

# MDI's COVID-19 Preparedness Plan

4/27/2020

MDI is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers 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 workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. MDI managers and supervisors have our full support in enforcing the provisions of this policy.

As a social enterprise our employees are the reason MDI exists. We are serious about safety and health and keeping our employees working at MDI. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by initiating weekly communication meetings where all employees receive the latest updates on procedures and policies to minimize the potential spread of COVID-19 at MDI facilities. Employees are encouraged to ask questions and make suggestions on the best ways to modify our norms and ensure all employees are complying with the procedures. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

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

## Prevention and screening policies for employees and visitors including those exhibiting signs and symptoms of COVID-19

All employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. MDI has implemented the following policies to address employees with symptoms and employees for visitors that may have potential exposure to the COVID 19 virus.

### Practice Good Hygiene

- Frequent hand washing throughout the workday, beginning upon arrival to work; prior to eating, breaks and when leaving MDI.
- No handshaking; consider other forms of greetings such as elbow bumps.
- Maintain adequate personal space between co-workers - current recommendations are 6+ ft.

- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then dispose of tissue in the trash, wash hands or use hand sanitizer if available.
- Disinfect frequently touched objects such as common keyboards and control panels on equipment.

#### **Preventive Measures to Reduce the Potential Spread of the COVID 19 Virus**

- Increase efforts cleaning and disinfecting common area touchpoints and surfaces.
- Increase locations of hand sanitizer (as available) to high touch areas.
- Provide Kleenex in conference rooms, throughout production areas, break rooms and offices.
- Ensure adequate personal space in production and break areas.
- Stagger break schedules.
- Use of face covers when social distancing is not practical

#### **Reduce the Pathways for Transmission at and between Facilities**

- Supervisors will assess personnel that can work remotely with minimal impact to the business operations.
- Designated personnel will be assigned to work remotely or to a facility and not allowed to cross over to different facilities.
- Drivers that make deliveries will be isolated from all but their designated location and not allowed to enter other MDI facilities or vendor facilities.
- Eliminate non-essential interaction between personnel by limiting traffic to areas other than the employee's assigned work area.

#### **Eliminate Non-Essential Visitor Access to MDI Facilities**

- Postpone visitor access to MDI including tours, meetings with suppliers, customers etc.
- If visitors are needed for continuity of business, they will be required to complete questionnaire prior to visit and follow new protocol including:
  - MDI representative completing the sign-in process verbally and documenting required information.
  - Visitors will be required to comply with good hygiene practices.
  - Visitors must be isolated from employees to degree possible and not allowed in common areas such as breakrooms.

#### **Stay Home If You Are Sick or Have a Family Member with Symptoms**

- Stay home if you are sick, unable or uncomfortable coming to work.
- Employees will be sent home if they present flu-like symptoms including fever, cough, or shortness of breath.
- Attendance points will be suspended for the next 30 calendar days (4-1-2020 through 5-1-2020).
- We recommend you contact your healthcare professional if you are concerned or present symptoms. Most healthcare plans are providing *free testing* for COVID-19. If you do not have coverage through your insurance and are not covered by other means such as the new Federal Emergency relief program, MDI will pay for the test.

## Other Accommodations

- Based on the national emergency status of this situation, MDI will take additional steps to support the efforts to minimize the impact to our employees and community, both medically and financially.
  - MDI will grant up to two weeks of paid time off to employees or contract employees if they are not covered by other forms of reimbursement such as the Federal Relief program or short-term disability for the following reasons:
    - If the employee tests positive for COVID-19.
    - If an employee is caring for an immediate family member living in the same household tests positive for COVID-19.
  - MDI will allow employees and contract employee unpaid time off with advance written notice that they need:
    - To provide childcare during school closings related to the COVID-19 prevention plan implemented by the State of Minnesota.
    - To deal with their concern of contracting COVID-19 preventing them from coming for work.

## Eliminate Non-Essential Travel and In-Person Meetings

- Eliminate/postpone non-essential business travel, including travel between MDI facilities
- Eliminated/postpone non-essential in-person meetings
- Consider video conferencing for meetings
- Limit number of participants in meetings or gatherings to 50% of room capacity
- Employees travelling for business or personal reasons outside of Minnesota will be required to complete a questionnaire before returning to work to determine a return-to-work timeframe

## Employee Questionnaire

In order to mitigate the risk of exposing coworkers to COVID-19, MDI is requiring employees who travel, may have been exposed to COVID-19 or have been out sick to answer the following questions prior to returning to work.

- (1) TRAVEL - Did you travel to or through any area designated by the CDC as a risk level 1 or higher for COVID-19, or been on a cruise ship, within the past 14 days?

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Yes:  No:

- (2) POTENTIAL EXPSOURE – Were you exposed, or potentially exposed, to a person (a) with a confirmed case of COVID-19, or (b) exhibiting symptoms consistent with COVID-19 (fever, cough, shortness of breath)?

