

# MDI's COVID-19 Preparedness Plan

Updated 1/17/2022

MDI is committed to providing a safe and healthy workplace for all its employees. To ensure that, MDI has developed the following Preparedness Plan in response to the COVID-19 pandemic. MDI has assigned the task of 'Infection Control Coordinator' to each of our Operations Managers. The purpose of having an Infection Control Coordinator is so each facility has a point person to ensure that each facility is in compliance. All MDI employees are 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 all MDI employees. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces. 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 all MDI employees in this process by initiating communication meetings where all employees receive the latest updates on procedures and policies to minimize the potential spread of COVID-19 at MDI facilities. Meetings are held periodically as new communications are deemed relevant. 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), Minnesota Department of Health (MDH) guidelines and federal Occupational Safety and Health Administration (OSHA) standards.

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## COVID-19 Testing

- All MDI employees and contract employees are encouraged to have a testing plan in the event that they experience symptoms or are exposed in a manner that would indicate there is a high probability of contracting the virus
- All MDI employees and contract employees are encouraged to sign up with the Minnesota Department of Health for free PCR test kits. Kits are delivered to your home and testing is monitored via video link by a professional to ensure proper procedures are followed. Samples are returned in a pre-addressed mailer for free, and analyzed in a lab setting for the highest accuracy results. Results are sent via email or text directly to you.
- Up to 8 Antigen test kits per month can now be submitted to your medical insurance carrier for reimbursement.
- Employees that have a positive test must report the results to your facility HR department. The HR representative will work with you to determine the appropriate action and a projected return to work date. Final approval to return to work may be impacted by prolonged symptoms or exposure.

## Symptoms of COVID 19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. **People with these symptoms may have COVID-19:**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you are experiencing any of the symptoms of COVID 19, please refer to the ‘Prevention and Screening’ section below for guidelines on reducing the spread of the virus

## Vaccinations

At this time, there are limited data on vaccine protection in people who are immunocompromised. People with immunocompromising conditions should discuss the need for personal protective measures with their healthcare provider after vaccination

Most fully vaccinated people with no COVID-like symptoms do not need to quarantine, be restricted from work, or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low. However, they should still monitor for symptoms of COVID-19 following an exposure. If they experience symptoms, they should isolate themselves from others and be clinically evaluated for COVID-19

You may have some side effects from the vaccination, which are normal signs that your body is building protection. These side effects may affect your ability to do daily activities, but they should go away in a few days. Some people have no side effects.

### Common Side Effects

On the arm where you got the shot

- Pain
- Redness
- Swelling

Throughout the rest of your body:

- fever
- Tiredness
- Headache
- Muscle pain
- Chills
- Nausea

If you have been fully vaccinated for COVID-19 and have been exposed to a known case of COVID-19, or are experiencing symptoms, please see the flow chart for return to work for 'Fully Vaccinated Employees' below.

## Handwashing and hygiene

Basic infection prevention measures have been implemented at our workplaces at all times. All employees and 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.

- Frequent hand washing throughout the workday, beginning upon arrival to work; prior to and after eating, breaks and when leaving MDI.
- No handshaking; use of verbal greetings only with no physical contact.
- Avoid touching your eyes, nose and mouth.
- Disinfect frequently touched objects such as common keyboards and control panels on equipment. Increase efforts cleaning and disinfecting common area touchpoints and surfaces.
- Increase locations of hand sanitizer (as available) to high touch areas.

## Respiratory etiquette: Face Covers and cover your cough or sneeze

- Face covers are required for all people prior to entering and at all times when inside a MDI facility except for the following:
  - Vaccinated employees are exempt from masking when the infection rates for the community are in the moderate to low categories as defined by the CDC
  - When isolated in an office
  - When isolated in a production area
  - When working outdoors and social distancing is being maintained
  - When the use of a face cover creates an unsafe work condition or the face cover interferes with critical PPE required at the time.
  - Reasonable accommodations will be made for individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering.
  - Face covers do not eliminate the need to maintain social distancing when practical
- 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 employees and visitors.
- Provide Kleenex in conference rooms, throughout production areas, break rooms and offices.
- These instructions have been communicated in shift meetings and are posted at all facilities.

