



Guidelines for Resuming In-Person Juniper Classes and Leader Trainings

Updated June 30, 2020

As we continue to respond to the COVID-19 pandemic, Juniper is keenly aware that many of the people we serve in our classes are at higher risk for severe illness and death from Covid-19. Knowing that the virus is still present in our communities, offering in-person classes now would jeopardize the health and well-being of our participants and make a full return to in-person classes harder.

We also know that population density and infection rates vary through Minnesota counties, cities and towns. The Juniper network is providing this guidance Juniper providers who are considering resuming in-person classes and leader trainings.

We continue to encourage offering virtual classes as a creative approach to serving our community safely in this difficult time.

The guidelines have three sections and two appendices:

Section 1: Decision Tree for In-Person Juniper Classes and Trainings

Section 2: Health and Safety Checklist

Section 3: Situation Overview, Licensing and Executive Orders

APPENDIX A: Relevant items from Emergency Executive Order 20-55 Signed 5/13/20 and still applicable under Emergency Executive Order 20-74 signed 6/5/20 outlines

APPENDIX B: Juniper Provider COVID-19 Acknowledgement Letter; Juniper COVID-19 Waiver of Liability and Assumption of Risk; COVID-19 Screening Questionnaire

Section 1: Decision Tree for In-Person Juniper Classes and Trainings

Our utmost concern is for the health of older adults, persons with chronic health conditions, and class leaders. In these guidelines, we have taken into consideration the Center for Disease Control (CDC) and State public health guidance, in addition to the guidance set by evidence-based program licensing entities for specific Juniper programs.

We know the risk to COVID-19 spread looks different for each Minnesota community. Because of *your* work, Juniper has a strong reputation throughout the state, and our goal is to ensure we continue to offer quality, *safe* programs that meet the needs of adults across the state. We acknowledge the profound impact that social isolation has on older adults and seek to partner with you in offering programming to address this and other wellness needs. The decision tree below, and accompanying documents, are tools to help determine if in-person Juniper classes are feasible for your agency and community at this time.

- 1) **Are in-person classes allowable per guidance from the appropriate licensing entity (if applicable) as outlined in [Section 3: Situation Overview, Licensing and Executive Orders](#)?**
 - a. If no, do not hold an in-person class
 - b. If Yes ...
- 2) **Is your agency committed to adhering to the most recent executive orders outlined in [Appendix A](#)?**
 - a. If no, do not hold an in-person class
 - b. If yes...
- 3) **Prior to offering classes, has your agency reviewed and completed each of the steps as outlined in [Section 2: Health and Safety Checklist](#) for in-person classes?**
 - a. If no, do not hold an in-person class
 - b. If yes...
- 4) **Upon review of the available virtual class offerings has your agency determined that the virtual class offerings DO NOT meet the needs for all or a portion of your target population?**
 - a. If no, do not hold an in-person class
 - b. If yes, ...
- 5) **Is your agency committed to providing both written and verbal education to the people you serve on the risk factors of COVID-19 for older adults and persons with chronic health conditions?**
 - a. If no, do not hold an in-person class
 - b. If yes...
- 6) **Is your agency committed to conducting the [COVID-19 Screening Questionnaire](#) and providing the [Juniper Provider COVID-19 Acknowledgement Letter](#) and [Juniper COVID-19 Waiver of Liability and Assumption of Risk](#), found in [Appendix B](#), to all participants prior to each in-class?**
 - a. If no, do not hold an in-person class
 - b. If yes...

If you have answered yes to all of these questions, then we welcome you to host in-person workshops or leader trainings! We want to learn from our Juniper providers throughout the state on successful and safe models for in-person classes. Please note that your regional Juniper provider manager will be in regular contact with you during both planning and implementation phases to learn about your successes and challenges. We appreciate your partnership and the work you do to improve health in communities throughout Minnesota!

