

Protections and Protocols for: ADMINISTRATIVE EMPLOYEES

The corporate office continues to be open for those employees wishing, and approved, to return to work on site (either full-time or hybrid). Our employees have settled into a more permanent work arrangement (return to office full-time, continue to work remotely full-time, or work a hybrid schedule). These arrangements could change at any time depending on state/federal guidance in compliance with on-going pandemic precautions. Currently, the office building is unlocked and open to the public. However, appointments are strongly encouraged due to numerous employees following the hybrid or full-time work from home schedule. The following portion of this plan applies to administrative employees who continue to work in the office on a daily basis, and for any employee who may occasionally gain access to the building as needed.

HANDLING SICK EMPLOYEES

The following policies and procedures are being implemented to assess administrative employees' health status prior to entering the workplace and for employees to report when they are sick and/or experiencing symptoms.

Health Screening/Self-Monitoring/Reporting Policy

Employees who are coming into the office are required to take their temperatures at home, self-assess their symptoms, and report concerns to Alliance. Employees should contact the Directors of Nursing at 651-895-8030 to make a report. Employees must stay home and report any of the following symptoms that may apply:

- Temp of 100.3 or greater (with or without accompanying symptoms)
- Chills
- Cough
- Shortness of breath
- Sore throat
- Muscle aches
- Headache
- Loss of smell and/or taste
- Fatigue
- Nausea/Vomiting
- Diarrhea

Employees who have self-monitored from home and are symptom free, are permitted to enter the building, wash their hands immediately upon arrival, and are then required to sign an electronic verification of good health upon logging in to their work station. Workers have their own work stations, but should maintain distance as appropriate while working in the office.

If an employee becomes sick at work, they must leave the workplace immediately, or be quarantined in an isolated, unoccupied office until they are able to leave. The sick employee

must report their symptoms/illness as required above and follow MDH quarantine guidelines (listed below).

Administrative employees have been informed of these protocols through regular correspondence.

Returning to Work after Exposure or Potential Exposure

Employees must stay 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. The employee will be permitted to return to work following the conditions that have been set forth per CDC/MDH regulations. These are on-going and can change at any time.

IF YOU TEST POSITIVE FOR COVID-19 (regardless of vaccination status):

- **Stay home and away from others (isolate) for at least five full days.** Refer to the MDH guidance [how long to stay home](#) section for more details and information on how to count the days.
 - You can spread COVID-19 to others starting a couple days before you have any symptoms, and even if you never have any symptoms.
- **Wear a high-quality and well-fitting mask** when you need to be around other people, even at home.
- **Avoid contact with other people in your household** and stay in a separate room, if possible.
- **Use a separate bathroom**, if possible.
- **Try to make the flow of air in your home better**, if possible. Refer to [Indoor Air Considerations](#).
- **Tell people who had close contact with you**, including people who are fully vaccinated, that they may have been exposed to COVID-19 and share the information on [Close Contact or Exposure to COVID-19](#).

IF YOU WERE EXPOSED TO SOMEONE WITH COVID-19: (please read carefully)

Wear a high quality and well-fitting mask for 10 full days when you are indoors and around others, even at home. The 10 days start the day after your last close contact with someone with COVID-19. The day of your last close contact is counted as day zero. The day you can stop wearing a mask is day 11.

Watch for symptoms for 10 full days after your last close contact with someone who has COVID-19. Symptoms can include fever of 100.4 degrees Fahrenheit or greater, cough, sore throat, or shortness of breath.

If you develop symptoms, stay home and away from others (isolate) and test immediately for COVID-19. Follow isolation recommendations at [If You Are Sick or Test Positive: COVID-19](#). This includes people who have tested positive for COVID-19 in the last 90 days, even if they are up to date with their COVID-19 vaccines.

Test on day six, if possible

- If you test positive, stay at home (isolate), and follow recommendations at [If You Are Sick or Test Positive: COVID-19](#).
- If you test negative, continue to wear a high-quality and well-fitting mask when indoors and around others.
- Visit [COVID-19 Testing](#) for detailed information about where you can get tested and what kinds of tests are available.

*If you had COVID-19 in the past 30 days, testing is not recommended after an exposure unless you develop symptoms. This means, if you don't have symptoms, you don't need to test at day 6.

Things to avoid

- Avoid people who are immunocompromised or at high risk of severe disease and settings where people at higher risk live or gather, such as long-term care facilities. If this is not possible, take extra precautions to [protect yourself and others](#). For information on people at higher risk, refer to [CDC: People with Certain Medical Conditions](#).
- Avoid travel. If you must travel, wear a high-quality and well-fitting mask.
- Avoid places where you need to remove your mask (e.g., gyms, restaurants).
- Employees who are severely immunocompromised but remain asymptomatic throughout their infection should be excluded from work for 20 days following specimen collection.