## Social distancing and Direct Exposure

### Direct Exposure

**Social distancing is a primary means of preventing the spread of COVID 19. If an employee has had direct exposure to a person who has a known case of COVID 19 as defined by the CDC, we are asking employees to self-disclose this condition and follow the return to work guideline. Direct exposure is described as:**

Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define “close contact;” however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition

for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.

### **Social distancing in your personal life**

Social distancing in your personal activities is one of the primary means to prevent the spread of the COVID 19 virus. MDI is asking that all employees take personal responsibility to insure they maintain social distancing guidelines even when not at work.

### **Social distancing at work**

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

- Maintain adequate personal space between co-employees – current recommendations are 6+ ft.
- Employees and visitors are prohibited from gathering in groups and confined areas, including elevators
- Employees must refrain from using other employees' 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.
- Biometric time clocks have been disabled and are not to be used until further notice.
- Doors have been propped open, where reasonable, to reduce the need to touch the doors by employees.
- Use of face covers is required when working in isolation is not practical.
- Stagger break schedules.
- Ensure adequate personal space in production and break areas.
- 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.

## Reduce the pathways for transmission at and between facilities

- Supervisors will assess personnel that can work remotely with minimal impact to the business operations.
- Shifting employees from one location to another on a temporary basis must be approved by the Director of Operations. Visiting employees must follow all established protocols for the location they are assigned.
- MDI drivers that make deliveries will be required to conform to all visitor protocols for the location they are delivering to.
- Eliminate non-essential interaction between personnel by limiting traffic to areas other than the employee's assigned work area.
- Eliminate non-essential travel between plants by MDI employees, and employees should work only from their home base of operation unless approved by the Director of Operations or a Sr. Manager.
- Employees and visitors may be subject to having their temperature checked through the use of a non-contact temperature detecting device. Individuals with temperatures over 100.4 degrees Fahrenheit will not be allowed in the facility.

## Stay home if you are sick

For the safety of all employees, we are asking employees to stay home based on the following:

- Stay home if you are sick
- Stay home if you are not vaccinated and have had direct exposure to someone known to be positive with COVID 19
  - Exposure is defined as:
    - You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
    - You provided care at home to someone who is sick with COVID-19
    - You had direct physical contact with the person (hugged or kissed them)
    - You shared eating or drinking utensils
    - They sneezed, coughed, or somehow got respiratory droplets on you
- Stay home if you have multiple COVID 19 symptoms
- Stay home if you have a fever
- Stay home if you are uncomfortable coming to work due to the risk of contracting COVID 19.
- Non-touch temperature devices are available for use to take the temperature of any employee. This can be done at the request of the employee. Devices are located in the supervisor's office and in the HR office.
- Employees may be asked to take a rapid COVID test and/or will be sent home if they present flu-like symptoms including fever, cough, or shortness of breath.
- We recommend you contact your healthcare professional if you are concerned or present symptoms.

## 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.
  - MDI will extend our benefit through March 1, 2022, with up to 5 days of paid time off for employees that contract COVID 19.
    - Hours covered during the week will be based on their normal schedule
    - Only available to employees and contract employees that have worked for MDI for at least 30 days
    - The benefit only applies if they are not covered by other forms of reimbursement
    - This is a one-time benefit and is not available to employees that have receive payment in the last 6 months.
  - MDI will allow employees and contract employees 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 to 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.

## Essential travel protocols for MDI employees

Travel increases your chances of getting and spreading COVID-19. Airports, bus stations, train stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces. These are also places where it can be hard to social distance.