Section 2: Health and Safety Checklist

Assessing the Situation

- ❑ [Review most current executive orders](#), that includes: “at risk individuals are strongly urged to stay home, masks are strongly encouraged, gatherings of more than 10 people are prohibited in an indoor setting and 25 people in outdoor settings, and establishing a COVID-19 Preparedness Plan.”
- ❑ Determine if the program you want to offer falls under the license held by Innovations for Aging/Juniper. If yes, [reference Licensing and Contractual obligations](#).
- ❑ Consult with local public health officials related to community outbreaks and the current recommendations for holding in-person gatherings.
- ❑ Review the availability of [virtual class offerings](#) and determine if these options are viable for all or a portion of your target population.
- ❑ Consult with your agency’s Juniper provider relationship manager (program developer) to determine if in-person classes are appropriate, safe, and are targeted to a population that is not amenable to participating in virtual classes.

Preparing and Educating Staff, Volunteers, and Participants

- ❑ Following enrollment for in-person classes, Juniper providers educate participants on the guidelines and recommendations put forth by Minnesota Department of Health for at-risk populations, as outlined in the [Juniper Provider COVID-19 Acknowledgement Letter](#) and [Juniper COVID-19 Waiver of Liability and Assumption of Risk](#), found in Appendix B, and are made aware of virtual class offerings as an alternative to in-person offerings.
- ❑ Providers must ensure persons keep a distance of 6 feet between themselves and others. When applicable, tables, chairs, or exercise spaces will be clearly marked indicating participants must keep a distance of 6 feet between themselves and others.
- ❑ Limit class size to 10 people or fewer if indoors and 25 people or fewer if outdoors in accordance with [Executive Order 20-74](#). This includes the leader(s) and other staff coordinators that may be in the room.
- ❑ Strongly encourage use of masks or cloth face coverings, in accordance with [Executive Order 20-74](#).
- ❑ Use of shared materials such as paper, pens, chairs, etc. should be cleaned after each use.
- ❑ Holding classes in outdoor spaces is encouraged.
- ❑ During times of COVID-19 circulation in the community, ensure sick leave and other absence policies are flexible and non-punitive in order to allow employees or volunteers to stay home if they have symptoms of acute respiratory illness or if they need to care for a sick family member. Make sure your employees or volunteers are aware of these policies. Do not require a healthcare providers’ note to validate illness or return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide this documentation.

- ❑ If visitors, volunteers, employees, attendees, and others become ill with respiratory symptoms while at the facility, they should be separated from others and sent home as soon as possible. Make sure your employees, volunteers, visitors, and clients are aware of these policies. Sick persons should cover their noses and mouths with a tissue when coughing or sneezing (or cough into elbow or shoulder if tissues not available) and perform hand hygiene immediately after.
- ❑ Those with symptoms of acute respiratory illness should stay out and not return until they are free of fever (oral thermometer temperature of 100.4 degrees F/37.8 degrees C or greater), signs of a fever, and any other symptoms for at least 24 hours, without use of fever-reducing or other symptom altering medicines (e.g. cough suppressants).
- ❑ Provide a risk of exposure statement to ensure participants understand the risks associated with attending an in-person class. (I understand that by attending an in-person Juniper class, I am putting myself at greater risk for contracting COVID-19. [Provider organization] will do our best to keep the facility as clean as possible, but we are unable to control all variables. Please do your part in cleaning surfaces, wearing a mask, social distancing, and washing your hands to limit your exposure.)