Vaccinations:

The Biden-Harris Administration announced on May 1, 2023, that the Centers for Medicare and Medicaid Services (CMS) would soon be eliminating COVID-19 vaccination requirements for healthcare providers. On May 31, 2023, CMS issued the awaited Final Rule.

The Final Rule contains two key changes:

- Removes testing requirements issued in the September 2, 2020, Interim Final Rule (IFR); and
- Removes vaccination requirements for healthcare staff as defined in the IFR.

The Final Rule includes ongoing education initiatives, including requiring certain covered providers to provide education around COVID-19 vaccination and offer COVID-19 vaccinations.

This means, effective immediately, home care agencies no longer need to comply with any provisions in the CMS vaccination requirement. This includes tracking staff vaccination records, ensuring staff that are not vaccinated meet an exemption, and ensuring exempt staff have an additional protection measure that vaccinated staff do not have to comply with.

With this ending, CMS made it clear that they intend to encourage ongoing COVID-19 vaccination through its quality reporting and value-based incentive programs in the near future.

Leave Policy

Leave policies 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.

- Per FMLA, Alliance will provide up to twelve (12) weeks unpaid leave to eligible employees for a variety of reasons related to family and medical care in accordance with state and federal law requirements. Eligible employees are those who have worked for the company at least twelve (12) months and worked 1,250 hours during the twelve (12) months immediately preceding the start of the leave.
 - Should an employee not qualify for FMLA, the Benefits Coordinator and Director will work with them regarding a reasonable accommodation and/or leave when needed to ensure that the employee is able to stay home without worry when ill.
- Alliance administrative employees working 35+ hours a week are eligible to accrue both PTO and Vacation time. Employees are encouraged to use this time, when needed.
 - Employees who have exhausted or are not eligible for PTO or Vacation will be permitted to take time off, unpaid, when needed.
- Administrative employees have been encouraged to reach out to their Director with any concerns or accommodation requests to ensure they feel safe and comfortable while working.

Exposure Notification Policy

Alliance has 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 (refer to the vaccination section listed above).

- Exposed employees will be notified immediately via phone/email by their supervisor if they have been exposed to a person with COVID-19 at work.
- The identity of the individual with positive COVID-19 will not be released.
- Exposed employees will be sent home to work remotely (if possible) and be required to quarantine as outlined above in the “Return to Work After Exposure or Potential Exposure” section.

Privacy of Worker Health Status

An employee’s health status and health information are considered private and will be protected by Alliance.

- All employee health information is protected, kept confidential, and not released. Only the Director of Nursing who received the report will be privy to the name of the employee with COVID-19 or COVID-19 symptoms.
- Any information regarding an employee's health information will be stored outside of the employees personnel file in a locked and secured area.

CUSTOMERS, CLIENTS, VISITORS

Alliance’s corporate office is open to its customers, clients, and visitors. However, there are only a small handful of employees who continue to work in the building on a daily basis with all other employees working from home remotely. For this reason, it is still recommended to customers, clients, and visitors that all communication with/by our administrative employees occur through phone, email, or video. Customers, clients, and visitors of *“high risk” are strongly advised to refrain from coming to the building.* Visitors entering our building are recommended to wear source control if they are not fully vaccinated, and will need to complete the COVID-19 self-screening log immediately upon entering the building. Visitors will then check in with the receptionist, and will be instructed to promptly wash/sanitize their hands upon entrance and exit of our building, as long as they do not answer “Yes” to any of the self-screening questions. If a visitor has symptoms or shows symptoms of COVID-19 while in the building they will be requested to leave and contact the office via phone, email, or video.

Any in-office meetings with visitors will be conducted in a non-confined, well-ventilated space, such as a training room, conference room, waiting room, or retail space.

- Visitors will be escorted to the designated room by the employee who organized the meeting.
- The visitor must leave the premises of the building once the meeting is completed.
- Any office spaces and/or equipment that was exposed or used during the meeting will be sanitized and disinfected after use.

ENVIRONMENTAL CONTROLS

It is recommended for employees to maintain distance in the workplace as appropriate from other employees through the following controls:

- 95% of all administrative and management employees continue to work from home.
- Less than 15 employees continue to work in the office building on a regular basis.
- If any employee needs to come into the office, they must continue to complete a self-check for signs and symptoms of COVID-19, and wash or sanitize hands immediately upon entry.
- Employees who work in the office building are stationed in their own, private, workspaces to ensure proper distancing.
- Due to most employees working remotely, workspaces have not needed to be moved since the office provides a large, spread-out work environment for employees.
- Employee meetings are successfully and easily conducted by phone or video conference if needed.
- Employees in the office should maintain appropriate distancing while present in the breakroom, bathrooms, or other communal areas.
- Communal printers/fax machines have been limited or removed and are sanitized with provided disinfectant wipes per the office cleaning schedule.
- Signage is posted on all entrance doors informing employees and visitors of all COVID-19 restrictions or updates as necessary per federal and local guidelines

HYGIENE, PPE, AND SOURCE CONTROL

Basic infection prevention measures and universal precautions are being implemented at our workplaces at all times.

