Model COVID-19
Preparedness and Response Plan
and Instructions

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Created for
MMRMA Member Use by:

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Steps to Prepare Your Michigan
COVID-19 Preparedness and Response Plan

STEP 1: Review State Executive Orders and any relevant local-level orders.
- Governor Whitmer continues to issue new Executive Orders reopening Michigan's economy. While critical infrastructure work and minimum basic operations continue to be permitted, new executive orders are being issued regularly to permit new activity and to require that businesses implement new workplace safeguards. Keep up-to-date with the most recent executive orders and executive directives at: https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455---,00.html. Update your Preparedness and Response Plan ("Plan") as your operation evolves or as state/local orders related to COVID-19 are issued or amended.
- Executive Order 2020-97 is a separate, standalone order related to specific safeguards to protect Michigan's workers. It includes safeguards applicable to all businesses and operations as well as specific requirements for different environments. This Order provides that any business or operation that violates the rules in the order "has failed to provide a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to an employee, within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011."
- Many counties and local governments are issuing their own executive orders or public health orders that contain additional restrictions or requirements. Be sure to check for any local requirements beyond the state-level orders to ensure compliance.[1]

STEP 2: Restrict the workers permitted to perform in-person work to those allowed to conduct in-person operations under the Governor's executive orders.
- Determine which employees are "critical infrastructure workers," those required to conduct minimum basic operations, or those required to perform the resumed activity; allow as many employees to work remotely as feasible; and temporarily suspend any in-person operations if not necessary to sustain or protect life or to perform a resumed activity.
- Inform those employees you identified as "critical infrastructure workers" or necessary to conduct "minimum basic operations" or "resumed activities" in writing as required.
- Discontinue non-essential travel.

STEP 3: For those workers who must perform in-person work, identify how each different job classification at each worksite might be exposed to COVID-19.
- Following OSHA Standards for classifying workers exposure, classify workers as low risk, medium risk, high risk, and very high risk.
- Assess each position's interaction with the general public, customers, and coworkers.

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[1] The steps included in this document are focused on the state-level requirements currently in place under Executive Orders 2020-96 and 2020-97. As you develop your Plan, you will need to separately consider subsequent executive orders and any applicable local (county, city, village, or township) requirements. We recommend that you consult with counsel as you tailor your plan. This sample document is provided for informational purposes only and does not constitute legal advice.

- Assess each position's level of interaction with sick individuals.
- Acknowledge non-occupational risk factors in employees' homes and community settings.
- Give consideration to personal risk factors that further increase workers' risk of developing more serious complications from COVID-19 (*e.g.*, older age; presence of chronic medical conditions, including asthma and immunocompromising conditions; pregnancy).

STEP 4: Implement controls and policies necessary to address those risks.
- Restrict the number of workers present on the premises to only those strictly necessary to perform the in-person work permitted under the current Executive Order(s).
- Promote remote work to fullest extent possible.
- Promote regular hygiene and cleaning. Provide access to places to frequently wash hands, or to access hand sanitizer, and provide access to tissues and places to properly dispose of them.
  - Instruct employees on proper hand washing methods, to cover their coughs and sneezes with tissue, and to avoid touching their faces.
  - Post signs in restrooms regarding proper hand washing methods.
- Increase cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using cleaning chemicals with EPA-approved disinfectant labels with claims against emerging viral pathogens (list of such products available at: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
- Where possible, avoid shared use of offices, telephones, desks, and tools/equipment.
- Provide disposable disinfectant wipes so that any commonly used surfaces can be wiped down by employees before each use.
- Implement screening procedures before permitting employees to enter the workplace, with employee(s) wearing personal protective equipment (PPE) in charge of screening.
  - Take employees' temperatures (or if your jurisdiction allows, ask employee if they have a fever), and require employees to confirm whether they are experiencing any of the principal COVID-19 symptoms (fever, atypical cough, or atypical shortness of breath), and whether they have been exposed to anyone with COVID-19. Adopt a policy to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
  - If an employee has or develops temperature of 100 degrees Fahrenheit or above, or exhibits symptoms, immediately separate him/her from other employees, customers, and visitors and send home.
  - Use Employee Screening Questionnaire (one example is included in Appendix B but many local jurisdictions have adopted their own questionnaire that should be followed).
- Put signs on doors limiting visitors; consider requiring appointments for certain services. Example sign for building entrances included in Appendix E.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace (but maintain confidentiality as required by the Americans with Disabilities Act ("ADA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")), and instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure. Michigan now requires notification (within 24 hours) of a confirmed positive employee to both the local health departments and any co-workers, contractors, or suppliers who may have come into contact with the employee.

