

COVID-19 Preparedness and Response Plan

Michigan Public Health Institute (MPHI) takes the health and safety of our employees extremely seriously. With the spread of COVID-19, we are committed to reducing the risk of exposure to COVID-19 on the job, and to promoting healthy and safe workplace practices for all employees. This Plan is based on information and guidance from the CDC, OSHA, MIOSHA and the State of Michigan available at the time of its development and is subject to change based on further information provided by any of these entities. We are following the experts and are committed to heeding all legal requirements and implementing best practices to protect our employees. This Plan incorporates riders or attachments that will set forth the most current requirements and practices.

This Plan is for our Okemos Campus employees. Affiliate employees will be responsible for following their workplace plan.

The Institute has identified the following potential sources to spread COVID-19 in the workplace:

- Customers/clients
- Co-workers
- Vendors

Our employees fall into one or more the following categories:

- Lower exposure risk (the work performed does not required direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19 but who are not known COVID-19 patients or requires contact with the general public in areas where there is ongoing community transmission). [ADDENDUM - COVID-19 Temporary Remote Work Policy](#)

COVID-19 WORKPLACE COORDINATOR

The Institute has designated the following individual as its COVID-19 Workplace Coordinator: Heather White, Chief Administrative Officer. The Coordinator is responsible for staying abreast of federal, state and local guidance, and incorporating those recommendations into the Institute's workplace. The Coordinator is also responsible for reviewing Human Resources' policies and

practices to make sure that they are consistent with this Plan and with existing federal, state and local requirements.

The Coordinator can be reached at the following:

Phone number: (517) 324-8309

Email address: hwhite@mphi.org

MPHI has also designated one or more worksite supervisors or employees as our COVID-19 Safety Coordinator(s) to implement, monitor, and report on the COVID-19 control strategies contained in this Plan. At least one COVID-19 Safety Coordinator will be on-site at all times when employees are present on-site.

RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

RESPONSIBILITIES OF EMPLOYEES

The Institute is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our workplace, everyone must play their part. As set forth below, the Institute has established various housekeeping, social distancing, and other best practices at our workplace(s) to minimize exposure to COVID-19 and prevent its spread in the workplace. All employees must follow these best practices at all times for them to be effective. Beyond these best practices, the Institute requires employees to immediately report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If employees have a specific question about this Plan or COVID-19, they should ask their manager or supervisor, or contact the Human Resources Department. If employees have concerns about their working conditions or safety, they should contact a Human Resources representative or the COVID-19 Workplace Coordinator.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- While COVID-19 is a pandemic, maintain an appropriate social distance of six feet to the greatest extent possible, including using ground markings, signs or physical barriers as appropriate.

In addition, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Fever;
- sore throat;
- a new uncontrolled cough that causes difficulty breathing;
- diarrhea;
- vomiting;
- abdominal pain;
- new onset of a severe headache; and
- new loss of taste or smell.

Individuals with COVID-19 may also have early symptoms such as chills, body aches, nausea, and runny nose.

If employees develop a fever and symptoms of respiratory illness, such as a new uncontrolled cough or shortness of breath, they must not to report to work or leave work immediately, must notify their supervisor immediately, and must consult their healthcare provider. Likewise, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. The Institute will also work to identify any employees who have close contact with individuals with COVID-19 symptoms.

“Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC¹ defines “close contact” as being within six feet of a COVID-19 infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.

¹ Definitions of “close contact” may vary. Employers should follow the guidance of their local public health departments.

WORKSITE PREVENTATIVE MEASURES

Minimizing exposure from co-workers. The Institute will take the following steps to minimize exposure to COVID-19 from co-workers:

- Provide all employees with non-medical-grade face coverings to wear while at work.
 - Require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
 - Consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.
 - Require employees to wear face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
 - Consider use of other PPE as appropriate.

- Educate employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including the following:
 - Post CDC information, including recommendations on risk factors at home and in the community.
 - Train all employees on the workplace infection-control practices in place, the proper use of personal protective equipment (PPE), the steps employees must take to notify the Institute if they experience any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions, including available reporting avenues.
 - Maintain a record or log of all employees who received training.
 - Post signs about the importance of personal hygiene.
 - Provide tissues and no-touch disposal receptacles to minimize exposure to infectious secretions.
 - Inform employees of the importance of good hand hygiene and provide time for employees to wash hands regularly with soap and water for at least 20 seconds because this is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use an alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
 - Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained, and by placing hand sanitizers in multiple locations.
 - Discourage handshaking and instead encourage the use of other noncontact methods of greeting.
 - Avoid other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use.
 - Avoid sharing food utensils and food with other employees.

- Remind employees that they should wear masks, at a minimum, whenever they cannot consistently maintain six feet of distance from others while working.
- Encourage and require social distancing to the greatest extent possible while in the workplace.
- Encourage employees to minimize ridesharing. While in vehicles, employees must ensure adequate ventilation, and are encouraged to use PPE (e.g. facemasks) and hand sanitizer when riding with other employees.
- Encourage employees to use PPE (e.g. facemasks) and hand sanitizer if using public transportation to travel to work.
- Masks, gloves and other PPE will be provided for use as required throughout the building.
- Develop a protocol for social distancing practices.
 - Evaluate areas in which employees work within 6 feet of each other and determine options to increase distance apart, such as staggering workspace usage and providing visual cues to guide movement and activity.
 - Restrict usage of non-essential common space, such as cafeterias.
 - Limit in-person meetings and prohibit meetings and social gatherings that do not allow for social distancing or that create unnecessary movement throughout the office.
 - Restrict the number of workers present on-site to no more than necessary.
 - Stagger shifts, break times, etc.
 - Consider new shifts or rotational shift schedules where possible.
 - Promote remote work as much as possible.
 - Deliver products through curbside pick-up or delivery.
 - Suspend all non-essential in-person visits.
 - Provide employees with up-to-date education and training around social distancing practices.
- Restrict employees from the workplace if they display symptoms of COVID-19.
 - Implement Self Declaration Health Assessment form prior to coming into the office to complete a critical work task.