Hygiene

All employees and any permitted visitors entering the office building are instructed and required to wash or sanitize their hands immediately upon entering the building and before they leave the building. 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 day/shift, prior to and after any mealtimes, and after using the restroom.

- Signage is posted in all office restrooms with detailed instructions on how to thoroughly and properly wash hands.
- Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at Alliance's main entrance and locations throughout the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
- Employees will be encouraged throughout the day to wash and/or disinfect hands and will be allowed proper time in the day to accomplish this infection control protocol.

Personal Protective Equipment (PPE)/Source Control

- Fully vaccinated employees and visitors are not required to wear source control while in the building. Employees and visitors who are not fully vaccinated have been recommended to continue to wear source control while in the building, and this reminder is posted at the main entrance.

Additional Preventions

- Employees are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing (even when wearing a mask), and to avoid touching their face, particularly their mouth, nose and eyes, with their hands.
- Doors to access the bathrooms have been equipped with a touch free toe-pull and toe-kicks to allow a touch-free entrance/exit.
- Hand towel dispensers have been replaced with touchless models.
- Touchless trash receptacles are located in each bathroom and other communal areas to ensure sanitary measures may be met.
- Employees are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.
- Respiratory etiquette is demonstrated on posters and signage and supported by making tissues and trash receptacles available to all employees and any other persons who may be permitted to enter the workplace.
- Employees are expected to keep their food individualized and not share any food or drinks.

BUILDING SYSTEMS AND VENTILATION

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

The building's mechanical systems have remained in operation during this time as we have only had a select few employees working in the office. Alliance provides regular required maintenance on its building systems.

There are certain areas of the building that are on separate ventilation routes. Isolated office spaces on these separated ventilation routes will be utilized if needed should an employee become sick while at work and cannot leave the building right away.

Any necessary office meetings will also be conducted in these separately ventilated areas if needed.

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained.

The employees who are working in the building maintain appropriate distancing in their own private workspaces which prevents air flow from blowing across people to others.

CLEANING, SANITIZING, and DISINFECTING

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, delivery vehicle, shared spaces, and areas in the work environment, including restrooms, break room, meeting/training rooms, and the front

desk. Frequent cleaning and disinfecting are being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, copy machines, fax machines, etc.

- A weekly cleaning schedule is utilized to ensure all areas are cleaned and disinfected by designated maintenance staff, including restrooms, common areas, shared electronic equipment, and high touch areas such as door knobs, light switches, railings, countertops, etc.
- Employees are asked to complete regular disinfecting of their office spaces and any shared spaces/items in the office throughout the day after use.
- Personal equipment, tools, supplies, phones, etc. are not to be shared.
- If an employee or other visitor becomes ill, the office and all aforementioned surfaces and areas will be immediately cleaned and disinfected by a designated individual dressed in appropriate PPE.

Appropriate and effective cleaning and disinfecting supplies 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.

- These products, which meet EPA's criteria for use against SARS-COV-2, are used to disinfect Alliance's building and workspaces.

DROP-OFF, PICK-UP AND DELIVERY (Including Alliance Medical Supply)

Mail and Package Service

Alliance's office is currently open to the public and for allowing drop-off and pick-up for mail and packages. Delivery/mail personnel will be allowed to enter, and then asked to drop-off and/or pick-up mail/deliveries at the reception counter. The receptionist regularly sanitizes the reception surfaces.

Alliance utilizes the loading dock to allow for larger deliveries and ensures proper distancing is still maintained.

Distribution of PPE

Alliance provides PPE to select field employees and they are allowed to pick up PPE as needed, as long as they self-screen for COVID-19 symptoms before entering the building.

Timecards

Employees should continue to submit timecards in one of the following ways:

FAX: 651-895-8070

EMAIL: Payroll@alliancehealthcare.com

MAIL: 2260 Cliff Road
Eagan, MN 55122

Attn: Payroll Department

Distribution and Delivery of Medical Supplies

Alliance packages and drop-ships medical supplies from its warehouse. The individual completing the packaging washes their hands before handling supplies during the packaging and drop-shipping process. The packaging and shipping area is cleaned daily and as needed throughout the day to ensure sanitation measures.

Some medical supplies are delivered directly to people's homes by Alliance delivery personnel.

- Deliveries are now conducted face-to-face for signature purposes. The delivery individual wears source control and gloves for each delivery.
- The driver disinfects his/her hands before and after every delivery.
- The delivery vehicle is equipped with a cleaning kit to ensure the vehicle is cleaned between deliveries.