Preparing the Facility

- ❑ Post signs throughout the facility, encouraging hand hygiene, respiratory etiquette (cover your cough and sneeze), and avoiding touching your face with unwashed hands. Post materials in the languages used by the populations you serve. Print materials are available on MDH: [Hand Hygiene Print Materials](#) . Handwashing posters are also available on CDC: [Posters | Handwashing](#)
- ❑ Post signs at entrances instructing clients, employees, volunteers, visitors, and others not to enter if they have symptoms of respiratory infection (such as fever or cough). Post materials in the languages used by the populations you serve. Print materials are available on MDH: [Hand Hygiene Print Materials](#)
- ❑ Place alcohol-based hand sanitizer at all entry points and key points in facility as possible. If not possible, use signs directing to the nearest sink to wash hands with soap and water. Assist clients or others who have physical difficulties performing hand hygiene as possible and ensure the assisting person performs hand hygiene themselves after assisting.
- ❑ Ensure soap and disposable paper towels and running water are available in bathrooms and that toilets are in good working order.
- ❑ Regularly dispose of waste products and empty waste baskets. Use disposable liners in wastebaskets if possible. Use no-touch disposal receptacles if possible.
- ❑ Routinely clean all frequently touched surfaces such as doorknobs, handrails, bathroom fixtures (sink handles, toilets), countertops, workstations, tables, chairs, and elevator buttons. Use the cleaning agents that are usually used in these areas and follow the directions on the labels. Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees frequently.
- ❑ Check [MDH: Coronavirus Disease 2019 \(COVID-19\)](#) and news sources for new developments concerning potential spread of COVID-19 in Minnesota local conditions will influence the

recommendations that MDH and local public health may make regarding community-level strategies to lessen the impact of COVID-19.

- If a person confirmed to have COVID-19 infection spent time in your facility, MDH will work with you on response steps. This may entail assisting MDH or other public health officials with contact tracing.
- Follow MDH guidance for seeking medical attention or reporting potential outbreaks. Such guidance will be posted on [MDH: Coronavirus Disease 2019 \(COVID-19\)](#) if COVID-19 becomes widespread in the community. If you have additional questions, you can contact MDH at 651-201-5414 or toll-free 1- 877-676-5414

NOTE: These guidelines may change in accordance with current Executive Orders or CDC guidelines and will be updated accordingly.

Section 3: Situation Overview, Licensing and Executive Orders

Covid-19 and Older Adults

[According to the CDC](#), Older adults, 65 years and older, are at higher risk for severe illness and death from COVID-19. Eight out of 10 deaths reported in the U.S. have been in [adults 65 years or older](#); risk of death is highest among those 85 years or older. The immune systems of older adults weaken with age, making it harder to fight off infections. Also, older adults commonly have chronic diseases that can increase the risk of severe illness from COVID-19.

Shifting to Remote Delivery: A Virtual Platform

To continue to offer programs that improve health while also addressing social isolation through this pandemic, Juniper has shifted to a virtual platform for select programs that allow for virtual delivery. Given the health risks for older adults, we ask that you consider offering virtual classes, in addition to or in lieu of in-person classes for the classes outlined below:

Program	Virtual Model	Virtual Options
<i>Tai Ji Quan: Moving for Better Balance</i>	Allowable	Secure video conference
<i>Living Well with Chronic Pain</i>	Allowable	Secure video conference or Toolkit with teleconference
<i>Living Well with Diabetes</i>	Allowable	Secure video conference or Toolkit with teleconference
<i>Diabetes Prevention Program</i>	Allowable	Secure video conference
<i>SAIL</i>	Allowable	Secure video conference
<i>Living Well with Chronic Conditions</i>	Allowable	Secure video conference or Toolkit with teleconference
<i>Arthritis Foundation Exercise Program</i>	Allowable	Secure video conference
<i>Aging Mastery</i>	Allowable	Secure video conference
<i>A Matter of Balance</i>	Not allowable	N/A
<i>Stepping On</i>	Not allowable	N/A

However, we do understand that some communities and organizations feel it is safe and have assessed that the benefits of offering an in-person class outweigh the risks. The providing organizations are asked to consult with the regional Juniper provider manager to determine if in-person classes are appropriate, safe, and are targeted to a population that is not amenable to participating in virtual classes. In alignment with other national entities such as Silver Sneakers and Y USA, Juniper is recommending that providers follow the mandates given by state and local government on returning to in-person activities. As a statewide network, we ask that Juniper providers take into consideration the most recent state laws put into effect, as outlined in [Appendix A](#).

