COVID-19 Safe and Healthy Workplace Plan
All-Staff Training

May 18, 2020
TFP has created a Safe and Healthy Workplace Plan

- To support safe operations in our facilities, because:
  - Some office-based tasks need to continue while facilities are closed

- To prepare for deliberate and phased reopening of specific services that require the use of facilities, especially for:
  - Services that are difficult to offer virtually
  - Clients who are less likely to participate in virtual services

- To assure staff, clients, and visitors that TFP will do its utmost to protect the health of anyone entering our facilities
The plan was developed with…

- **A business reopening tool** provided by the State of Minnesota

- **Input** from Executive Team, managers/supervisors, and staff

- **Policies and resources** TFP has already developed for COVID-19

- **Guidance** from CDC, Minnesota Department of Health, and MN Department of Human Services
Safely adjusting the dials

**Workplace Settings**
- Highly Predictable and Smaller-sized Settings
  - Single Shops
- Less Predictable and Larger-sized Settings
  - Curbside Pickup and Delivery
  - Office and Industrial
  - Critical Services

**Social Settings**
- Highly Predictable and Smaller-sized Settings
  - Places of Worship
  - Gatherings of 10 People or Less
  - Salons, Barbershops, Tattoo Parlors
- Less Predictable and Larger-sized Settings
  - Bars, Restaurants
  - Large Sporting Venues, Concerts
  - Stay at Home

**School Settings**
- In-person School Learning
  - Distance Learning

---

**Safe Practices**
- Wash your hands often
- Get tested if experiencing symptoms
- Maintain social distance
- Wear a mask
- Stay home when able

**COVID-19 Response**
- Test symptomatic individuals
- Isolate positive cases and contact trace
- Protect those at heightened risk
- Build needed hospital capacity
- Procure critical care supplies
Symptoms of COVID-19

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Children have similar symptoms to adults and generally have mild illness.
Symptom Screening Questions

All employees entering TFP facilities must be screened daily for COVID-19 symptoms immediately after arrival, using EACH of the three following screening questions:

**Question 1:** Do you or any member of your household have any of the following symptoms:
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

**Question 2:** Have you been in contact with anyone in the last 14 days who has tested positive or had symptoms of COVID-19?

**Question 3:** Have you travelled out of state in the last 14 days or been in a gathering with more than 10 people?

If the answer is YES to any of these questions, DO NOT admit the individual to our facility. If this is an employee, let the staff person know that they cannot enter the workplace that day, and contact their supervisor immediately. If this is a client, inform them that we will have to reschedule their appointment and that they will need to depart the facility as soon as possible.
Stop the Spread

Wash your hands.  
Stay home when sick.  
Cover your cough.  
Plan ahead  
Go alone  
Be quick  

Everywhere  
Shopping
Stop the Spread

Attend meetings virtually when possible.

Allow for 6 feet of space per person.

Maintain sufficient spacing in meetings.
TFP Social Distancing Guidelines – All Employees

- Follow TFP Social Distancing and Travel Policy (3-13-20)

- Requires 14-day self-quarantine:
  - Return to work after out-of-state travel
  - Return to work after attending a gathering of >10 persons

- Do not share rides with clients or other staff

- Do not meet with clients’ in their homes, or in public spaces such as parks, stores, or restaurants

- Some programs will make basic needs or other program supplies drop-offs to families
  - Brief, no-contact deliveries outside a clients’ home are allowed
  - Supervisor approves deliveries
Temporarily Closed Facilities/Program Sites

• ONLY ET approves entry into closed facilities
  • Secure approval well before entering
  • Have a good reason to enter

• No clients in closed facilities
  • Rare exceptions approved by John Till

• Masks must be worn at all times
  • Put it on before you arrive!
  • Wear it at all times
  • Cover nose AND mouth

• Sick yourself, or have sick household members?
  • Stay Home!
Open & Partially Open Facilities/Program Sites

- Sick yourself, or have sick household members?
  - Stay Home!

- Entry is limited to programs open in the site, except by ET approval

- Masks must be worn at all times
  - Put it on before you arrive!
  - Wear it at all times
  - All clients & visitors wear masks

- Arrive 10 minutes before start time to complete handwashing and checks

- Enter facility through designated entrances only
  - Facility rules may change, so check before arriving

- Wash hands as soon as you arrive!
All staff, clients, and visitors will be temperature checked and screened for COVID-19 symptoms on arrival at TFP facilities

- Temperature ≥100 = no admission
- Symptoms = no admission
- Follow all directives of supervisors and support staff!

- Follow social distancing guidelines for all workspaces

• No handshaking
  • Think “no-contact” for greetings and farewells

• No shared food or potlucks
  • Bring your own food; bring home any leftovers at day’s end

• No meetings, events, groups of >10 people in facility spaces
Curbside drop-off and pick-up of children
Staff are masked
Children temped/symptom checked
Separation of staff duties related to feeding and toileting
Smaller classes for social distancing

No childcare parents inside center facility
Masks not recommended for childcare children per MDH
Children will be sent home if temp ≥ 100 degrees F, or symptomatic (2 temp checks/day)
Facilities and Supplies

- Touchfree thermometers available for all TFP program sites and bus drivers
- PPE (masks, gloves) for all sites
- Cleaning materials for all sites
- TFP’s COVID-19 Safe and Healthy Workplace Plan shared with all vendors with on-site duties
- Isolation space for staff who become ill
- Isolation space for children who become ill in childcare centers
Implementing the Plan

• TFP’s plan was finalized on 5-15-20 and is in effect as of 5-18-20

• This plan will be revised and updated as needed

• You have the right to a safe workplace

• You can and should make suggestions to improve safety

• If you see something unsafe, please inform a supervisor immediately
VIRUSES DON’T DISCRIMINATE
AND NEITHER SHOULD WE
THE FAMILY PARTNERSHIP