

Department of Natural Resources **Law Enforcement Division**

COVID-19 Preparedness & Response Plan

For Lower, Medium, and High Exposure Risk Employers ONLY

General

This Coronavirus/COVID-19 Preparedness and Response Plan has been established for the Department of Natural Resources (DNR) in accordance with the Governor's latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#). The Department's [plan](#) and this [plan](#) shall minimally be made available to employees via the DNR's intranet and upon request. The DNR does not plan to transition its employees back to the office in the immediate future and this plan may be further expanded and developed in collaboration with staff and building management. The purpose of this program is to minimize or eliminate employee exposure to COVID-19. Please direct employees with questions to Quality of Life Human Resources (QOL HR), **Amy Abdo at 517-282-6891**.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Assistant Chief (AC) Steven Burton has read these emergency rules carefully, developed the safeguards appropriate to LED based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

LED has designated one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) is All District Law Supervisors/Section Lts. and Mr. Rob Olney. The supervisor will always remain on-site when employees are present on site. An on-site employee may be designated to perform the supervisory role.

It is understood by all parties that law enforcement work cannot be done by telecommuting or telework. Law enforcement duties require hands-on, up-close work with persons subject to arrest including making forceable arrests, transporting arrestees, and jail and booking procedures. As such, sworn law enforcement officers are subject to different allowances under the MDHHS Epidemic Orders regarding mask use and gatherings for law enforcement specific duties and training. These allowances for law enforcement work are often exempt from orders that other state employees are subject to.

Exposure Determination

With the onset of COVID-19 in the spring, the Department evaluated its workforce for telework ability as directed. This review was based on Executive Orders, public health guidance, consultation with the Governor's Office, and/or designation of certain areas as critical infrastructure work areas where workers were unable to telework due to their assigned duties in protecting lives and protecting and mitigating damage to natural resources. Examples of these work areas were conservation officers, emergency dispatchers, and wildfire protection. Travel of these critical infrastructure workers as well as conference room use were approved as required to conduct the critical infrastructure work of law enforcement. Examples of this is using a conference room for required law enforcement training, processing evidence from a search warrant, or conducting interviews and interrogations. This also includes travel associated with conducting police work and mandatory police training. Areas throughout the Department that were approved to continue to work or were returned to work either through previously issued and now rescinded Executive Orders or other guidance given by the Governor's office at that time, have been identified in each divisions' Covid 19 Preparedness and Response Plan. In addition, these plans include individuals specifically approved for return to work by the Office of the State Employer.

Previously Approved Return to Work Employees in LED:

- All Law Enforcement Officers conducting law enforcement functions including training and associated travel necessary for their job.
- Emergency Dispatchers located in Constitution Hall, including conference room use for supporting law enforcement functions.
- Civilians in LED who support critical functions of law enforcement and law enforcement officers. This includes travel necessary, including training support, pertaining to essential law enforcement functions.
- Volunteer Instructors providing safety classes around the state, utilizing previously approved plans.

The DNR Coronavirus Team is recommending the following actions be taken and guidance established prior to returning employees to work to their traditional work locations. The priority is for those who are low to medium risk and have minimal to no exposure to the public. Some of these employees will need to enter an office only to work for a couple of hours but will continue to primarily telework or work outdoors. Per the Office of the State Employer, employees may periodically make brief trips in for supplies, copying materials, or picking up or dropping off work materials do not need to be approved for return to work.

*All expenditures associated with these activities must comply with Executive Directive 2020-3 and corresponding DNR and LED guidance for exceptions.

Additional return to work requests will be completed by each division. Requests will be submitted on the prescribed form and will include a description of the work to be completed along with any in-state travel requirements associated with the request to

return to work. The division chief will send the request to Director Dan Eichinger, Resource Deputy Shannon Lott, and Administrative Deputy Mark Hoffman for their consideration and review. Upon the Director's approval, the return to work request will be forwarded to the Office of the State Employer for final approval.

LED has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. AC Burton was responsible for the exposure determination.

LED has determined that its employees' jobs fall into the lower, medium, and high exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the public. Workers in this category have minimal occupational contact with the public and other coworkers.

- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

- **High Exposure Risk Jobs.** These jobs are those with high potential for exposure to known or suspected sources of COVID-19.

LED has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Sworn law enforcement officers performing all law enforcement tasks.	High and Medium	Occasional contact with people suspected to be infected with COVID-19
All Civilian Staff	Low	No contact with people suspected to be infected with COVID-19
Volunteers	Low	No contact with people

		suspected to be infected with COVID-19
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Engineering Controls

LED has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

AC Burton will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
All LED Employees	Sneeze guards installed at Constitution Hall, Customer Service Centers, and Field offices.
	Social distance signage in workplace,

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. AC Burton will be responsible for seeing that the correct administrative controls are chosen, implemented, and maintained for effectiveness.

