

## **Protections and Protocols for: ADMINISTRATIVE EMPLOYEES**

The corporate office has been re-opened since mid-May 2021 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 are stationed separately in the office to ensure proper social distancing while 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 since March 2020.

### **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 the document, [COVID-19 Recommendations for Health Care Workers \(state.mn.us\)](https://www.state.mn.us/health/covid19/recommendations-for-health-care-workers) which states the following:

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

- Stay home/isolate for 5 days.
- Continue to wear a mask around others for 5 additional days.
- If you have no symptoms, or your symptoms are resolving, you can leave your home.
- If you have a fever, continue to stay home until your fever resolves.

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

\*(If you have 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):

- Wear a mask around others for 10 days.
- Test on day 5, if possible.
- If you develop symptoms, get a test and stay home.

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

\*\* (If you: completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted **OR** completed the primary series of Johnson and Johnson over 2 months ago and are not boosted **OR** are unvaccinated):

- Stay home for 5 days. After that, continue to wear a mask around others for 5 additional days.
- Test on day 5 if possible.
- If you develop symptoms, get a test and stay home.

- Continue to watch for symptoms, even if your quarantine was shortened.
- Employees who are severely immunocompromised but remain asymptomatic throughout their infection should be excluded from work for 20 days following specimen collection.

### **Who does not need to quarantine?**

If you have recovered from COVID-19 in the past 90 days and have close contact with someone with COVID-19, you do not need to quarantine if ALL of the following are true:

- Your illness was confirmed with a positive lab test in the past 90 days.
- You have fully recovered.
- You do not currently have any symptoms of COVID-19.

### **Vaccination**

If someone has completed COVID-19 vaccination (two doses in a two-dose series or one dose in a one-dose series) and is exposed, they do not need to quarantine if ALL of the following are true:

- The COVID-19 exposure was at least 14 days after their vaccination series was fully completed.
- The COVID-19 exposure was within 90 days of their final dose of the vaccination series.
- They do not currently have any symptoms of COVID-19.
- MDH recommends testing three to five days after exposure, even if they do not have symptoms.

Regarding vaccination status, if an employee has already started the process of vaccination, we encourage them to complete all doses. If the employee has proof of vaccination, we would still like to have a copy for our records. We do not know what the future will look like for any mandates or other vaccination efforts so it is prudent to prepare for the possibility that it may be required again. All employees will be kept up to date in a timely manner regarding on-going vaccination mandates, updates, or changes.

If you have not yet received a vaccination, the **Centers for Disease Control and Prevention (CDC)** still recommends that you do so:

“COVID-19 vaccines are effective at protecting people from COVID-19 and help keep adults and children from getting seriously sick. COVID-19 vaccines can reduce the risk of people spreading the virus that causes COVID-19. Getting everyone ages 5 years and older vaccinated can help the entire family, including siblings who are not eligible for vaccination and family members who may be at risk of getting very sick if they are infected.

Adults and children 5 years and older who are fully vaccinated can resume activities that they did before the pandemic. Learn more about what people can do [when they have been fully vaccinated](#). Studies show that COVID-19 vaccines are effective, especially at keeping adults and children from getting seriously ill even if they do get COVID-19. Learn more about the [benefits of getting vaccinated](#). COVID-19 vaccines teach our immune system how to recognize and fight the virus that causes COVID-19. It typically takes 2 weeks after vaccination for the body to build protection (immunity) against the virus that causes COVID-19.”

## **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 has opened back up 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 a face mask 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 from at least 6 feet away, 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 at a 6-foot distance 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 training 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.

## SOCIAL DISTANCING

Social distancing of at least 6 feet will be implemented and maintained between employees in the workplace 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 social distancing protocol of at least 6 feet or more.
- 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.
- Employees in the office should maintain social distancing of at least 6 feet while present in the breakroom, bathrooms, or other communal areas.
- Seating areas in communal spaces continue to be limited or removed and signage is posted in these areas to reiterate the social distancing requirements and to eliminate unnecessary congregating.
- All communal office supplies have been removed and employees have been instructed not to share office supplies.

- Communal printers/fax machines have been limited or removed and employees are instructed to sanitize surfaces with provided disinfectant wipes before and after each use.
- 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)/Face Masks**

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

### **Source Controls**

- 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 are at least 6 or more feet apart in their own private workspaces to allow for social distancing and to prevent 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 daily and weekly cleaning schedule and checklist 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 far end of the reception counter while maintaining a distance of 6 feet or more from the receptionist. Once the delivery person leaves, our receptionist sanitizes the surface and distributes the mail/packages as appropriate.

Alliance utilizes the loading dock to allow for larger deliveries ensuring social distancing protocol is still maintained.

### **Distribution of PPE**

Alliance provides PPE to select field employees and they are now 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](mailto: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.

- All deliveries are conducted using a no-contact approach by an individual wearing a face mask, as defined by the CDC.
- The delivery driver schedules an appointment and leaves the delivery on the customer's front steps (or other designated area as discussed).
- The driver disinfects his hands before and after every delivery.
- The delivery vehicle is equipped with a cleaning kit to ensure the vehicle is cleaned between deliveries.