- ▪ Adopt protocol to clean and disinfect facilities after confirmed case in the workplace.
- Encourage workers to stay home if they are sick, or if their household members are sick.
- Establish social distancing policies to increase the physical distance between employees and those they interact with so that, to the maximum extent possible, employees do not regularly come within six feet of other individuals at work.
  - ▪ This may include telecommuting, staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities.
  - ▪ For those positions where face-to-face interaction is necessary, consider installing physical barriers, such as clear plastic sneeze guards, or developing a drive-through window for services.
  - ▪ Monitor and adopt any other social distancing practices and mitigation measures recommended by the Centers for Disease Control and Prevention.
- Establish social distancing policies to keep workers and patrons who are on the premises at least six feet from one another to the maximum extent possible.
- Provide PPE—including gloves, goggles, face shields, face masks, and respiratory protection—to employees and train workers who need to use PPE how to put it on, use/wear it, and take it off correctly. Businesses in Michigan are directed to provide non-medical grade face coverings for employees to help reserve N95 masks and surgical masks for health care professionals and first responders.
- Consider improving the building ventilation system by increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system.
- Adopt relevant and appropriate controls recommended by the Occupational Safety and Health Administration (see OSHA Guidance on Preparing Businesses for COVID-19). These should be included in your Preparedness and Response Plan.
- If staff are required to pick up supplies for operations, ensure they are only traveling to the supply location with one employee per vehicle and practice social distancing while picking up supplies and completing the transaction. Ensure employees are equipped with appropriate PPE while picking up and then delivering supplies to your facilities/operation locations.
- Review and adopt any additional restrictions that apply to your operations under Executive Order 2020-97 or subsequent order(s). Executive Order 2020-97 contains 18 generally applicable requirements for all businesses and operations as well as specific requirements for different industries and offices.

STEP 5: Put business continuity plan in place.
- Identify a workplace coordinator or coordinators who will be responsible for COVID-19 issues in the workplace, or within each department or office.
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on the site. An on-site employee may be designated to perform the supervisory role.
- Identify those critical functions that must continue while Governor Whitmer's "Stay Home, Stay Safe" Order remains in effect.
- Identify alternate supply chains for critical goods and services.
- Develop emergency communication plan.

- Determine how you will operate to perform critical functions if absenteeism spikes from increases in sick employees, and those who stay home to care for sick family members and children without care.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent. Implement plan for how the role of each essential employee will be filled if absent.
- Do not allow employees who experienced symptoms to return to work until either: (1) they receive a negative COVID-19 test; or (2) both 3 days have passed since their symptoms have resolved, and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result.
- Do not allow employees who have been in "close contact" (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 to return to work until either: (1) 14 days have passed since the last close contact with the sick or symptomatic individual; or (2) the symptomatic individual receives a negative COVID-19 test.

STEP 6: Obtain necessary required Board/Governing Body approval for your COVID-19 Preparedness and Response Plan.

