

METROPOLITAN COMMUNITY SERVICES CORONAVIRUS IN THE WORKPLACE POLICIES/GUIDELINES

At Metropolitan Community Services (MCS), we value the health and safety of our employees, clients and other stakeholders. In an attempt to monitor the local, national and worldwide spread of the Coronavirus and the illness it causes, COVID-19, we ask our employees to review the following policies. MCS will continue to monitor the spread of the Coronavirus and will update its policies and procedures as necessary in accordance with public health guidelines.

MCS' priorities in setting these workplace policies are to:

- Maintain a safe and healthy workplace, including minimizing the transmission of contagious diseases;
- Sustain services and operational continuity;
- Encourage a workplace culture consisting of fairness, open communications and concern for the wellbeing of our employees.

Steps All MCS Employees Should Take:

1. All employees are urged to exercise a high standard of care and practice the following preventative measures in order to avoid exposure to, infection of, and transmission of COVID-19:
 - Wash your hands often with soap and water (20 seconds of scrubbing). Use an alcohol-based hand sanitizer of at least 60 percent alcohol ONLY IF soap and water are not available.
 - Cough/sneeze into a tissue. Dispose of used tissues immediately into a trash can. If you don't have a tissue, cough/sneeze into the crook of your elbow, not your hands. Wash your hands immediately after coughing/sneezing.
 - Avoid touching your eyes, nose, and mouth, which accelerates the spread of infections.
 - Avoid close contact with others who are sick.
 - If you are sick, avoid contact with others, including parties, meetings, and events.
 - Do not share glasses, eating utensils, water bottles, cigarettes/vapes/JUULs, lipstick/makeup, etc.
 - Clean and disinfect frequently touched objects and surfaces regularly.
2. Any employee who is sick is asked to stay home and call our office to at 952-658-8995 to notify us of the illness so we can take proper steps to notify your clients and potentially find another employee to cover your shift. Staying home when sick is a fundamental step in stopping the spread of communicable diseases.
3. **MCS asks that caregivers in the home follow some recommended precautions and monitor their clients for COVID-19 symptoms (e.g., fever, cough, shortness of breath). Please see the following guidance for more information:**
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

4. For additional information on COVID-19, please visit:
 - Center for Disease Control's General Information About COVID-19 - https://www.cdc.gov/coronavirus/2019-ncov/about/index.html?utm_source=bronto&utm_medium=email&utm_term=General+Information+About+COVID-19&utm_content=COVID-19+UPDATE+&utm_campaign=COVID-19+UPDATE+&_bta_tid=40463714415476440181608204683221948230766859179912859868626343964660129956728764384212123157269044705078&_bta_c=bulvg6phiad6pxmlb3hy4rt28r7ic
 - Minnesota Department of Health General Information About COVID-19 - <https://www.health.state.mn.us/diseases/coronavirus/index.html>
5. If you have traveled anywhere in the last 30 days, or have any upcoming travel arrangements, please call our office and notify us of such.