



# GUILD RETURN TO OFFICE PLAN

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# Introduction

**All Guild facilities that closed due to COVID-19 will reopen to the public on July 6<sup>th</sup>, 2021.**

Guild's COVID-19 Response Level will be moved to a 1. As of July 6<sup>th</sup>, 2021, this plan supersedes Guild's COVID-19 Preparedness Plan. COVID-19 Preparedness Plan is no longer required when the Commissioner of the Minnesota Department of Health determines that 70% of people 16 years of age and older have received at least one dose of COVID-19 vaccine and notified the Governor and the public, or July 1, 2021, whichever is earlier. Guild will open facilities to staff and the public that were closed due to COVID-19 pandemic which will result in returning to normal business for all Guild facilities and staff. Restrictions such as community food, social distancing, capacity limits, mask wearing will be reduced. The potential for transmission of COVID-19 in our workplaces and communities has decreased but Guild will continue to monitor the risk of COVID-19 to ensure safety for Guild staff, clients, visitors.

This return to office plan details how we plan to reopen facilities that closed and keep all our staff safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and staff, and outlines the steps that Guild is taking to maintain safety while returning to normal business operations.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. By releasing this return to office plan, Guild hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all our staff.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their Supervisor or HR to discuss alternate arrangements, should they be necessary.

## **Workplace Protocols to Follow When Returning to the Office**

Guild has implemented various workplace protocols designed to preserve the health and safety of our staff as they return to work. This section further explains these protocols. For additional information, please reach out to your supervisor.

### **Location Specific Restrictions**

Guild has multiple office and residential facilities. Program Manager or Services Director are approved to make restrictions based on their facilities specific needs and regulatory requirements set forth by Department of Human Services, State, and local orders. Program Manager or Service Director must communicate restrictions such as mask wearing or capacity limits that are not included in this plan to staff and visitors by posting it at the facility entrance and sending email communication to staff assigned to the location.

### **Employee Screening, Exposure and Confirmed Illness Protocols**

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following processes are being implemented to assess staff health status prior to entering the workplace and for staff to report when they are sick or experiencing symptoms. Due to the nature of Guild's staffing schedules and varied duties, Guild will rely heavily on employee self-monitoring of symptoms and overall health assessment.

Guild staff and visitors may be asked to confirm the status of their health as part of visiting a Guild location. Guild reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point.

### **COVID-19 Exposure and Confirmed Illness Protocol**

The definition of exposure is *being within 6 feet of a person for 15 minutes or longer who tested positive for COVID-19 or has been directed to quarantine by a medical provider*. If a staff member is experiencing any symptoms related to COVID-19 or has been exposed to someone who has tested positive for COVID-19, they will contact their supervisor and develop a plan to maintain safety. Staff who are exposed or experiencing symptoms are also recommended to contact their physician and/or get tested for COVID-19 and should follow instructions of the medical provider. The staff member will be asked to quarantine at home for up to 14 days and not visit Guild facilities, clients, or other staff. Deviations from this quarantine period will be made on a case-by-case basis by Service Area Directors. After a quarantine, or when symptoms have resolved the staff member can return to a Guild site. Supervisors should utilize the tools within this plan to support the staff until the symptoms subside. Additional precautions staff should take if they have been exposed to someone with COVID-19 can be found in the resource section at the end of the plan.

### **Testing Positive for COVID-19**

If a Guild staff member tests positive for COVID-19, they will notify their supervisor and complete the COVID-19 Positive Test Questionnaire. Staff members must also follow all instructions of their medical provider. The staff member is also encouraged to follow Minnesota Department of Health Guidelines when applicable, which can be found [HERE](#). Their supervisor will be responsible for notifying the Service Area Director. Directors will be responsible for the following:

- Use the "[COVID-19 Positive Test Questionnaire](#)" to gather information of any person or

facilities the staff was in contact with during the prior 2 days of testing positive for COVID-19.

- Notify Identified Individuals of their exposure to COVID-19. The Director will communicate when the person was exposed but protect the privacy of the staff member.
- Notify the Director of Operations (Director of Operations will coordinate with facilities) if the staff visited a Guild facility – detailing when the staff visited the site and what spaces they used. Director of Operations will coordinate restricting access and communicate with Chief Officers.
- Director of Operations will provide positive case data to HR to track and pair with completed symptom screeners. Tracking the progress and ensuring the procedures in this plan are followed.

The staff who tests positive for COVID-19 will be restricted from Guild facilities, clients and other Guild staff for up to 14 days. Deviations from this quarantine period will be made on a case-by-case basis by Service Area Directors and will be based on data from the COVID-19 Positive Test Questionnaire. Staff will be given the option to work from home with the approval of their supervisor if appropriate based on position. Prior to returning to regular working conditions, the staff member must have met the medical provider requirements for returning to work, and must complete the symptom screener - [Guild COVID- 19 Symptom Screener](#).

In addition, a process has been implemented to protect the privacy of staff's health status and health information. Guild will only release the minimum information required to notify an individual of exposure to COVID-19. Guild will not disclose staff personal identifiable information (PII) when notifying others of potential exposure.

