paid hazard pay at minimum of \$5.00 per hour + base wage. Hazard pay start for team members when quarantine is confirmed with probable or confirmed COVID and will end when the quarantine for the home location ends.

Procedures and Protocols for Probable (Pending) or Confirmed Cases of COVID-19 for Team Members

1. Team members with **pending** COVID tests cannot work until results are back based on the following:
 - a. If **NO** symptoms before or during testing and **negative** test, team member can return immediately or when healthcare provider authorizes return to work
 - b. If symptoms of fever, sore throat, new onset of cough, etc. and **negative** test, team member can return to work after 72 hours of resolution of symptoms without fever reducing medications and improvement of respiratory symptoms, such as cough and shortness of breath or when healthcare provider authorizes return to work.
2. Team members with probable (symptomatic and pending test) or confirmed cases of COVID cannot return to work until:
 - a. At least ten (10) days have passed symptom onset **AND**
 - b. 72 hours have passed since recovery, which is defined as resolution of fever without fever reducing medication and improvement of respiratory symptoms such as cough and shortness of breath **OR**
 - c. Approved by healthcare provider overseeing team member's COVID diagnosis
3. If necessary, team members actively working with probable or confirmed COVID at Peace of Mind may continue to work following exposure as long as they remain asymptomatic, wear face mask (or full PPE for homes with confirmed COVID), and screening/monitoring measures are in place.

Reporting and Tracking of Probable or Confirmed Cases of COVID-19

The following must be completed for individuals with probable or confirmed COVID-19:

- GER for Severe Report of Injury in Therap
- Submit Severe Report of Injury per Policy and Procedure for Reporting Incidences
- MDH Tracking Form
- Any other reporting or tracking forms identified by St. Louis County, MDH, DHS, or CDC

The following must be completed for team members after confirmed COVID-19 after working with individual with COVID:

- First Report of Injury
- Any other reporting or tracking forms identified by St. Louis County, MDH, DHS, CDC, or OSHA

Expiration of COVID Pandemic Plan and Opening Up Peace of Mind

Implementation of the COVID Pandemic Plan will expire when the following is satisfied:

1. State of Minnesota including MDH and DHS identify it is safe for licensed community residential and HCBS providers to discontinue pandemic plan
2. Peace of Mind COVID Planning and Response Team agree it is in the best interest of Peace of Mind to discontinue pandemic plan

Discontinuation of plan will be notified to all Peace of Mind team members, individuals, family members, and guardians in writing.



COVID Plan and Minnesota Department of Human Service (DHS) Requirements

Peace of Mind of Duluth, Inc. will ensure the COVID Plan meets Minnesota DHS requirements in the following manner:

- COVID Plan will be reviewed by COVID Team every COVID meeting with reference to DHS (and other agencies/organizations) guidelines and requirements to determine best practice and COVID compliance
- Revisions will be completed whenever necessary.
 - Revisions that do not require change in practice or effect any individuals, team members, or family/guardians will be made without notification
 - Revisions that do require change in practice or effect any individual, team member, or family/guardian will be made with notification in writing
- COVID Plan will be readily available to any individual, team member, and visitor located in the COVID binder that is next to the Public binder (in a common area of the home or office and accessible to all).
- COVID Plan will be posted on Peace of Mind's website
- COVID Plan will be reviewed and acknowledged by all team members including demonstration of competency/compliance. Team members training on plan will be tracked on their training record.

Tips and Troubleshooting Through COVID-19	
Focus	Tips and Troubleshooting Ideas
Wearing PPE	<ul style="list-style-type: none"> • Wearing full PPE can get warm so plan to wear lighter clothing or layers that can be taken off when wearing gown, face shield, gloves, etc. • Remember that wearing PPE alone does not protect against transmitting or contracting COVID. Proper use of putting on and taking off PPE is essential to precautions and infection control. • Visualize red paint being anything you touch with your hands or gloves in which would represent potential germs. Wherever the red paint ends up is what should be disinfected, sanitized, and property disposed of or laundered. • Eye protection (safety goggles) can easily fog. Teams may purchase antifog spray or wipes as well as remedies of applying a bar of soap or shaving cream on the glasses, leave for 15 minutes, and then buff with a dry cloth.
Working During COVID	<ul style="list-style-type: none"> • Eat healthy foods whenever possible. • Small snacks frequently versus one large meals • Stay hydrated with water and hydrating beverages. • Limit or eliminate tobacco products and alcohol when possible and safe to • Take breaks. Managers and Coordinators will collaborate to facilitate adequate breaks during quarantine • Consider trying Alpha Stim that is available at every home • Focus on what we can control • Peace of Mind Mental Health Practitioners available for emotional support and coping strategies
Shortage of Supplies	<ul style="list-style-type: none"> • Refer to COVID Kit List and Recommendations • Refer to CDC Strategies for Optimizing Facemasks, Eye Protection, and Gowns • Coordinate with other Peace of Mind home locations for supply needs • MDH REDCap to coordinate supplies when down to 0 to 3 days left of PPE https://redcap.health.state.mn.us/redcap/surveys/?s=LXR9JMRYEJ Ensure entire form is completed and state “COVID positive facility” Form can be completed & submitted as often as needed • Connect with local churches and community organizations that could help with supplies: church sewing groups to help sew masks, donate paper products, meals, etc. • Disinfectants <ul style="list-style-type: none"> ○ Mix bleach and water into spray bottle ○ Use a recycled Clorox wipe container, cut a role of paper town in half top to bottom, place in container and pour over mix of bleach and water ○ Utilize distillery alcohol supply either what is available at Peace of Mind or contact local brewery or spirit distillery to supply • Toilet Paper <ul style="list-style-type: none"> ○ Baby Wipes (do not flush) ○ Kleenex (do not flush) ○ Washcloth that is washed after every use

COVID-19 Contacts and References	
Agency	Contact/Reference
Peace of Mind of Duluth, Inc.	<p>Lisa Anderson, MBA, RN BSN President/Executive Director 218-428-3448 lisa@pomduluth.com</p> <p>Clayton Liend HCBS Director/Designated Manager 218-969-3729 clayton@pomduluth.com</p> <p>Contact any Director/Coordinator/Manager at any time with individual or team specific questions.</p>
Center for Disease Control (CDC)	www.cdc.gov/coronavirus/20-19-nCoV
Hospitals	<p>Essentia Hotline: 1-833-494-0836 Essentia Health E-Visit (Free COVID Screening) https://essentia-zipnosis.com/</p> <p>St. Luke's Hotline: 218-249-4200</p>
Minnesota Department of Health	www.health.state.mn.us/diseases/coronavirus
OSHA	www.osha.gov
St. Louis County Public Health and Human Services	<p>218-625-3600 https://www.stlouiscountymn.gov/departments-a-z/public-health-human-services/public-health/coronavirus-information/community-resources</p> <p>St. Louis County Community Residential Licensor, Kathy Esson 218-726-2223 essonk@stlouiscountymn.gov</p>

COVID-19 Contacts and References

General

www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

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-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 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