

Protections and Protocols for: ADMINISTRATIVE EMPLOYEES

The vast majority of administrative operations are being conducted remotely. Only a small handful of employees are working in-office or have access to the office building. The office building has remained locked and closed to the public since April 1st, 2020. The following portion of this plan applies to administrative employees who continue to work in the office on a daily basis due to various circumstances, 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

Employees who have self-monitored from home and are symptom free, are to don a face covering before entering 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. If able, the employee is encouraged to complete work remotely while they are home. An employee will be permitted to return to work following the conditions that have been set forth per the [Minnesota Department of Health-COVID-19 and When to Return to Work Guidelines](#), which states the following:

- If the exposed employee and/or household member does not show symptoms of COVID-19 fourteen (14) days after exposure, they can return on the 15th day.
- If an exposed employee and/or household member develops symptoms of COVID-19 and/or or has tested positive for COVID-19 they may return after 10 days, AND for 3 days with no fever (without-fever reducing medication), and improvement of respiratory symptoms (cough, shortness of breath), whichever is longer.

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.

- 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 is 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 currently closed to its customers, clients, and visitors. There are only a small handful of employees who continue to work in the locked building on a daily basis. All other employees work from home remotely. All communication with/by our administrative employees occurs through phone, email, or video to ensure the health and safety of our employees, customers, clients, and visitors.

Visitors are permitted only when no other option can be accommodated and by appointment only.

- Prior to appointments, all visitors will be screened to check for COVID-19 symptoms, close contacts with confirmed cases and quarantined cases, and out of state travel.
- If the visitor or a member of their household is sick or showing symptoms they must cancel their appointment and reschedule for a later date.
- Customers, clients, and visitors of "high risk" are strongly advised to refrain from coming to the building.
- Any visitor entering our building must wear a face mask (unless unable due to health condition), 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.

Any in-office meetings with visitors will occur outdoors whenever possible. Indoor meetings must take place in the large training room as it allows for proper social distancing protocols and is on a separate ventilation system from employee workspaces. Signage is posted on the training room doors to reiterate the social distancing requirements.

- Visitors must be escorted to the training room by the employee who organized the meeting.
- Visitors must be escorted out of the building once the meeting is completed by the employee who organized the meeting.
- 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 six feet will be implemented and maintained between employees in the workplace through the following controls:

- Alliance's corporate office has been locked and closed to visitors and the general public since April 2020.
- 95% of all administrative and management employees have been working from home remotely since April and will continue to do so for the foreseeable future. Employees who can work from home, must work from home.
- Less than 10 employees continue to work in the office building or have access to the building on a regular basis due to work that is unable to be performed at home.
- If an employee needs to come into the office they must call ahead of time to let their supervisor and receptionist know of their arrival, complete a self-check for signs and symptoms of COVID-19, wear a mask when entering the building, and wash or sanitize hands immediately upon entry.
- Employees who continue to work in the office building due to inability to work from home, 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 are not allowed to congregate in the breakroom, bathrooms, or other communal areas.
- Seating areas in communal spaces have been limited or removed and signage is posted in these areas to reiterate the social distancing requirements.
- 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, such as temporary office closure to the public, social distancing, mask requirements, mail/package drop-offs, etc.

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

Employees are required to wear a face mask that covers their mouth and nose in accordance with Executive Order 20-81. This Executive Order requires everyone—including workers—to wear a face covering in indoor businesses and indoor public spaces. Employees must wear their face mask when entering the building, moving throughout the building, and when working within 6 feet of someone else.

- Employees may remove their face mask when working at their desk if they are in a private, unshared workspace.
- Employees are expected to provide their own face masks but will be provided with a face covering by Alliance if they are unable to obtain their own.
- This Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health conditions or other reasons—such as when wearing a face covering would create a job hazard. There are also situations in which a face covering may be temporarily removed. More information about face covering requirements and exemptions is available on the MDH website at Facemasks and Personal Protective Equipment (PPE) Webpage: <https://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks>

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 is 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 closed to the public but we do allow drop-off and pick-up for mail and packages. Per the signage on our entrances, delivery/mail personnel must knock on the door so our receptionist can unlock the door from her work station. The delivery person will be allowed to enter if masked, 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 for pick up at our office building.

- Field employees are required to schedule an appointment and call upon their arrival.
- Field employees are not allowed to enter the building.
- To ensure a no-contact pick up, the receptionist will set PPEs outside of the building when the field employee arrives.

Timecards

Alliance no longer accepts timecards via drop off at the office. Employees should 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 his hands before handling supplies and wears a mask 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.

- Supplies are kept in the back of the delivery van as far away from the driver as possible.
- All deliveries are conducted using a no-contact approach by an individual wearing a mask.
- 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.