

Attached is the agency COVID-19 plan. This plan covers possible physical location closures. Leadership will be meeting with their teams to discuss with this means for their program. The agency will plan to remain as open as possible unless recommendations come from the state of Minnesota, the Minnesota Department of Health, or local emergency management systems.

Crime Victim Services are deemed an essential service from the state of Minnesota and must continue to be provided throughout the COVID-10 pandemic.

Beginning Wednesday March 18, 2020 parenting times, crime victim advocacy, administrative, and leadership staff may begin to work from home if flexibility is needed due to school closures or for staff who are immune compromised. Details of working from home and continuing services are included in the attached COVID-19 plan. Staff who do not require flexible scheduling due to school closure or who are not immune compromised are encouraged to come as usual unless recommendations encourage total shutdown.

Thrift Stores may reduce hours beginning Wednesday March 18, 2020. This is to allow the stores to operate with less staffing due to staff being immune compromised or unable to come to work due to university and school closures.

Staff who's hours are reduced due to COVID-19 are encouraged to apply for Minnesota Unemployment Benefits. Please see page 5 of the SPS COVID-19 Emergency Services Plan.

Here are some general reminders:

- Do not come to work sick.
- Wash your hands with soap and water for at least 20 seconds.
 - Wash your hands after touching surfaces in public places.
- Clean your hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol if you are unable to wash your hands.
- Use social distancing – have at least six feet between yourself and other people.
- Avoid touching your face, nose, eyes, etc.
- Avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
- Routinely clean all frequently touched surfaces in the workplace, such as desks, countertops, tables, keyboards, doorknobs, light switches, phones, facet handles, remote controls, etc. Use the Lysol and Lysol wipes or other disinfecting products.
- At PTC make sure all toys and kitchen surfaces are wiped between visits.
- If you need additional cleaning supplies (Lysol, Lysol wipes, gloves, etc.) request them.
- Thrift stores should wipe frequently touched surfaces (carts, registers, counters, door handles, etc.) often.
- Thrift store staff should wear gloves while handling donations.

Please let me know if there are questions regarding this plan or agency response that is not discussed in this plan.