Licensing and Contractual Obligations

Juniper's management organization, Innovations for Aging, LLC (IFA), holds licenses for the following programs: Tai Ji Quan: Moving for Better Balance, Living Well Suite (Chronic Conditions, Chronic Pain, Diabetes), Stepping On, and A Matter of Balance. The remaining Juniper programs are public domain and do not require licenses for implementation. As the license holder of the aforementioned programs, it is IFA's obligation to ensure Juniper providers operating under the licenses adhere to both the fidelity guidelines and guidance put forth for program delivery in the time of COVID-19. It is also our obligation

to provide guidance and information to our 160+ network partners related to safety and feasibility of resuming in-person classes.

In addition to taking into consideration the most recent executive orders and guidelines put out by state and local authorities outlined in [Appendix A](#), we request that Juniper providers adhere to the guidelines put forth by our licensing entities, as outlined below:

Program	Remote Delivery	Guidance
Living Well with Chronic Conditions/Chronic Pain/Diabetes and Spanish Versions:	Allowable	On 5/18/20 the Self-Management Resource Center (SMRC) put forth guidance stating, <i>"Short of a cure or a vaccine we expect that face-to-face programs will be largely suspended until early 2021."</i> Alternatives include online classes, and potentially mailed toolkits. Juniper is working on an implementation process for mailed toolkits with or without telephone contacts. At this time, under the direction of the SMRC, Juniper does <i>not</i> support implementation of in-person workshops for the Living Well Series.
Tai Ji Quan: Moving for Better Balance:	Allowable	No guidance has been put forth by the licensing entity for resuming in-person classes. Juniper providers are asked to adhere to state and local guidelines from the Minnesota Department of Health, local public health officials, and the Juniper Health and Safety Checklist for resuming in-person classes if virtual options do not fulfill the demand for classes.
A Matter of Balance:	NOT allowable	Juniper providers are asked to adhere to state and local guidelines from the Minnesota Department of Health, local public health officials, and the Juniper Health and Safety Checklist for resuming in-person classes.
Stepping On:	NOT allowable	Juniper providers are asked to adhere to state and local guidelines from the Minnesota Department of Health, local public health officials, and the Juniper Health and Safety Checklist for resuming in-person classes.

Social Connect	Allowable	This program is not licensed but was designed for virtual delivery. Juniper does not support the delivery of in-person workshops for Social Connect at this time.
Aging Mastery Program	Allowable	This class is public domain and does not require us to operate under any licensure. Juniper providers are asked to adhere to state and local guidelines from the Minnesota Department of Health, local public health officials, and the Juniper Health and Safety Checklist for resuming in-person classes if virtual options do not fulfill the demand for classes.
Diabetes Prevention Program	Allowable	This class is public domain and does not require us to operate under any licensure. Juniper providers are asked to adhere to state and local guidelines from the Minnesota Department of Health, local public health officials, and the Juniper Health and Safety Checklist for resuming in-person classes if virtual options do not fulfill the demand for classes.
SAIL	Allowable	This class is public domain and does not require us to operate under any licensure. Juniper providers are asked to adhere to state and local guidelines from the Minnesota Department of Health, local public health officials, and the Juniper Health and Safety Checklist for resuming in-person classes if virtual options do not fulfill the demand for classes.