[Member Logo/Letterhead]

[Municipality Name]
COVID-19 Preparedness and Response Plan[2]

Date Implemented: [DATE], 2020

<mark>**Date revised (Executive Order 2020-97 [or other applicable order(s)]): _____**</mark>

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[2] This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. <mark>Under Executive Order 2020-97, a copy of your Plan must be readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.</mark>

[Municipality Name]
COVID-19 Preparedness and Response Plan
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Plan

[Municipality Name]
COVID-19 Preparedness and Response Plan
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Suggested Format for
COVID-19 Preparedness and Response Plan[3]

INTRODUCTION

In order to respond to the current state of emergency related to the novel coronavirus ("COVID-19") and to comply with relevant state and local orders related to COVID-19, [We/Municipality Name] have prepared the following COVID-19 Preparedness and Response Plan ("Plan"). This Plan may be updated as this situation evolves or as state or local orders, or federal guidance, related to COVID-19 are issued or amended.

I.   GENERAL OVERVIEW

The following COVID-19 Preparedness & Response Plan has been established for [We/Municipality Name] in accordance with the requirements in the most recent Executive Order ("EO") concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and also in accordance with *Guidance on Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration ("OSHA"). Appendix A contains the list of 18 items all businesses and operations that are permitted to require their employees to leave their homes or residences for work must implement under the most recent EO. [Note: EO 2020-97 contains additional requirements for specific operations that your operation may also consider adding to Appendix A of your Plan.]

II.   BASIC INFECTION PREVENTION MEASURES

Enhanced Hygiene
Employees are instructed to wash their hands frequently, to cover their coughs and sneezes, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to use hand sanitizer, including upon entry. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene. [We/Municipality Name] will provide tissues and trash receptacles where appropriate.

Workers are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is not possible, then workers should wipe down any and all items and spaces prior to sharing it with another worker.

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[3] This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Executive Order 2020-97 contains specific requirements for specific industries that you should consider adding in the Plan or as an appendix. Under Executive Order 2020-97, a copy of your Plan must be readily available to employees, whether via website, internal network, or by hard copy. This sample document is provided for informational purposes only and does not constitute legal advice.

Sick Leave Policies
[Update as needed] Workers are encouraged to stay home if they are sick. In addition, workers are permitted to take paid leave consistent with the Families First Coronavirus Response Act and [We/Municipality Name]'s [applicable PTO policies].

Remote Work
All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely. In addition, face-to-face meetings should be replaced with virtual communications to the extent possible.

Enhanced Cleaning and Disinfecting
Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including special attention to parts, products, and shared equipment) will be performed regularly [define more precisely based on your operations] using products containing Environmental Protection Agency ("EPA")-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. When choosing cleaning chemicals, [We/Municipality Name] will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

Enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. The following methods will be used for enhanced cleaning and disinfection: [Insert protocol for increased cleaning and disinfecting].

Enhanced Social Distancing
Employees are directed to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Ground markings, signs, or physical barriers may also be used, if needed. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work area as much as possible. Employees will be provided with personal protective equipment appropriate to the exposure risk associated with the job following guidance from the Occupational Safety and Health Administration ("OSHA") and the Centers for Disease Control and Prevention ("CDC") applicable to the industry and types of jobs at the workplace and in accordance with applicable state orders. Physical barriers may also be installed for employees commensurate with their level of risk of exposure to COVID-19. [We/Municipality Name] may consider alternating days or extra shifts that reduce the total number of employees in the workplace at one time to ensure social distancing can be maintained.

[We/Municipality Name] will follow CDC and OSHA guidance with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. [We/Municipality Name] will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, [We/Municipality Name] will adopt any additional infection-control measures

that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

III.   PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Employee Screening Before Entering the Workplace
[We/Municipality Name] has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. At the beginning of each day at the start of each work shift, [We/Municipality Name] will screen employees for signs and symptoms of COVID-19 as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to [Human Resources or Other Designee] before and during the work shift and have provided employees with instructions for how to make such a report to the employer. A sample Employee Entry Screening Questionnaire is attached as Appendix B.

A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from entering the premises until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C. A healthcare provider's note is not required to validate an illness or to return to work (although the employee must still meet the relevant criteria to return to work).