All employees must:

- Must follow all requested/required prevention protocols in place by law, transportation authorities and facility establishments to reduce the spread of COVID 19, or MDI protocols, whichever is more stringent
- Review the symptoms for COVID 19 and if they are experiencing multiple symptoms, postpone or cancel travel until they meet the "Return to Work" criteria listed in the COVID 19 plan
- Must follow local requirements regarding social gathering size limits and distancing
- No business travel is allowed outside the US without prior authorization from the President & CEO

## Prevention and screening policies

### Eliminate non-essential visitor access to MDI facilities

- Allow only essential visitor access to MDI including tours, meetings with suppliers, customers, etc.
- If visitors are needed for continuity of business, they will be required to answer a questionnaire prior to visit and follow new protocol including:
  - Visitors will be required to comply with good hygiene practices.
  - Visitors must be isolated from employees to every degree possible and not allowed in common areas such as breakrooms.

### Visitor questionnaire form

#### Visitor Questionnaire

In order to mitigate the risk of exposing our employees to COVID-19, MDI is requiring all visitors to answer the following questions prior to entering an MDI facility. **An answer of “Yes” to questions 1 or 2 of the following will result in that person not being allowed into the MDI facility.**

1. You are not vaccinated AND have been exposed to a person: (a) within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, or (b) exhibiting symptoms consistent with COVID-19 (fever, cough, shortness of breath) within one week of your visit to MDI?

Yes:  No:

2. Have you tested positive or experienced symptoms of COVID 19 in the last week?

- a. COVID 19 Symptoms include:

- i. Fever or chills
- ii. Cough
- iii. Shortness of breath or difficulty breathing
- iv. Fatigue
- v. Muscle or body aches
- vi. Headache
- vii. New loss of taste or smell
- viii. Sore throat
- ix. Congestion or runny nose
- x. Nausea or vomiting
- xi. Diarrhea

Yes:  No:

As a visitor to MDI, you agree to notify MDI immediately if you develop symptoms of COVID 19 or have a positive test result in seven days immediately following your visit.



## Employee Screening

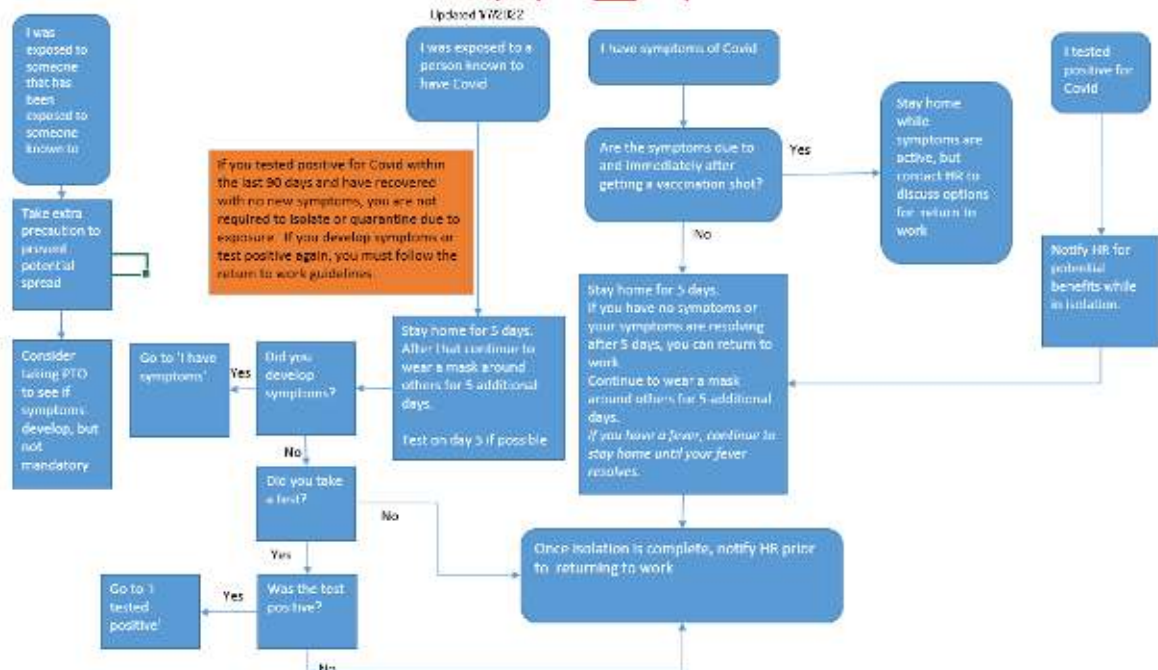
All employees have been informed of and encouraged to continuously self-monitor for signs and symptoms of COVID-19. MDI requires employees stay at home when they are sick. Employees must follow the return to work criteria for exposure, symptoms, and infection.