APPENDIX A

Relevant items from [Emergency Executive Order 20-55](#) Signed 5/13/20 and still applicable under [Emergency Executive Order 20-74](#) signed 6/5/20 outlines

1. **At-risk persons strongly urged to stay at home.** Beginning on Sunday, May 17, 2020 at 11:59 pm and continuing for the duration of the peacetime emergency declared in Executive Order 20-01 or until this Executive Order is rescinded, **all at risk persons currently living within the State of Minnesota are strongly urged to stay at home or in their place of residence except to engage in necessary activities for health and wellbeing** (including, but not limited to, visiting medical professionals, picking up prescriptions and other medical equipment, grocery shopping, outdoor exercise, child care, caring for family members or pets) and work, if it is not possible to work from home. People who can work from home must do so.
2. **At-risk persons defined.** Consistent with guidance issued by the Centers for Disease Control and Prevention (“CDC”), “at-risk persons” include people who are:
 - a. **65 years and older.**
 - b. Living in a nursing home or a long-term care facility, as defined by the Commissioner of Health.
 - c. **Any age with underlying medical conditions**, particularly if not well controlled, including:
 - i. People with chronic lung disease or moderate to severe asthma.
 - ii. People who have serious heart conditions.
 - iii. People who are immunocompromised (caused by cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune weakening medications).
 - iv. People with severe obesity (body mass index (BMI) of 40 or higher).
 - v. People with diabetes.
 - vi. People with chronic kidney disease undergoing dialysis.
 - vii. People with liver disease.

Relevant Items from [Emergency Executive Order 20-74](#) signed 6/5/20 outlines:

3. **Masks and face coverings strongly encouraged.** I strongly encourage all Minnesotans to wear a manufactured or homemade cloth face covering when they leave their homes and travel to any public setting where social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) and to follow face covering guidelines issued by MDH and the CDC until this Executive Order is rescinded. Such face masks and coverings are for source control (to help limit the person wearing the covering from infecting others). They are not yet known to be protective of the wearer and therefore are not personal protective equipment.
6. **Activities outside of the home.** Mindful that we must continue to limit social interactions to protect public health, individuals may leave their homes for activities, subject to the requirements and guidelines set forth below.
 - c. **Social Gatherings. All indoor social gatherings of more than 10 people and all outdoor social gatherings of more than 25 people are prohibited.** Social gatherings are groups of individuals, who are not members of the same household, congregated together for a common or coordinated social, community, or leisure purpose—even if social distancing can

be maintained. This prohibition includes planned and spontaneous gatherings as well as public and private gatherings. Prohibited gatherings do not include commercial activity by workers and customers of Critical and Non-Critical Businesses and Places of Public Accommodation.

- e. **Non-Critical Businesses.** If it has not done so already, a **Non-Critical Business choosing to open or remain open must establish and implement a COVID-19 Preparedness Plan (“Plan”)**. Each Plan must provide for the business’s implementation of guidance for their specific industry or, if there is no specific guidance, general guidance for all businesses, as well as Minnesota OSHA Standards and MDH and CDC Guidelines in their workplaces. These requirements are set forth in guidance (“Plan Guidance”) available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

APPENDIX B

Juniper Provider COVID-19 Acknowledgement Letter

Juniper provider,

In order to reopen Juniper in-person classes as safely as possible, Innovations for Aging, LLC, the management organization of the Juniper network, has established additional policies and procedures in alignment with program licensors, the Minnesota Department of Health, and the Center for Disease Control and Prevention. These are policies and procedures in response to COVID-19, and are in addition to the standard Juniper network policies and procedures. These modifications are effective beginning on July 1, 2020 and will be in place per the guidance of the Minnesota Department of Health and the Center for Disease Control and Prevention, and are subject to change.

Please carefully read the updated **Juniper Guidance for Resuming In-Person Classes** document to understand the additional policies and procedures Innovations for Aging is asking your entity to follow to keep Juniper participants as safe as possible during COVID-19. Please also carefully review the **Waiver of Liability and Assumption of the Risk Relating to COVID-19**. This Waiver of Liability document must be provided to Juniper in-person class leaders and participants, signed, and returned to Juniper by email at formsprocessing@yourjuniper.org before the first session of the in-person class.