Yes:  No:

- (3) SICK OR PRESENTING SYMPTIONS - Did you or are you exhibiting any of the following symptoms while you were out? If yes, what were the dates you last experienced the symptom?

Symptom	Check if Yes	Dates of Symptom	Check if No
Fever over 100.4 degrees			
New or increased cough			
Shortness of breath			

### Return to Work Criteria for COVID 19 Related Symptoms/Exposure

COVID 19 Return to work Matrix		
Person answered yes to question one on the employee questionnaire.	Minimum 3 days isolation upon return home	Use PTO or unpaid time off unless able to work from home
Currently, all travelers arriving from a country or region with widespread ongoing transmission of COVID-19 (CDC Level 3 Travel Health Notice) <a href="https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html">https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html</a>	Stay home for 14 days after returning home. At home, they are expected to monitor their health and practice social distancing. To protect the health of others, these travelers should not to go to work, or school, or otherwise leave their home for any reason (other than seeking health care) for 14 days.	Use PTO or unpaid time off unless able to work from home
Person exposed to someone known to have COVID 19, no symptoms, or answered yes to question 2 of the employee questionnaire.	7 days isolation at home from date of exposure and monitor for symptoms. Use of face cover for 7 days after returning to work when in common areas of the facility	Use PTO or unpaid time off unless able to work from home
Person experiences COVID 19 symptoms or fever over 100.4, or answered yes to question 3 of the employee questionnaire.	Stay in isolation at home for 7 days from first onset of symptoms or 3 days from last unabated fever, which ever is longer	Use PTO or unpaid time off unless able to work from home
Person tests positive to COVID 19	Must have negative test to return to work	Two weeks COVID 19 sick pay

## Visitor Questionnaire

In order to mitigate the risk of exposing our employees to COVID-19, MDI is requiring visitors to answer the following questions prior to visiting. An answer of “Yes” to any of the following will require the visit to be postponed.

- (1) Are you coming from an international location?  
Yes:  No:
- (2) Have you traveled to or through (including a layover) any area designated by the CDC as a risk level 1 or higher for COVID-19, or been on a cruise ship, within 14 days of your visit to MDI?  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>  
Yes:  No:
- (3) Have you traveled to or through (including a layover) any area in the USA that is considered a high-risk area for COVID-19 within 14 days of your visit to MDI?  
Yes:  No:
- (4) Have you been exposed, or potentially exposed, to a person (a) with a confirmed case of COVID-19, or (b) exhibiting symptoms consistent with COVID-19 (fever, cough, shortness of breath) within 14 days of your visit to MDI?  
Yes:  No:

MDI has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Reasonable accommodations for employees with underlying medical conditions or who have household members with underlying health conditions are available upon request.

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

In addition, MDI will continue to protect the privacy of employees’ health status and health information by ensuring all actions to address the pandemic adhere to health privacy requirements.

## Handwashing

Basic infection prevention measures have been implemented at our workplaces at all times. All employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. 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. These instructions have been communicated in shift meetings as well as posted in restrooms and at facility entrances.

## **Respiratory etiquette: Cover your cough or sneeze**

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. These instructions have been communicated in shift meetings and are posted at all facilities.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. Spacing markers have been placed at the time clocks to assist in distancing of employees. Doors have been propped open where reasonable to reduce the need to touch the doors by employees. These instructions have been communicated in shift meetings and posted at each facility.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Janitors have been given specific cleaning instructions for cleaning and sanitizing of common area touch points, and individuals have been given instructions on cleaning and sanitizing of personal or company issued equipment. In the event of an employee or visitor being confirmed to have COVID 19, the use of sanitizing equipment will be implemented per the MDI COVID 19 Recovery Plan. An uncontrolled copy of the plan is listed here:

### **Employee COVID 19 Positive Test Result - Plan of Action**

Effective 4/1/2020

This plan of action supersedes the Disaster Recovery Plan on file for all MDI facilities in regards to the specific viral spread of COVID 19 and the plan of action to address a known positive test by an employee.

MDI maintains a disaster recovery plan for emergency situations; however the COVID 19 Pandemic is being addressed specifically due to rare nature of the virus and significant impact it can have on the health of MDI employees and impact to the organization as a whole.