Self-Monitoring for Symptoms
Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See CDC, Watch for Symptoms list.

Procedures for Reporting Illness [Update for State/Local Orders/Company Policy]

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
    - Fever;
    - Shortness of breath; and/or
    - Continuous cough.
      OR
- They are experiencing at least two of the following symptoms:
    - Fever;
    - Chills;

- o Repeated shaking with chills;
- o Muscle pain;
- o Headache;
- o Sore Throat; and/or
- o New loss of taste or smell.

- They have been exposed to a COVID-19 positive person, meaning:
  - o An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
  - o In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then [We/Municipality Name] will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then [We/Municipality Name] will:

- Within 24 hours, notify the local health department and any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 (while not disclosing the identity of the employee to ensure the individual's privacy);

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- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case and the cleaning/disinfecting plans and when the workplace will reopen.

Becoming Sick at Work

[We/Municipality Name] will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

(a)   Not allowing known or suspected cases to report to or remain at their work location.

(b)   Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.

(c)   Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Any onsite employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. If such a situation arises, [We/Municipality Name] will identify a designated area with closable doors to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

PPE

[We/Municipality Name] will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (*e.g.*, respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

[We/Municipality Name] will provide any required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. Employees are required to wear masks when workers cannot consistently maintain six feet of separation from other individuals in the workplace. [We/Municipality Name] will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace. [We/Municipality Name] also encourages employees to use PPE and hand sanitizer on public transportation.

IV.   ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls
[We/Municipality Name] will implement the following engineering controls:
[Tailor to include one or more of the following:
- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.
- Installing a drive-through window for customer service.
- Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (*e.g.*, airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings).]

Administrative Controls
[We/Municipality Name] will review and implement any other necessary administrative controls as appropriate. [Insert here any specific further administrative controls implemented.]

Non-Essential Travel
All non-essential travel is discontinued until further notice.

Visitors
Nonessential visitors are prohibited from entering the premises. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building (see Appendix D for sample form). If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Working with Insurance Companies and State and Local Health Agencies
[We/Municipality Name] will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

Continue to Follow Existing OSHA Standards
[We/Municipality Name] will continue to adhere to all applicable existing OSHA standards and requirements.

Training
[We/Municipality Name] will coordinate and provide training to employees related to COVID-19. At minimum, [We/Municipality Name] will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.

- Symptoms of COVID-19.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions.

Recordkeeping
[We/Municipality Name] shall maintain the required recordkeeping under state executive orders.

The following records are required to be maintained:

1. Required employee training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

Workplace Coordinator
[We/Municipality Name] will designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. The supervisor will be on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

Additional Restrictions and Policies
[Insert any additional protocols required under EO 2020-97 for your specific operations.]

V.   EMPLOYEE CLASSIFICATIONS

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. [We/Municipality Name] has evaluated employee risk levels and has determined that we have employees in the following risk categories: [insert]. We will implement appropriate protections based on each job classification's risk level. *See* Appendix G for OSHA's classification system and How to Protect Workers at Different Classifications.

[*See* Appendix H for template charts for classification determinations, engineering controls adopted, administrative control established, cleaning schedule, and PPE selected that may be used in addition to the information included in this Plan if you operations warrant such charts.]

VI.   BUSINESS CONTINUITY PLANS

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

SUMMARY OF EXECUTIVE ORDER 2020-97

Executive Order 2020-97 requires all businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, or any order that follows it, to, at minimum, do the following:

- Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. **By June 1, 2020, or within two weeks of resuming in-person activities**, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under your COVID-19 Preparedness and Response Plan. The supervisor **must** remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
- Provide COVID-19 training to employees that covers, at a minimum: (1) Workplace infection-control practices. (2) The proper use of personal protective equipment. (3) Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19. (4) How to report unsafe working conditions.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.[4]
- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (*e.g.*, police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (*e.g.*, door handles), paying special attention to parts, products, and shared equipment (*e.g.*, tools, machinery, vehicles).