I, _____, Juniper provider representative for _____, wish to begin
(print Juniper provider representative name) (print organization name)

providing in-person Juniper classes on _____, 202___. The following is true for _____:
(date of first in-person session) (print organization name)

- It is understood that this situation is fluid and subject to change per program licensing needs, state, federal, and local authority direction.
- As a representative of the aforementioned organization, a Juniper provider, I have received, read, and understand the updated Juniper Guidance for Resuming In-Person Classes policy and procedures related to COVID-19.
- I understand that failure to follow the new safety guidelines may result in the termination of the aforementioned organization's Agreement with Innovations for Aging, LLC, including payment from Innovations for Aging, LLC.

Signature

Date

Juniper COVID-19 Waiver of Liability and Assumption of Risk

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization, a national emergency by President Trump, a peacetime state of emergency by Minnesota Governor Walz, and is reported to be extremely contagious. It is important that you are aware of the risks associated in-person classes at this time.

Innovations for Aging, the management service organization of the Juniper provider network, (IFA) and its affiliate providers is committed to offering a safe and healthy environment for its evidence-based health promotion program class participants. However, IFA and its affiliate providers cannot prevent you from becoming exposed to contracting or spreading COVID-19 while utilizing IFA's in-person classes or the premises where the in-person classes are held. If you choose to utilize IFA's in-person classes, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

The Center for Disease Control and Prevention (CDC) warns that older adults and those with compromised immune systems, respiratory problems, hypertension, diabetes, heart problems, chronic kidney disease, or cancer are at greater risk for more serious complications associated with COVID-19. A more complete and up-to-date list of medical conditions associated with a higher risk for severe illness from COVID-19 can be found in CDC's guidance available at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>.

ASSUMPTION OF THE RISK

I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of being exposed to, contracting, and/or spreading COVID-19 for myself in order to participate in Juniper evidence-based health promotion programs that are hosted by a Juniper affiliate at an in-person location. These services are of such value to me that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 to participate in in-person classes.

WAIVER OF LAWSUIT/LIABILITY

I hereby forever release and waive my right to bring suit against IFA, its affiliates, and any past and present officers, employees, agents, and related entities and affiliates from all liability claims and damages of any nature whatsoever that I may have in connection with any exposure, infection, and /or spread of COVID-19 arising out of use of in-person Juniper classes and my presence at a location where a Juniper in-person class is being held. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including claims of ordinary negligence, and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen. Nothing in this Waiver of Liability and Assumption of the Risk Relating to Covid-19

(this Waiver) purports or intends to waive liability for damage, injuries, or death resulting from conduct that constitutes greater than ordinary negligence.

My signature below indicates that I have read, understand, and freely signed this Waiver. I expressly agree that this Waiver shall be construed and enforced in accordance with the laws of the State of Minnesota, and that the venue for any legal proceedings relating to this Waiver shall be resolved exclusively in the state and federal courts located in Hennepin County, Minnesota. I agree that this Waiver is intended to be as broad and inclusive as permitted under Minnesota laws so that if any portion hereof is held invalid, the balance shall continue in full legal force and effect.

Signature: _____

Date: _____

Name (printed): _____

COVID-19 Screening Questionnaire

1. Have you been out of the state of Minnesota in the last 14 days? If yes, to where?
2. In the past 14 days, have you had new onset of:
 - Fever of more than 100 degrees

AND

- Cough
- Shortness of breath
- Chills
- Muscle aches
- Headache
- Sore throat
- Nasal congestion
- Loss of taste
- Loss of smell
- Diarrhea
- Nausea/vomiting



If you answered **YES** to International Travel or these states: Arizona, California, Florida, Georgia, Louisiana, Mississippi, North Carolina, Nevada, South Carolina, Tennessee, Texas, Utah;¹

you may NOT participate in this in-person class.

If you answered **YES** to fever and at least one other symptom,
you may NOT participate in this in-person class.

¹ Based on where new cases are increasing by state (<https://www.npr.org/sections/health-shots/2020/03/16/816707182/map-tracking-the-spread-of-the-coronavirus-in-the-u-s>)