The following administrative controls have been established for LED:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
	Fully promote remote work (telecommuting).
	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
	Restrict business-related travel for employees to essential travel only.
	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
	Minimize the sharing of tools, equipment, and items.
	Provide law enforcement employees with medical grade face coverings.
	Require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
	Require customers, arrestees, and the public to wear face coverings.
	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
	Maintain flexible policies that permit employees to stay home to care for a sick family member.
Sworn law enforcement officers performing all law enforcement tasks.	Travel and Conference Rooms-

Travel associated with patrol duties is authorized with supervisor approval and in accordance with this plan.

Conference room use, if necessary, for law enforcement functions such as suspect interviews and interrogations, evidence processing, or other critical duties is authorized in accordance with this plan.

While on Patrol-

Stay upwind or crosswind of groups or individuals if possible.

While not prohibited, it is recommended that you do not partner up in the same vehicle. Supervisors need to be sensitive to this and not require officers to ride with them.

While working together, officers should handle tasks independently of each other whenever possible.

Conduct your law enforcement business outside if possible. Have persons in cars, homes, etc. step outside. Handle low priority complaints by phone.

Whenever possible, defer to EMS first responders, who are higher trained and perhaps better equipped, to handle patients suspected to have COVID-19 symptoms.

Local PSAPs (Public Safety Answering Points – local 911s) may have records of addresses with COVID-19 positive persons and will provide coded information referencing that when dispatching calls. Please seek that information from your local PSAP if you find it necessary to interact personally on RAP complaints or are dispatched for a general law enforcement call.

Gas pumps and screens at the pump are touched by multiple people each day. Wear gloves when handling gas pumps or typing credit card information onto the screen. When removing the gloves (before touching the handle to the patrol vehicle), follow the instructions learned through annual OSHA PPE training. If gloves are not worn, sanitize, or wash hands after handling the gas nozzle and screen.

	<p>Only touch what you need to touch. When checking a subject's driver's license or hunting/fishing license in person, have the individual read the information from the document themselves or hold it up for you to read/observe. Having the person hold their license and taking a picture of it with your iPhone is another way of conducting a hands-free check. Have occupants of a vehicle hold their documentation against the inside of the vehicle's window.</p> <p>If you are going to touch items, property, etc. then wear appropriate issued PPE.</p> <p>When supplies are distributed, remember to practice proper social distancing.</p>
<p>All LED employees in Constitution Hall (CH), including visitors, a Customer Service Center (CSC) or field office.</p>	<p>All employees shall follow the below guidelines for utilizing state facilities:</p> <p>Conference room use is prohibited unless authorized and approved by the Office of the State employer in this plan or with a future request.</p> <p>Entering state facilities should be limited unless there is an essential need. Cleaning and janitorial services have been minimized, and in some cases halted. Currently, CH is being maintained by DTMB and Peckham. Use proper precautions if you enter.</p> <p>Emergency dispatchers are part of the first responder classification and required to work in CH daily. Strict adherence to this plan is required to keep these essential workers safe.</p> <p>Must maintain proper social distancing as required, civilian administrative staff shall continue to employ telework, except Emergency Dispatchers, and shall not be working at or entering a department building or CH unless necessary to perform critical job functions.</p> <p>When LED staff are utilizing CH, a FO, or a CSC, the guidelines below shall be followed:</p> <p>Minimize the number of staff who need to be in one area at one time and be cognizant of touching shared surfaces.</p>

Minimize public contact. (No visitors can currently enter a state-owned facility).

Need to wear a mask at the office if others are within six feet of other staff.

Clean-in and clean-out of field offices and CSCs.

- All frequently touched surfaces such as door handles, keypads, work surfaces, tools, machines, and light switches must be sanitized as described below.
- If staff must enter a building, all surfaces that were touched must be sanitized with an approved disinfectant before departing the building.
- Staff is prohibited from gathering or congregating where proper social distancing of six feet cannot be employed.
- Use appropriate containment procedures when handling objects, documents, or other materials that cannot be sanitized before they are used by others.

Where sworn staff must enter a field office, the facility should be cleaned per CDC guidelines. The District Law Supervisor approving staff to report to an office must coordinate with the owning facility manager so that the facility manager understands staff is reporting to a specific building.

