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## **COVID-19 PREPAREDNESS PLAN**

### **ALLIANCE HEALTH CARE/ALLIANCE HEALTH SERVICES (ALLIANCE)**

Alliance is committed to providing a safe and healthy workplace for all our employees, customers, clients, and visitors. To ensure we have a safe and healthy workplace, Alliance has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Alliance's Board of Directors and Governing Body, who maintains the overall authority and responsibility for the plan. However, management and employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Alliance's leadership members have our full support in enforcing the provisions of this plan.

Our employees are our most important assets. Alliance is serious about safety and health and protecting its employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by keeping employees informed regarding all aspects of COVID-19 via company memos/emails and zoom meetings, as needed. Employees are encouraged to reach out to their department directors with any questions, concerns or feedback. Department directors meet regularly to discuss any employee concerns and suggestions and then work together to form company policies and procedures regarding COVID-19 response initiatives. This process will continue at Alliance throughout the course of this pandemic to ensure the health and safety of all individuals and to ensure the continuity of business operations and services for our clients.

Alliance's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. There are multiple addendums that address program/service specific plans in response to COVID-19. Each plan addendum addresses the following:

- ensuring sick employees stay home and prompt identification and isolation of sick persons;
- social distancing
- handling customers, clients, visitors,
- hygiene, PPE, and source controls;
- building systems and ventilation;
- cleaning, sanitizing, and disinfecting
- drop-off, pick-up and delivery practices

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**PLEASE FIND THE ATTACHED ADDENDUMS FOR PROGRAM SPECIFIC PROTECTIONS AND PROTOCOLS:**

1. Administrative
2. 245D Non-Residential
3. 245D Residential
4. Mental Health
5. PCA Traditional/Choice and Homemaking
6. Public Health Nursing
7. RN, QP, and HHA

**COMMUNICATIONS AND TRAINING PROVIDED**

Relevant portions (applicable to each service) of the COVID-19 Preparedness Plan have been communicated to employees by either memo, letter, email, etc throughout the COVID-19 Pandemic and training has been provided via the same means.

Employees have been made aware of this consolidated plan and their ability to review or receive a copy of this plan via email on July 31, 2020.

Additional communication and training will be ongoing as further information is received by national and local entities. Employees will continue to receive all updates and trainings via email.

This training will be provided to all new employees, applicable to their department, upon hire. Instructions about the above-mentioned protections and protocols will be communicated to all workers, including employees, temporary workers, independent contractors, subcontractors, vendors and outside technicians, customers, clients, guests, and visitors. These individuals will also be advised not to enter the workplace if they are sick or experiencing symptoms via email notifications and building signage.

The Board of Directors and the Governing Body are expected to monitor how effective the program has been implemented by discussing successes, challenges, and deficiencies during designated bi-weekly meetings. All management and employees are to take an active role and collaborate in carrying out the various aspects of this plan and update the protections, protocols, work-practices, and training as necessary.

The COVID-19 Preparedness Plan has been certified by Alliance Health Care Board of Directors and Governing Body and the plan was posted throughout the workplace and made readily available to employees on July 31<sup>st</sup>, 2020. This plan will be updated as necessary by Shalon Fiala, Director of Operations (or designee) in coordination with the Board of Directors and the Governing Body.

**Certified by: Shalon Fiala**

Director of Operations/Administrator Qualified Designee/Emergency Preparedness Information Officer

Signature: Date: 7/30/20