MDI will inform employees if they have been exposed to a person with COVID-19 at their workplace and will assess if they are subject 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.

## Return to Work Criteria

### Covid 19 Self Evaluation for **Employees not fully Vaccinated**



Exposure is defined as:

- You were within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with a person who is sick with COVID-19 (hugged or kissed them)
- You shared eating or drinking utensils with a person who is sick with COVID-19
- A person with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you
- You are associated with a Mixed Hands work crew and worked in the same area of the facility with a person known to have COVID-19

The definition of fully vaccinated for isolation and quarantine has been updated in this plan to conform to the latest CDC guidelines as follows:

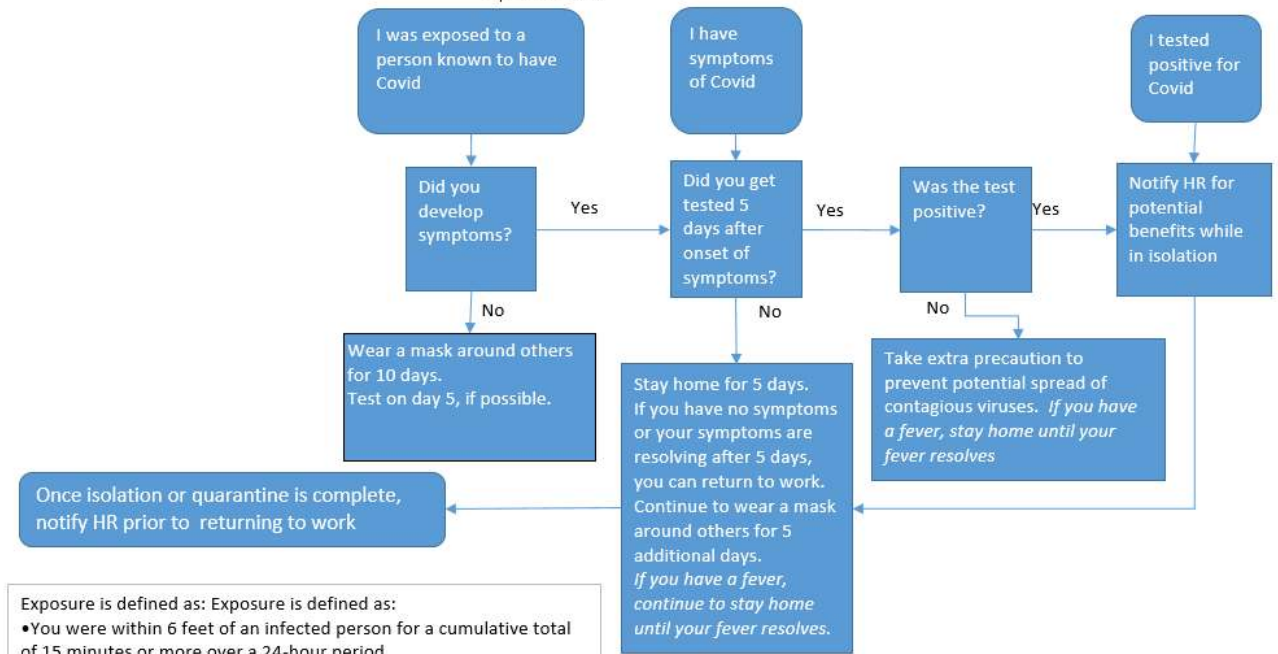
Individual has been boosted

OR completed the primary series of Pfizer or Moderna vaccine within the last 6 months