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[4] There is often a local health department order or local executive order that has a form screening document or screening questions that your business should use to ensure compliance at all levels.

- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, **within 24 hours**, notify both: (1) The local public health department, and (2) Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").
- Follow Executive Order 2020-36,[5] and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- Restrict business-related travel for employees to essential travel only.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- Promote remote work to the fullest extent possible.
  Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.[6]

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[5] EO 2020-36 provides that employers are prohibited from discharging, disciplining, or otherwise retaliating against an employee from staying home when he or she is at particular risk of infecting others with COVID-19. EO 2020-36 also provides that people who test positive for COVID-19 or show the principal symptoms of COVID-19 should remain in their home until certain circumstances exist and address other return-to-work criteria.

[6] Additional guidance on this requirement is expected to be forthcoming from state agencies/departments in accordance with Executive Directive No. 2020-6.

APPENDIX B

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to access the workplace, I affirm that in the past 24 hours, I have not experienced:

_____   An atypical cough

_____   Atypical shortness of breath

Or at least <u>two</u> of the following:

_____   Fever of 100 degrees F or 37.8 degrees C, or above

_____   Chills/Repeated Shaking

_____   Muscle Pain

_____   Sore Throat

_____   Headache

_____   New or Loss of Taste or Smell

If you answer "yes" to any of the symptoms listed above, you will not be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

_____   Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

_____   Traveled internationally or domestically?

If you answer "yes" to either of these questions, you are not permitted access to the premises. Self-quarantine at home for 14 days.

If no to all of the above, please check and sign below and proceed to enter the workplace premises:

_____   I will wear a face covering while in any public spaces within the premises.

[Include if you wish to have employees attest to their answers]
Signature: _____   Date: _____

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:
1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in "close contact" (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:
1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The "close contact" rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran's facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

**SAMPLE VISITOR
COVID-19 SCREENING FORM**

Court/Office Visiting: _____

Visitors Name: _____ Appointment Date: _____Time In: _____

In the past 24 hours, have you experienced any of the following symptoms:

_____   An atypical cough

_____   Atypical shortness of breath

Or at least <u>two</u> of the following:

_____   Fever of 100 degrees F or 37.8 degrees C, or above

_____   Chills/Repeated Shaking

_____   Muscle Pain

_____   Sore Throat

_____   Headache

_____   New or Loss of Taste or Smell

If visitor answered "yes" to any of the symptoms listed above, visitor is not permitted access to the premises. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

_____   Had close contact (within six (6) feet for a prolonged period of time) with someone with a
            diagnosis of COVID-19?

_____   Traveled internationally or domestically?

If visitor answered "yes" to either of these questions, visitor is not permitted access to the premises.

_____   Visitor is required to wear a face covering while in any public spaces within the premises.

Security Officer or Employee:

Contacted Court/Office and informed them the visitor was not allowed into the building.

        Date: _____   Time: _____   Spoke to: _____

SIGNS FOR BUILDINGS

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside work places.
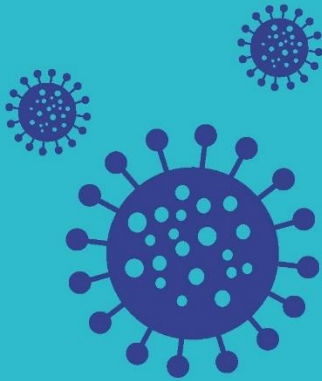
https://www.spectrumhealth.org/covid19/employer-resources

Only Enter This Building If You:

· **Are a healthy visitor**
· **Have an appointment**
· **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

Keeping Michigan Informed
Novel Coronavirus 2019 (COVID-19)

Symptoms

FEVER

COUGH

BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands

WET HANDS

LATHER

SCRUB: 20 SECONDS

RINSE

DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.

Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*
If your symptoms are life-threatening, call 911.