## **Mask Wearing**

Beginning on July 6<sup>th</sup>, 2021 Guild has adopted the following mask wearing policy for staff, clients, and visitors to Guild facilities:

- Masks are not required to be worn while inside a Guild facility if the person has been fully vaccinated.
- Masks are required in all common areas by visitors and staff who have not been fully vaccinated.
- Guild will not ask or require visitors to disclose their vaccination status.
- It is important to be understanding if individuals in the office or attending a meeting feels more comfortable wearing a mask and to not pass judgment.
- Signs will be posted at all Guild facility entrances with information regarding mask requirements.
- Guild will have disposable masks available at all facilities for visitors if a mask is requested.

Mask wearing requirements are specific to Guild locations and could be different than what is outlined in this plan. All Guild staff are required to follow the mask requirements for the facility they are visiting. If a staff or visitor is unsure of the mask requirement, they are encouraged to contact the location they are visiting for information on the mask requirement. Mask requirements will also be posted on the Guild website.

## **Remote Work**

Guild believes that our work is best in person where we can be present, aware of body language and hold space to be present in times of camaraderie, support, and discomfort. Guild also believes in a flexible workspace which will be different for each team. All Guild Programs have submitted return to office department plans to ensure each department has a plan for returning to the office and supporting remote work if needed.

## **Meetings**

In person meetings will resume as normal. Conference rooms capacity restrictions will be updated within Outlook. Each meeting will discuss and develop a plan on how the meeting will be conducted either virtually or in person.

## **Community Food**

Community food and beverages such as coffee are approved to be served at Guild locations. It is required that when having community food, staff use safety measures such as using food serving gloves or utensils while serving food. Washing hands or using hand sanitizer is also important to use prior to eating community food.

## **Handwashing**

Basic infection prevention measures are always being implemented at our workplaces. Staff 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 workday, prior to any mealtimes and after using the toilet. Guild facilities will have hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water at facility entrances, visitors are encouraged to sanitize when entering.

Guild Facilities Department is responsible for ensuring all facilities have disinfectant supplies available including at a minimum antibacterial soap. Hand sanitizer will be purchased as they become available.

## **Respiratory Etiquette: Cover Your Cough or Sneeze**

Staff 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 supported by making tissues and trash receptacles available to all staff and visitors.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning, and disinfecting of work surfaces, bathrooms, railings, break rooms and printers. Staff are required to disinfect vehicles after they use. Frequent cleaning and disinfecting will be conducted in high-touch areas, controls, door handles, elevator panels, railings, copy machines, etc. Cleaning will take place three times per week in office, breakroom, meeting rooms, restrooms, and high traffic areas. Frequently used areas and surfaces such as reception, waiting areas, common entry doors and office equipment (printers) will be disinfected throughout the day regarding usage. Multiple parties will be responsible for the disinfecting of Guild facilities and worksites. Guild contracts

with a cleaning company and will be cleaning the Guild Wabasha, Guild Community Support Program, and Guild Scott County 2-3 days per week. Guild South and Delancey Apartments will implement cleaning procedure to ensure the facilities are disinfected on a regular basis. Frequently used areas and surfaces will be addressed by staff onsite as assigned by the Facilities Manager. Staff will be responsible for disinfecting their personnel work areas as needed, this would include team areas as well.

The disinfecting products that will be used throughout Guild are certified by the EPA as effective for eliminating the COVID-19 virus. A list of those current products being used can be given to those who inquire, of note is the fact that some of these products may change due to the inconsistencies of supplies, but any changes will also meet the EPA standards of being effective at eliminating the COVID-19 virus. Disinfecting of electronic equipment will follow the guidelines of the manufacturer if this is unavailable wipes or sprays of at least 70% alcohol will be used, this procedure will be supported and guided by Guild's IT Department.

If a suspected or confirmed case of COVID-19 is discovered in Guild facilities, Guild will follow the CDC guidelines for disinfection - [Disinfection Guidelines](#).

## **Continued Risk Assessment of COVID-19**

The Director of Operations will continue to monitor the infection rate of COVID-19 and vaccination rate within Minnesota monthly to ensure it is safe for Guild facilities to remain open. If COVID-19 risk increases or the Governor implements restriction, the Director of Operations will notify the Executive Team to determine increasing Guild response level. Updates to this plan can be found [here](#).

## **Conclusion**

Guild looks forward to the future of our staff returning to office's that were closed due to COVID-19 and appreciates all staff who worked on site and off site throughout the COVID-19 pandemic. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to office plan, we are prioritizing the health of our staff every step of the way as we consider reopening our business's doors.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Staff should discuss any concerns they have about returning to work as it relates to their personal health or situation with their supervisor's.

Finally, we ask that staff are patient and understanding of the fact that the COVID-19 pandemic may require our return to office plans to change. Staff will be given as much notice as possible in the event of an unforeseen setback or office closure.

Staff should direct questions regarding the content of this plan to their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance. For more information, click [here](#).

## **Appendix A – Resources**

### **General**

CDC Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

MDH Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

### **Businesses**

CDC Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

MDH Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)



[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

## **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)