

## United Way of Northeastern MN COVID-19 Preparedness Plan

United Way of Northeastern MN is committed to providing a safe and healthy workplace for all our employees, volunteers, and guests. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace. This requires full cooperation among all employees, management, volunteers, and our Board of Directors. Only through this cooperative effort can we establish and maintain the safety and health of our community. Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, and OSHA standards related to COVID-19 and addresses:

- Reducing the spread of COVID-19
- Additional information; and
- Communication and training

### Visitors and Volunteers

All UWNEMN office visitors and volunteers will be asked to wear a mask while having interaction with UWNEMN employees and/or other visitors within the building. Disposable masks will be available in the event that someone does not have one.

- UWNEMN will provide alcohol-based hand sanitizers in common areas.

Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

#### Face Masks

You are encouraged to wear a cloth face cover/disposable face mask while in the UWNEMN office as a means of protecting others in case you are infected. If you do not have a mask, one will be provided for you.

Further guidance on facemasks is available from the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

#### Social Distancing

Maintain a distance of at least 6 feet from UWNEMN employees, patrons, volunteers, etc.

Avoid using employees' phones, desks, offices, or other work tools and equipment.

### **Clean and Disinfect**

Clean and disinfect frequently touched objects and surfaces such as handrails and doorknobs. We ask visitors and volunteers to limit use of our restrooms; if they must be used, please wash hands for at least 20 seconds and disinfect surfaces like faucets and doorknobs.

## **Stay Home if you Feel Ill**

While we enjoy seeing guests and are appreciative of the support our volunteers show our organization, we ask that you keep our staff and other community members safe by cancelling UWNEMN appointments if you feel ill.

## **Stay Home if you have COVID-19 Symptoms or a Positive Test**

The following guidelines apply to **ALL** UWNEMN visitors and volunteers.

It is critical that volunteers **check for these symptoms and cancel appointments with UWNEMN** while they are experiencing **ANY** symptoms such as the following:

- Fever or chills (100.4 degrees Fahrenheit or higher)
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**If you have COVID-19 symptoms described above, but have not been tested**, do not volunteer with UWNEMN until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, your cough or shortness of breath have improved); and
- At least 7 days have passed since your symptoms first appeared; and
- You have followed the guidance of your healthcare provider and local health department.

**If you have had COVID-19 symptoms described above and have tested positive for COVID-19**, do not volunteer with UWNEMN until:

- You no longer have a fever (without the use of medicine that reduces fevers); and

- other [symptoms](#) have improved (for example, when your cough or shortness of breath have improved); and
- you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#); and
- You have followed the guidance of your healthcare provider and local health department.

**If you have not had COVID-19 symptoms described above but tested positive for COVID-19, do not volunteer with UWNEMN until:**

- At least 7 days have passed since the date of your first positive COVID-19 diagnostic test; and
- You have had no subsequent illness; and
- You have remained asymptomatic; and
- More than 3 days have passed since your discontinuation of isolation; and
- You have followed the guidance of your healthcare provider and local health department.

If you develop any of the following **emergency warning signs**, as specified by the CDC, get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, you should contact your health care provider immediately and take the necessary steps to help prevent the disease from spreading to people in your home, place of employment, and community, which includes staying at home.

## Stay Home if Exposed to COVID-19

The following guidelines apply to all UWNEMN volunteers and visitors.

### Close Contact

If a household member or guest, an intimate partner, or someone you are providing care for has COVID-19 symptoms, or if you have been in close contact (less than 6 feet) for a prolonged period of time with a person with COVID-19 symptoms, you should:

- Cancel UWNEMN appointments
- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
  - Check temperature twice a day
  - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop

## Travel

If you traveled to a country with widespread sustained (ongoing) transmission of COVID-19 as established by the CDC, or traveled on a cruise ship or river boat:

- Cancel UWNEMN appointments
- Stay home until 14 days after your last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
  - Check temperature twice a day
  - Watch for fever, cough, or shortness of breath
- Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same home and had same exposure)
- Follow [CDC guidance](#) if symptoms develop
- Practice social distancing
  - Maintain a distance of at least 6 feet from others
  - Stay out of crowded places
- Be alert for symptoms
  - Watch for fever, cough, shortness of breath
  - Take temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

If you are planning on traveling:

- Carefully consider whether travel is necessary
- Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel.
  - Self-monitor for symptoms before starting travel
    - Check temperature twice a day
    - Watch for fever, cough, or shortness of breath
- If you become sick after starting travel, promptly call a healthcare provider for advice as needed, and inform your supervisor or designee.
  - If outside the United States, a U.S. consular office can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

## Additional Information

UWNEMN Executive Director and Executive Board will be continually monitoring how to handle related workplace issues and will update you accordingly. In addition, we will communicate to you any impacted operational issues related to your position.

Additional general guidance on COVID-19 is available here:

- CDC Fact Sheet: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- MDH Guidance: <https://www.health.state.mn.us/diseases/coronavirus/index.html>

## Communications and training

This Preparedness Plan will be communicated and training will be provided to volunteers as necessary.

This Preparedness Plan has been certified by the UWNEMN Executive Board and will be updated as necessary. A copy of this plan has been provided to each UWNEMN employee.

Nothing in this communication establishes any precedent or practice. UWNEMN may change or eliminate these items, or portions thereof, at any time and without notice.

This plan supplements existing volunteer and visitor policies, rules, procedures, and regulations. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this plan directly contradicts another current policy, rule, procedure, or regulation in which case this plan supersedes existing policy, rule, procedure, or regulation. Therefore, volunteers and visitors are encouraged to review all other such policies, rules, procedures, and regulations in conjunction with this plan.

Please contact Shelley Valentini or Eric Clement with any questions or concerns.

Thank you for your cooperation.

Certified by:  
Shelley Valentini  
*Executive Director*



## Visitor Health Screening Questionnaire (COVID-19)

Empowering healthy lives is one of United Way of Northeastern Minnesota (UWNEMN)'s key focus areas. As the outbreak of COVID-19 continues to evolve and spread globally, UWNEMN is closely monitoring the situation and the recommendations provided by the Centers for Disease Control and Prevention (CDC).

In an effort to prevent the spread of COVID-19 and reduce the risk of exposure to our employees, visitors, and our communities at large, we are requesting that you complete this short screening questionnaire. Your participation is important to assist us in taking precautionary measures to protect you and others in the region. Thank you.

Visitor Name:
Visitor Company/Organization:
Visitor Home Community:
Visitor Phone Number:

**If the answer to any of the following questions is "yes," access to the building will be denied.**

Visitor Self-Declaration	
1	Within the past 24 hours have you experienced any of the symptoms listed above (fever >100.4o F or chills, cough, shortness of breath, headache, muscle or body aches etc.)?  <div style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </div>
2	Have you had close contact with someone who has been diagnosed with or suspected to have COVID-19 in the last 14 days?  <div style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </div>
3	Have you been on a cruise or returned from any country/state for which a <b>Level 3</b> Travel Health Notice for COVID-19 has been issued by the CDC in that last 14 days. ( <a href="https://wwwnc.cdc.gov/travel/notices">https://wwwnc.cdc.gov/travel/notices</a> )?  <div style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </div>

Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: If you plan to be onsite for consecutive days, please notify UWNEMN immediately if any of your answers change. The information collected on this questionnaire will be used to determine your rights to access UWNEMN facilities.**

<i>For completion by UWNEMN representative only</i>		
Access to Facility (circle one):	Approved	Denied