

## **COVID-19 Preparedness and Response Plan**

**Michigan Public Health Institute (MPHI)** takes the health and safety of our employees seriously. With the spread of COVID-19 and the need for certain employees to continue in-person work, either because they are critical infrastructure workers or because they are needed to conduct minimum basic operations, the Institute is committed to reducing the risk of exposure to COVID-19 at the Institute's workplace(s) and to providing a healthy and safe workplace for our employees.

This Plan is based on information and guidance from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Institute may also amend this Plan based on operational needs.

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:

- The general public
- 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).

### **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 numbers: (517) 324-8309

Email address: [hwhite@mphi.org](mailto:hwhite@mphi.org)

## **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 impact of COVID-19 at our workplace, everyone must play their part. As set forth below, the Institute has instituted 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.

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 there is community spread of COVID-19, maintain an appropriate social distance of six feet to the greatest extent possible.

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

- Dry cough
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher)
- Shortness of breath or difficulty breathing

Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If employees develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not to report to work, 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 CDC defines “close contact” as either:

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time;” or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

There is no precise definition of a “prolonged period of time.” The CDC estimates range from 10 to 30 minutes. To protect employees, the Institute uses the lower end of this range and considers a prolonged period to be 10-15 minutes of exposure.

## WORKPLACE PREVENTATIVE MEASURES

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

- Educate employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including

- Posting CDC information, including recommendations on risk factors at home and in the community.
  - Providing tissues and no-touch disposal receptacles to minimize exposure to infectious secretions.
  - Inform employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds 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.
  - Encourage and require social distancing to the greatest extent possible while in the workplace.
  - Encourage employees to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
  - Masks, gloves and other PPE will be provided for use as required throughout the building.
- Develop a protocol for social distancing practices
    - Evaluate areas where employees work within 6 feet of each other and determine options to increase distance apart (staggered work hours/days, use of conference rooms as offices, and common areas).
    - Replace face-to-face meetings with virtual meetings when possible.
    - Restrict the number of workers present on-site to no more than necessary.
    - Stagger shifts and break times for staff present in the buildings.
    - Promote remote work as much as possible.
    - Deliver products through curbside pick-up or delivery.
    - 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 (excluding quick trips to pick up items).
      - See ADDENDUM - Self Declaration Health Assessment (updated 6-15-2020)

- Immediately separate any employee with symptoms from other individuals and send them home.
- Restrict sick employees from the workplace
  - 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.
- Develop protocol to follow if an employee has a confirmed case of COVID-19
  - Communication plan with co-workers.
  - Work with local health department.
  - Evaluate OSHA reporting/recordkeeping requirements.
  - Implement protocol for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas.
    - **ADDENDUM - Steps for an Employer to take if an Employee tests Positive for COVID-19** (updated 6-15-2020)
- Perform increased routine environmental cleaning and disinfection
  - Instruct employees to sanitize work areas upon arrival and immediately before departure. Employees are also encouraged to sanitize as needed throughout the day.
  - 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.
- 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.
  - **Forthcoming 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.

- Evaluate options for employees at a higher risk for serious illness due to COVID-19. Accommodation requests will be handled individually through Human Resources.
- 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**

- 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.
- Make gloves and masks available to customers/clients.

#### **Minimizing exposure from the visitors/vendors**

- 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.
  - Forthcoming ADDENDUM - ILC Plan
- Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
- Minimize employee contact with the general public.

### Facility Protection Measures

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

- Provide visual indicators of appropriate spacing for employees outside the building in case of congestion upon entry.
- Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in 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.
- Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- 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 of COVID-19
- Notify all 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.