



...TRANSITIONS DOGS AND CATS TO LOVING HOMES, SERVES AS A COMMUNITY RESOURCE, AND ADVOCATES FOR KIND, RESPONSIBLE PET CARE.

COVID-19 Preparedness Plan

Last Updated July 21, 2020

Great River Rescue is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers 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 workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Great River Rescue managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Great River Rescue. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by communicating via our staff messaging board in Shelter Manager, and regular staff meetings. Additionally, staff are always welcome to address any concerns with the Executive Director at any time. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers'

health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Workers will be asked to remain home and find a replacement worker if they are experiencing any symptoms outlined on the MN Department of Health symptom screening form. Workers must review the daily health screening form when arriving at work and certify they are not experiencing symptoms. Workers will also have their temperature screened and logged upon arriving at work. Workers with a temperature above 99.5 degrees F or exhibiting other symptoms will be asked to return home. Any workers who start to exhibit symptoms during the work day will be asked to return home immediately. If they can not return home, they will need to spend the rest of the work day in our dog quarantine room area. This room will be fully sanitized afterward by staff wearing personal protective equipment (PPE).

Great River Rescue has implemented leave policies that promote workers 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. All employees earn sick time based on hours worked for part-time workers, or tenure for full-time employees. Employees who qualify for the Families First Coronavirus Response Act will earn paid sick leave according to the requirements of the Act. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Workers who report these medical conditions will be allowed to work from home if their position allows.

Great River Rescue has also implemented a policy for informing workers 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. Any employee exposed to a person reporting COVID-19 infection will be ordered to self-quarantine for two weeks. Reports will be verified to the extent possible with the person's medical provider. If the report is shown to be false, the employee(s) exposed will be allowed to return to work if they are not exhibiting symptoms.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Reasons for someone's quarantine will not be disclosed to protect their right to privacy.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash or sanitize their hands prior to or immediately upon entering the facility.

Regular hand sanitation is a common practice at Great River Rescue as an animal shelter facility that must maintain proper protocols to prevent the spread of disease. Hand sanitizer is made available in multiple locations throughout the building along with hand washing stations. Signage is posted at the hand washing stations to illustrate the proper hand washing method.

All clients will be informed of our hand sanitation protocols before entering the facility. Our entrance will remain locked during business hours and clients will only be allowed in with an appointment. Staff are trained to offer hand sanitizer as a customer enters and ensure they follow hand sanitation protocols during their visit.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

All staff will be thoroughly trained on these protocols. Customers will be informed during pre-visit phone calls and video chats. Staff will have weekly meetings to check-in on these protocols and ensure they are being followed.

Face Coverings

As of July 21, 2020, the City of Bemidji requires face coverings to be worn in any indoor public space. This order includes Great River Rescue and applies to all clients, visitors, staff, and volunteers with certain exemptions outlined in the order. To view the full order with all stipulations, visit Bemidjinow.com.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Staff are trained to maintain six feet of distance between each other and customers.
- Signage is posted at the shelter to promote six feet of social distance.
- A maximum of ten people including employees will be allowed in the building at any one time. The number of people within any room will be limited to allow for proper social distancing.
- We will ask customers who are experiencing symptoms of COVID-19 or have been exposed someone with symptoms of COVID-19 not to enter our facility.
- Person-to-person contact will be limited as much as possible. Customers will be encouraged to complete an online application and phone/video call interview before visiting the shelter. Adoption contracts and payments will be taken remotely unless the customer is not able to comply.
- Adopted animals will be delivered to a customer's vehicle whenever possible.
- Clients wishing to surrender animals will complete all pre-intake paperwork remotely.
- A shield has been installed at the front desk to prevent disease transmission.

Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Our shelter desk worker will be responsible for disinfection with Lysol cleaning products (or something similar that disinfects) upon arrival to the shelter. During the afternoon, kennel staff will be responsible for disinfection periodically. At the end of the work day, our kennel coordinator will be responsible for disinfection. If a worker is diagnosed with COVID-19, any area visited by the worker will be sprayed with RESCUE (an accelerated hydrogen peroxide product) and allowed 10 minutes of contact time for efficacy. Customers and other employees will not be allowed in those areas until they have been fully disinfected.

Communications and training

This Preparedness Plan was communicated in a staff meeting to all workers on May 6, 2020 and necessary training was provided. Additional communication and training will be ongoing via regular weekly meetings and our internal staff messaging board and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how drop-off, pick-up and delivery will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when dropping off, picking up or accepting delivery. Managers and supervisors are to monitor how effective the program has been implemented by discussion with employees and making adjustments as necessary. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by the Great River Rescue Board of Directors and was posted throughout the workplace on May 8, 2020. It was updated on June 16, 2020 and July 21, 2020.

Certified by:

Brandon Mustful
Executive Director