- In-person group meetings will not be allowed at this time.
- Use rotating schedules, plans, or calendars to minimize staff cross-over.
- When staff is at their respective offices or indoor space, staff need to stay within their cubicle or space – and not enter any non-essential workspace, i.e. front desk, dispatch areas, co-worker workspace, and garage areas.
- Break rooms and drinking fountains will not be used during this time. Water bottle filling stations are authorized for use.
- Copy machine and printer – will be disinfected before and after each use.

	<ul style="list-style-type: none"> • There shall be no sharing of pens, pencils, or staplers. • Restrooms – only one person at a time, the public will not be allowed to use restrooms. All handles are to be sanitized with an approved disinfectant both before and after each use unless in CH. <p>Non-DNR staff, unless they are tenants at our facility, will not be allowed to use the buildings. Only approved contractors, or vendors, who must comply with these protocols may enter with approval from the owning division designee.</p>
<p>Sworn Law Enforcement Personnel and Civilians during In-Service training events</p>	<p>Conference Rooms and Travel-</p> <p>Conference room use is authorized to conduct required law enforcement training and is referenced and exempted in current MDHHS Epidemic Orders.</p> <p>Travel required for Law Enforcement Training is authorized under MDHHS Epidemic Orders and from approval of this plan.</p> <p>In-Service Training-</p> <p>All officers and instructors reporting for required training shall be temperature checked and each participant shall complete a Visitor Health Screening form found below.</p> <p>Meals, if served, will be grab and go boxed or bagged items to prevent cross contamination of shared utensils.</p> <p><u>Survival Tactics/ First Aid Training-</u></p> <ul style="list-style-type: none"> • When conducting Survival Tactics (ST) Hands-on training, instructors will assign two officers to be permanent training partners throughout the training session. • Gloves are not required to be worn during ST classes, but are required during first aid practical exercises. • Officers will utilize the same training gear, if possible, throughout the session. If the sharing of gear is required (helmets, strike shields, etc.), it will be cleaned with disinfectant wipes between participants.

- ST staff will stagger the scheduling and testing of officers.
- Lecture and written testing will be conducted online.
- Hand sanitizer, hand washing facilities, and disinfectant wipes will be available and used during training.
- All officers will drive their assigned vehicles to training and should not ride together unless necessary. Those that need to ride together must wear masks while in the vehicle.
- Except during hands-on practice and testing, officers shall always maintain at least six feet of separation from one another and the instructors.

Firearms Training-

- Firearms training conducted indoors will require the use of a face mask when officers are not on the firing line or during group lectures.
- Firearms training conducted outside will not require the use of a face mask as long as social distancing, six-foot separation, is maintained.
- Travel restrictions for officers should follow guidance stated above.
- Anytime officers will be congregating in an area to load magazines, unload/load training supplies, or for instruction where six feet of separation cannot be maintained, face masks shall be worn.
- Wearing gloves will not be required during firearms training.

Emergency Vehicle Operation-

- Instructors, staff, and officers will adhere to the Michigan State Police Safe Start Plan for conducting training at the MSP Drive track.
- Instructors and staff will be required to wear a face mask while in the vehicle and during classroom training. If safety issues arise due to interference with vision or prescription glass issues, the instructor will have the student remove their mask, but the instructor will continue wearing theirs.
- Unless necessary for instruction, only one instructor and one driver will be in a car at a time.
- Steering wheels and driver's side door handle and driver controls will be cleaned with a

	<p>disinfectant wipe between drivers. At the end of the training day, the interior of the vehicle will be cleaned with disinfectant wipes.</p> <ul style="list-style-type: none"> • Helmets and helmet “socks” will be cleaned weekly before the training session. Officers will utilize the same helmet and helmet sock during their training.
<p>Sworn Law Enforcement Personnel in Travel Status</p>	<p>Travel is authorized for conducting law enforcement tasks and functions including patrols, critical and required training, and responding to emergencies. Conference room use associated with required training and patrol functions are authorized if safety precautions are taken as outlined in this plan. The following administrative controls shall be taken by officers in travel status:</p> <ul style="list-style-type: none"> • Travel should be planned for the shortest duration necessary to accomplish the task. • All travel shall be approved by an immediate supervisor before commencing. • Out of state travel shall be approved by DNR – Executive unless during an emergency. • Travel for training shall be restricted to essential law enforcement training, including training mandated by the Michigan Commission on Law Enforcement Standards (MCOLES). • Officers should travel in their own vehicles unless necessary. • Officers should maintain social distancing and sanitization practices outlined above while fueling vehicles, ordering, and eating meals, and checking into lodging facilities. • Undercover detectives shall adhere to these best practices to the extent possible while maintaining their cover and safety. <p>Officers conducting logistical operations for the distribution of PPE and law enforcement equipment shall adhere to best practices within this plan.</p>

Hand Hygiene

Facility managers will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees’ hands are potentially exposed to SARS-CoV-2. When handwashing

facilities are not available, LED shall provide employees with antiseptic hand sanitizers or towelettes. LED will provide time for employees to wash hands frequently and to use hand sanitizer.