Free screening available for all individuals in the state of Michigan.

For more information visit **spectrumhealth.org/covid19**.

X23507 RMD5458 © Spectrum Health 3.10.2020

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APPENDIX F

OTHER RESOURCES

Helpful CDC Guidance:

https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

CDC Handwashing Fact Sheet:

https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf

CDC Fact Sheet on What to Do if You Are Sick:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf

CDC Guidance on Reopening Businesses:

https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

OSHA GUIDANCE FOR CLASSIFICATIONS

(See OSHA Guidance on Preparing Workplaces for COVID-19, pp 20-25)

Very High Exposure Risk:
Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.
Workers in this category include:

- Healthcare workers (*e.g.*, doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (*e.g.*, intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (*e.g.*, manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk:
High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (*e.g.*, doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)
- Medical transport workers (*e.g.*, ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (*e.g.*, for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk:
Medium exposure risk jobs include those that require frequent and/or close contact with (*i.e.*, within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (*e.g.*, schools, high-population density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution):
Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (*i.e.*, within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers
For workers who do not have frequent contact with the general public, employers should follow the guidance in "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2" in OSHA's Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:
Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls:
- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment:
Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.[7]

Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers
In workplaces where workers have medium exposure risk, employers should follow the guidance in "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2" in OSHA's Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls
- Install physical barriers, such as clear plastic sneeze guards, where feasible.

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[7] Michigan currently requires employers to require that employees wear face coverings when employees cannot consistently maintain six feet of separation from other individuals regardless of classification.

Administrative Controls:

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (*i.e.*, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (*e.g.*, pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (*e.g.*, drive through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (*e.g.*, on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

In rare situations that would require workers in this risk category to use respirators, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, visit OSHA's COVID-19 webpage: www.osha.gov/covid-19

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers.
In workplaces where workers have high or very high exposure risk, employers should follow the guidance in "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2" in OSHA's Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:
- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See "Guidelines for Environmental Infection Control in Healthcare Facilities" for more recommendations on air handling systems at: www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm
- CDC recommends that patients with known or suspected COVID-19 (*i.e.*, person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19
- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) "Biosafety in Microbiological and Biomedical Laboratories" at: https://www.cdc.gov/labs/BMBL.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fbiosafety %2Fpublications%2Findex.htm

Administrative Controls
If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.
- Develop and implement policies that reduce exposure, such as cohorting (*i.e.*, grouping) COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- Ensure that psychological and behavioral support is available to address employee stress.

Safe Work Practices
- Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

Personal Protective Equipment (PPE):
Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with [COVID-19], should wear respirators. In these instances, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA's COVID-19 webpage: www.osha.gov/covid-19

PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19.

NOTE: Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE. The CDC webpage "Healthcare-associated Infections" (www.cdc.gov/hai) provides additional information on infection control in healthcare facilities.

APPENDIX H

EXAMPLE CHARTS

Employee Classification Determinations:

Positions/job/task	Determination (low, medium, high, very high)	Qualifying Factors (*e.g.*, no public contact, public contact, job task description)

Engineering Controls:

Positions/job/task	Engineering Control Implemented (*e.g.*, clear plastic sneeze guard installed)

Administrative Controls:

Positions/job/task	Administrative Control Type Implemented (*e.g.*, minimize face-to-face contact/post signs, etc.)

Cleaning Schedule:

Type of Surface	Method/Disinfectant Used	Schedule/Frequency

Additional PPE Selections:

Positions/job/task	PPE (*e.g.*, face shields, etc.)

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APPENDIX I

[MUNICIPALITY]
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

This is to certify that I have reviewed the [Municipality] COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. <mark>It complies with Michigan Executive Order(s) _____ dated _____, 2020.</mark>

2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.

3. The plan is available on the [Municipality] website [website URL] and at each [Municipality] facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: _____

Signature: _____

Name of Official: _____

Title: _____

Date: _____