1. If an employee of MDI reports a positive test for COVID 19, the person being notified must:

- a. Notify the facility Operations Manager or member of the Senior Management Team (SMT). Facility Operations Managers must notify a member of the SMT immediately upon being notified that an employee has tested positive for COVID 19.
  - b. Instruct the infected employee not to report to work and that someone from MDI's HR department will contact them within 24 hours to discuss the situation.
2. Any SMT member notified that an employee has tested positive for COVID 19 must:
- a. Ensure the steps 1.b. has been completed
  - b. Notify the rest of the SMT via email and text message
  - c. Working with the facility Operations Manager, determine when the employee was last present at the facility
    - i. If the employee has not been in the facility for more than 96 hours, continue operations with additional hand sanitation of all equipment touch points.
    - ii. Tell employees at this facility that a fellow worker has tested positive for COVID 19, but do not say the name of the infected employee.
    - iii. Tell employees at this facility we will not be shutting down based on the time span that has elapsed since the infected employee has been in the facility
    - iv. Give printed handouts to employees to share with family members or those providing transportation (COVID 19 Communication Letter 1 – Employee Positive Test)
    - v. Any employee that decides to leave the facility based on this information will be free to do so and will not be pointed in our attendance system. Instruct them to contact HR for additional information and next steps.
  - d. If the employee has been in the facility within the last 96 hours, proceed with a plant shutdown and/or spray sanitation as listed here:
    - i. Work with the Operations Managers and Supervisors to immediately remove all employees from suspected contaminated areas based on the infected employees work area
    - ii. Determine the best course of action regarding the safety of the employees in the facility that the employee works taking into consideration the following:
      1. Do employees have immediate transportation?
      2. Are there areas in the facility that would be at a lower risk where they can go?
    - iii. Insuring social distancing practices are maintained.
    - iv. Have employees shut down all equipment and prepare for a plant shutdown
    - v. Have all employees immediately wash hands and use hand sanitizer as available.
    - vi. Instruct employees to use good hygiene practices and reiterate those to them.
    - vii. Tell employees that a fellow worker has tested positive for COVID 19, but do not say the name of the infected employee.
    - viii. Give printed handouts to employees to share with family members or those providing transportation (COVID 19 Communication Letter #2 – Employee Positive Test)
    - ix. If sanitizing equipment is available within 2 hours:
      1. Consider the options of holding employees in a safe area until the facility has been sanitized, considering the amount of time left on the shift
    - x. If there is not access to the required sanitizing equipment sprayer within 2 hours, or the amount of time left on the shift is not sufficient to hold employees over:

1. Proceed to evacuate the facility based on available transportation.
  2. Place signs on entry doors, receiving doors, and shipping doors that the facility is closed until further notice due to potential COVID 19 contamination. (Facility Closure Notice)
  3. Close facility and lock-up.
3. SMT – upon being notified that an employee has tested positive for COVID 19 and it has resulted in a facility shut down, the SMT will coordinate the following actions:
  - a. HR Director
    - i. Notify CDC and/or other applicable government agencies (Fire and Police, City and County, Local Hospital?)
    - ii. Work with officials to have all employees tested that had exposure to the infected employee
    - iii. Work with employees via phone to ensure they conform to testing requirements
    - iv. Verify test results and document who can return to work and who needs quarantine.
    - v. HR will notify employees of a return to work date.
  - b. Director of Operations -
    - i. Coordinate the cleaning and sanitizing of the facility in question to ensure a safe work environment upon the reopening of the facility.
      1. Coordination of the sanitizing process will be led by the Director of Operations with assistance by the facility Operations Manager and the hazardous material response team.
      2. Proper PPE will be required for personnel engaged in the sanitizing process, per the HAZMAT guidance or pre the sanitizing equipment manufactures requirements, whichever is more stringent.
      3. Sanitizing of the facility will be completed by the use of a Clorox Total 360 sanitizing system or similar system, and chemicals appropriate for the system and application process.
      4. Chemicals must be verified as appropriate for the elimination of the COVID 19 virus.
      5. The sanitation process will be administered by a contracted service provider or by MDI depending on the availability of equipment and trained personnel.
    - ii. Notify SMT of sanitation schedule and projected time line for facility availability
    - iii. Determine the impact to other facilities if any
      1. Develop a work schedule to address material shortage
      2. Evaluate if work can be shifted to a non-effected facility
    - iv. Evaluate supplier incoming material and delivery schedule to address materials and deliveries to the effected facility. Coordinate with suppliers to minimize impact.
  - c. Sales
    - i. Develop a communication plan based on available information and communicate to customers that will have products/services affected do to the plant closure
  - d. Employment Services
    - i. If the situation will impact our AbilityOne contracts, notify SourceAmerica of the plant closure and immediate plans to address the situation.



- ii. Work with guardians and group homes as necessary to ensure communication and next steps are understood.
- e. COO
  - i. If the situation will impact our AbilityOne contracts, notify the USPS purchasing representative of the plant closure and impact to their schedule with proposed recovery plan.
- f. Marketing / CEO
  - i. Draft a communication plan and message tailored for the following:
    1. All employees
    2. Web site
    3. Social media
    4. Media outlets
  - ii. Develop media release with CEO and submit to appropriate media/communication outlets. Facilitate media request with CEO as appropriate.
  - iii. Develop a communication plan and delivery process to share with all employees as appropriate regarding the plant shut down and next steps.

## Communications and training

This Preparedness Plan was communicated in shift meetings to all workers during the week of April 27, 2020, or immediately upon return to work thereafter, and necessary training was provided. Additional communication and training will be ongoing through weekly update meetings and provided to all employees who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by process audits. All employees are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by MDI senior management team (SMT) and was posted throughout the workplace on April 27, 2020. It will be updated as necessary.

Certified by:

**Rodney Wood**  
**Chief Operating Officer**