OR completed the primary series of J&J vaccine within the last 2 months

# Self Evaluation for Employees that have been **Fully Vaccinated** for Covid 19

Updated 1/7/2022



Exposure is defined as: Exposure is defined as:

- You were within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with a person who is sick with COVID 19 (hugged or kissed them)
- You shared eating or drinking utensils with a person who is sick with COVID 19
- A person with COVID 19 sneezed, coughed, or somehow got respiratory droplets on you
- You are associated with a Hired Hands work crew and worked in the same area of the facility with a person known to have COVID 19

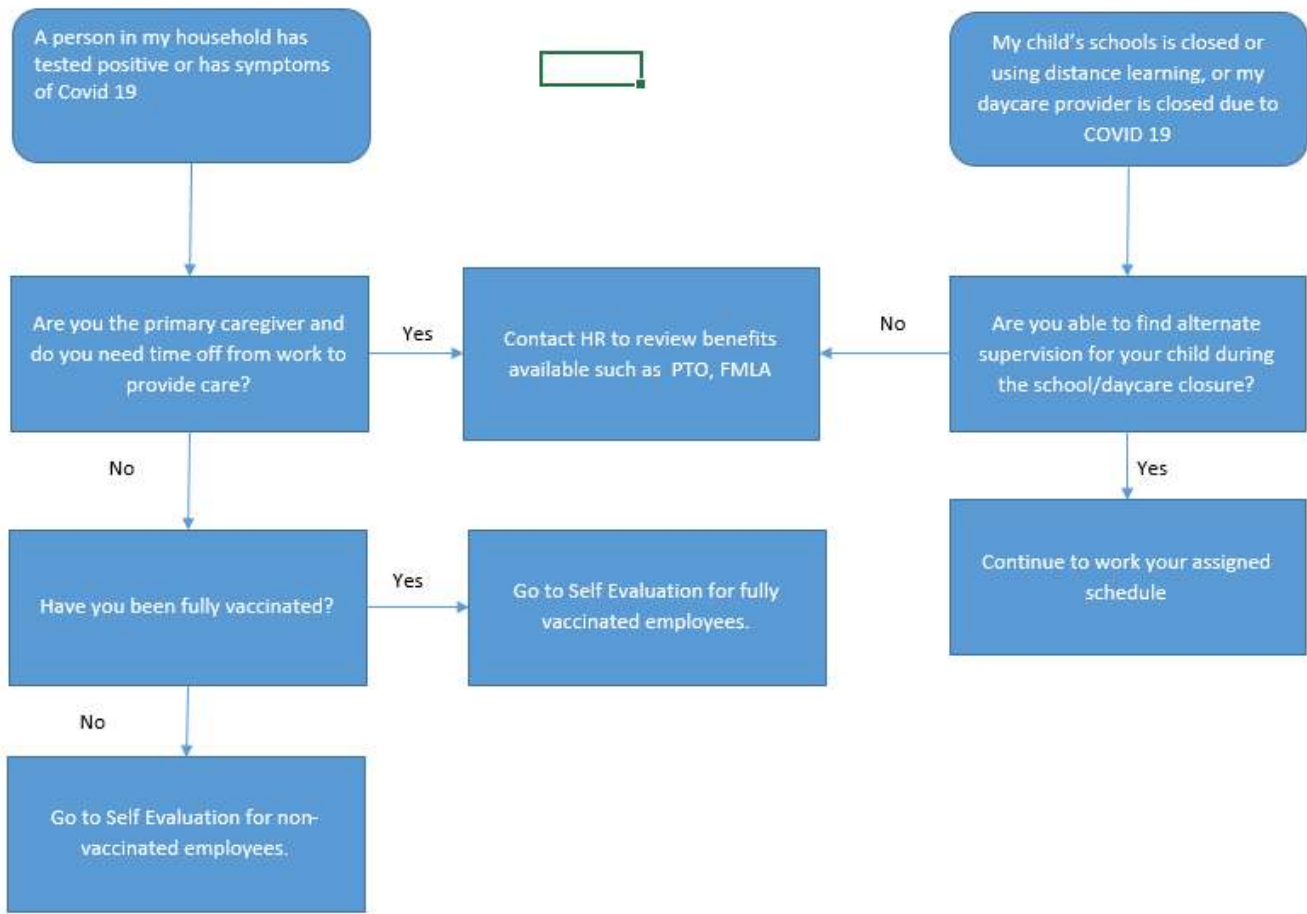
The definition of fully vaccinated for isolation and quarantine has been updated in this plan to conform to the latest CDC guidelines as follows:

