

COVID-19 Preparedness Plan for Storybook Wellness Center

Storybook Wellness Center is committed to providing a safe and healthy workplace for all our employees and clients. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers, Employees, Independent Contractors, and Volunteers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and communities, and that requires full cooperation amongst us all. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management, Employees, Independent Contractors, and Volunteers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Storybook Wellness Center** managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at **Storybook Wellness Center**. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- 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.

Screening and policies for Employees, Volunteers, and Independent Contractors exhibiting signs and symptoms of COVID-19

Employees, Volunteers, and Independent Contractors have been informed of and are required to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Employees, Volunteers, and Independent Contractors will complete a self-screening protocol before they leave for work each morning. If they have a fever or any symptoms of COVID-19, anyone in their household is experiencing symptoms of COVID-19, or if they have been exposed to someone with COVID-19 they must stay home and communicate this with their manager. If an employee, volunteer, or independent contractor begins to feel sick while at work, they must exit the building immediately and call their manager to inform them of what is going on. Employees will also be screened upon arrival to work at the start of their shift.

Screening and policies for clients and families exhibiting signs and symptoms of COVID-19

Clients and families have been informed of and are required to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess clients/families health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Clients/Families complete a self-screening before they leave for their appointment/class. If they have a fever or any symptoms of COVID-19, anyone in their household is experiencing symptoms of COVID-19, or if they have been exposed to someone with COVID-19 they must call and cancel their appointment/registration. If a client begins to feel sick while at Storybook Wellness Center, steps will be taken to help them exit the building immediately. Clients are required to wear masks upon entry to the building before/while/they are having their temperature taken. If they have a fever they will be asked to leave and return when they are well. **Masks are required at all times while in Storybook Wellness** in compliance with Governor Walz mandate on Wednesday July 22, 2020.

Storybook Wellness Center has implemented leave policies that promote workers 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. Staying at home while sick or quarantined will not be held against any employee, volunteer, or Independent Contractor and work/volunteerism will be available to them when they are well/released from quarantine. Workers are also allowed to work from home if feasible while sick/quarantined.

Management, Employees, and Volunteers who have been diagnosed with COVID-19 do not have to use their PTO while out, but may choose to if they wish. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented by allowing these individuals to work from home when feasible.

Storybook Wellness Center has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. **If an employee has been exposed at work, they are required to self quarantine for two weeks but may work from home when feasible.**

In addition, a policy has been implemented to protect the privacy of Management, Employees, and Volunteers health status and health information. **Specific names will not be given out when reporting exposure or diagnoses of COVID-19.**

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 customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

There are many areas available for handwashing within the building. Storybook Wellness Center has two sinks/hand washing stations available within our offices. We also will have hand sanitizer available in all offices, waiting areas, and the studio space. Locations will be labeled clearly. All Management, Employees, and Volunteers, Clients, and Visitors are required to wash their hands upon entering the building as well as all other hygiene related times.

Respiratory etiquette: Cover your cough or sneeze

Workers, customers and visitors are being instructed to cover their mouth and nose with their elbow 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 provided trash receptacles 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 workers, customers and visitors.

Physical Distancing

Physical distancing of six feet will be implemented and maintained as much as possible between Employees, Volunteers, Independent Contractors, clients and visitors in the center through the following engineering and administrative controls: use telework, provide signage, markings and instructions for employees, independent contractors, volunteers, visitors and clients about physical distancing. Spaces will be arranged to allow for social distancing. Occupancy requirements, customer numbers, flow and interactions will be safely conducted during drop-off, pickup, delivery and classes. Parents are asked to stay in their vehicles and not to use the waiting area. Sessions will be scheduled and the waiting area will be limited to allow for limited contact amongst others. Yoga class sizes will be limited to allow for physical distancing. Yoga mats and other props will not be shared and clients will be required to bring their own personal mats. Currently, no in person Yoga classes are offered. Personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices and other personal work tools and equipment will not be shared. Any toys, therapy tools, art supplies, pens, tables services, etc will be cleaned and disinfected between users. Employees, Volunteers, Independent Contractors, Clients will be provided this information and encouraged to talk with Dr. Mooney if they have any questions or concerns. Disposable or nonmedical face coverings will be provided for all who need them. Employees are required to wear masks at this time in compliance with the Governor's mandate. Face coverings need to be worn over the nose and mouth. Disinfectant supplies will be available in the storage room and also in offices, waiting area, and studio space.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and toys, areas in the work environment, including restrooms, offices, storage spaces, studio room, waiting area, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, door handles, etc. **Common services and used toys, therapy tools, props will be cleaned or put aside after every session/class. The cleaning will be done by the therapist/instructor, Sessions/Classes will be scheduled to allow for time to clean. If someone is diagnosed with COVID-19 who has been recently in the building, the center will be closed to the public and only telemedicine will be offered for 48 hours.**

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer

specifications and are being used with required personal protective equipment for the product. The maximum amount of fresh air is being brought into the workplace, Medical grade Air filtration has been purchased and will be put in each room to assure for maximum air filtration.

Communications and training

This COVID-19 Preparedness Plan was communicated **on 7/8/2020** and necessary training was provided. Additional communication and training will be ongoing and provided to all Employees, Volunteers, and Independent Contractors who did not receive the initial training. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, ways that therapy/classes will be conducted to allow for physical distancing between the clients and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, and during participation in services. Clients/Families and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Dr. Mooney will monitor how effective the program has been implemented. This COVID-19 Preparedness Plan has been certified by **Storybook Wellness Center** CEO and will be posted throughout the workplace on the opening date of 8/3/220. It will be updated as necessary.

Certified by:

Dr. Rene Mooney PsyD LP RPT-S RYT-200

Owner/CEO/Clinical Psychologist/Yoga Teacher/Mediator

Written: July 8, 2020

Updated: July 22, 2020