ADDENDUM - Self Declaration Health Assessment

- Maintain documentation or a log showing this daily protocol was followed.
- Immediately separate any employee with symptoms from other individuals and send them home; implement advanced cleaning and communications protocols.
- Allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after:
 - 24 hours have passed since the resolution of fever without the use of fever reducing medications;
 - 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; and
 - Other symptoms have improved.

- Follow all Michigan MDHHS orders, MIOSHA rules, Michigan law, and any county health department rules regarding safety.
- Restrict sick employees from the workplace.
 - Require employees to self-report to a supervisor as soon as possible after developing symptoms of COVID-19.
 - Apply available paid-time-off options and flexible attendance requirements.
 - Follow state and federal guidance for return to work.
 - Implement protocol for return to work after symptoms of COVID-19.
- Restrict employees from the workplace if they have been in close contact with a confirmed or suspected case of COVID-19.
 - Apply available paid-time-off options and flexible attendance requirements.
 - Follow state and federal guidance for return to work.
 - Implement protocol for return to work after potential exposure to COVID-19.
 - Follow CDC guidance.
 - Follow Michigan law regarding the period of time an employee should stay home from work.
- Develop protocol to follow if an employee has a confirmed case of COVID-19.
 - Isolate and send potentially exposed employees home.
 - Notify all individuals who were in close contact with the employee during the period the employee was contagious and send those employees home to self-isolate for 14 days from the date of last close contact.
 - Upon learning of an employee who tests positive for COVID-19:
 - Immediately notify the local public health department.
 - Within 24 hours, notify any customers/clients, co-workers, or vendors who may have come in contact with the person with a confirmed case of COVID-19.
 - Notify the Institute's leadership.
 - Document efforts resulting in notification.
 - Evaluate and comply with OSHA reporting/recordkeeping requirements.
 - Implement protocol for return to work, including CDC-recommended cleaning and disinfecting in all affected areas, which may result in shutting affected areas as necessary.
 - Allow employees with confirmed or suspected COVID-19 to return to the workplace only after:
 - 24 hours have passed since the resolution of fever without the use of fever reducing medications;
 - 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result;
 - other symptoms have improved; and

- They are released from any quarantine or isolation order by the local public health department.
 - Maintain a log of symptomatic workers and workers who test positive for COVID-19.
 - Maintain records of notification to local health department and all individuals who may have come into contact with the infected employee.
- ADDENDUM - Steps for an Employer to take if an Employee tests Positive for COVID-19**
- Perform increased routine environmental cleaning and disinfection.
 - Provide disinfecting supplies and instruct employees to sanitize work areas both upon arrival and immediately before departure. Employees are also encouraged to sanitize as needed throughout the day (twice per day at a minimum).
 - Routinely clean and disinfect all frequently touched surfaces in the workplace before and after use, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
 - Provide employees with time to wash their hands regularly or, alternatively, use alcohol-based hand sanitizer.
 - Maintain Safety Data Sheets of all disinfectants used on site.
 - Notify employees if it is discovered that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
 - Restrict non-essential work-related travel. All exceptions will be made by the employee's Chief. The Institute will require the completion of the Self Declaration Health Assessment before and after travel.

ADDENDUM - COVID-19 Travel Policies
 - Administration will work with the landlord to review and determine improvements to the engineering controls using the building ventilation system with the goal of:
 - Increasing ventilation rates
 - Increasing the percentage of outdoor air that circulates into the system.
 - Evaluate options for employees at a higher risk for serious illness due to COVID-19.
 - Plan to monitor and respond to absenteeism.
 - Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
 - Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

- Remind employees about the Institute’s employee assistance program (EAP) resources and community resources as needed.
- Talk with companies that provide contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

Minimizing exposure from customers/clients/vendors

- Talk with business partners about the Institute’s Plan.
- Evaluate what business practices are needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
- Develop protocol for social distancing practices.
 - Mark 6-foot distance in areas where customers might gather/wait.
 - Limit number of customers allowed into workplace.
 - Minimize face-to-face contact.
- Post information on reducing the spread of COVID-19.
- Evaluate options for assessing symptoms of COVID-19 and removing individuals with symptoms from the workplace.
- Assess the need for physical barriers between employees and customers.
- Consider making gloves and masks available to customers/clients.

Minimizing exposure from the visitors/vendors

- Talk with business partners about the Institute’s Plan.
- If needed, identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
- If possible, limit the number of visitors to the workplace.
- Develop protocol for health screening/questionnaire for visitors/vendors.

ADDENDUM - ILC Plan

Facility Protection Measures

In addition, the following industry-specific requirements will be implemented as may be required for Offices:

- Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, or adopting a rotational schedule so only half of employees are in the office at a particular time).
- Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings).
- Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office. Use virtual meetings whenever possible.
- Provide disinfecting supplies and require employees to wipe down their workstations at least twice daily.
- Post signs about the importance of personal hygiene.
- Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- Institute cleaning and communications protocols when employees are sent home with symptoms.
- Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- Suspend all nonessential visitors.
- Restrict all non-essential travel, including in-person conference events.