- Individual has been boosted
- OR
- completed the primary series of Pfizer or Moderna vaccine within the last 6 months
- OR
- completed the primary series of J&J vaccine within the last 2 months

# Family Evaluation

## COVID 19 Exposure, Care, and Child Supervision

Updated 11/1/2021



## COVID 19 Positive Test Result at MDI– Plan of Action

MDI maintains a disaster recovery plan for emergency situations; however the COVID 19 pandemic is being addressed specifically due to the 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. 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.

1. **If any person confirmed to have COVID-19 and has been in the workplace within the last 72 hours, the person made aware of positive case must:**
  - a. Notify the facility’s 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. If the infected person is an MDI employee or contract employee, 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 a person working in one of our facilities has tested positive for COVID 19 must:**
- a. Ensure the steps 1.b. has been completed
  - b. Working with the facility operations manager, determine when the person was last present at the facility
    - i. If the person has not been in the facility for more than 24 hours, continue operations with additional hand sanitation of all equipment touch points.
    - ii. Work with all staff to identify anyone that was exposed to the infected person. Use the return to work flowchart to assess the appropriate Acton for the exposed individuals.
  - c. If the person has been in the facility within the last 24 hours, proceed with enhanced cleaning and disinfection and possible plant shutdown:
    - 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. Ensuring social distancing practices are maintained.
    - iv. Have employees shut down all equipment and prepare for sanitation or a plant shutdown.
    - v. Tell employees that a person in the facility has tested positive for COVID 19, but do not say the name of the person.
    - vi. Work with all staff to identify anyone that was exposed to the infected person. Use the return to work flowchart to assess the appropriate Acton for the exposed individuals.
    - vii. If sanitizing equipment is available within two 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.
    - viii. If there is not access to the required sanitizing equipment sprayer within two 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. If needed, place signs on entry doors, receiving doors, and shipping doors that says 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 a person has tested positive for COVID 19 at an MDI facility, and it has resulted in a facility shut down, the SMT will coordinate the following actions:**
- a. Director of Human Resources
    - i. Work with officials and employees as needed to have all employees identified who had direct exposure to the infected person.
    - ii. Employees who have had direct exposure to the infected person must follow the return to work criteria established in this document.
    - iii. Verify test results and document who can return to work and who needs quarantine.
    - iv. 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 reopening of the facility.
  - 1. Coordination of the sanitizing process will be led by the director of operations with assistance from 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 sanitizing equipment manufactures requirements, or HAZMAT guidance if the manufacturer does not specify PPE requirements.
  - 3. Sanitizing of the facility will be completed by the use of a Clorox Total 360 sanitizing system or processes that have been demonstrated to effectively eliminate the COVID 19 virus on surfaces, 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 trained personnel.
- ii. 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.
- iii. Evaluate supplier incoming material and delivery schedule to address materials and deliveries to the effected facility. Coordinate with suppliers to minimize impact.
- c. Vice President of Sales
  - i. Develop a communication plan based on available information and communicate to customers as needed who will have products/services affected do to the plant closure.
- d. Director of 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. Director of Marketing/President & CEO
  - i. If determined appropriate by CEO, draft a communication plan and message tailored for the following:
    - 1. All employees
    - 2. Web site
    - 3. Social media
    - 4. Media outlets
  - ii. If determined appropriate by CEO, develop media release with president & CEO and submit to appropriate media/communication outlets. Facilitate media request with president & CEO as appropriate.

## Communications and training

This Preparedness Plan was initially communicated in shift meetings to all employees 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. 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**