Disinfection of Environmental Surfaces

DTMB/ FOD/ LED will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). No harsh chemicals will be used by department staff unless trained and approved in their use. Deep cleaning will be conducted by DTMB or contracted cleaning services.

All DLS' will be responsible for seeing that environmental surfaces in CSCs or FOs are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, LED will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Office settings - Hard non-porous surfaces such as countertops, sinks, shower stalls, toilets, and floors.	Spray surfaces with CDC recommended EPA-approved disinfectants at least once daily, or more frequently depending on use. A list of EPA-approved products can be found at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19	At least once daily, or more frequently depending on use, spray surfaces with disinfectants and let set for manufacturers recommended set time. Then use standard janitorial cleaning processes and products to wipe down/mop surfaces.
Field Officer Equipment and Vehicles	Patrol trucks should not be occupied by more than one	Generally, each shift and after transporting subjects or engaging with subjects

	<p>officer at this time, unless necessary.</p> <p>Officers should wipe down the interior of their vehicles including radio microphone and buttons, computer, door, and seatbelt touchpoints, steering wheel, and other dash and console related touchpoints after each shift and after transporting subjects in the course of their duties.</p> <p>Hand sanitizer and disinfecting wipes should be placed in vehicles to help keep hands and surfaces germ-free.</p> <p>Everyone occupying a vehicle shall use a face mask while riding together, including while transporting arrested individuals. Surgical masks and respirators have been provided to officers for this purpose.</p> <p>In addition to sanitizing the patrol vehicle, any tools you take in and out of the vehicle should also be cleaned and sanitized.</p> <p>ORV's and utility vehicles should also be sanitized after use. If more than one rider, both occupants should wear masks and not share personal equipment.</p> <p>Vessels – all vessels shall be sanitized after use. Great Lakes boats or those boats used by more than one</p>	<p>physically during the officer's duties. Patrol vehicles should be parked in the sun, when possible, as ultraviolet rays have been found to kill viruses including COVID-19.</p> <p>Officers should practice frequent hand washing or sanitizing and shall wipe the vehicle after the transport of another person.</p>
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	<p>occupant shall be sanitized before and after use. When officers are working with another officer or transporting other persons, all parties must wear a mask or respirator.</p> <p>Vessels, utility vehicles, and all motor vehicles shall have disinfecting wipes and hand sanitizer staged within.</p> <p>Duty gear and equipment shall be sanitized after each day. Use provided cleaning equipment including disinfecting wipes.</p> <p>Our uniforms are not PPE and should not be treated as such. If there is a possible exposure, clean everything. Wipe down the truck, duty gear, boots, and any tools used with the issued Alcohol wipes. Remove uniforms in the garage (or a pre-identified place in the residence), put in garbage bags, and launder in hot water. Do not shake uniforms before putting them in the washing machine, then completely dry with hot air. Whenever possible, defer to EMS first responders, who are higher trained and perhaps better equipped, to handle patients with COVID-19 symptoms.</p>	
Communication Center Equipment	All communications equipment will be sanitized with disinfectant spray or wipes before and after each shift.	Generally, at the beginning and end of each dispatcher's shift.

	<p>Common touchpoints such as the microwave, refrigerator handles, copier, printers, shredders, and desk manuals shall be sanitized after each use.</p> <p>Dispatchers will maintain a distance of at least six feet between workstations and when using shared equipment. If the six-foot distance cannot be maintained, then masks shall be worn. All visitors to the RAP room shall wear a mask.</p>	
Pool vehicles	<p>Employees utilizing pool vehicles will sanitize before and after use and ensure that, if riding with another, that everyone wears a mask.</p> <p>Gas cards and parking permits will also be sanitized after each use.</p> <p>Pool vehicles will have a stock of hand sanitizer, disinfecting wipes, and masks in each one.</p>	Generally, before and after use and more frequently if transporting subjects.

Enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV-2 have been in the workplace. **Department Human Resource Director, Amy Abdo at 517-282-6891** will be responsible for instructions on addressing office closures and initiating DTMB assistance in sanitizing the premises, if applicable, and for seeing that such cleaning and disinfection is performed as required.

Personal Protective Equipment (PPE) and Clothing

For the purposes of this plan, a nonmedical cloth face covering is NOT considered PPE. All employees who are medically able are required to wear a nonmedical cloth face covering in accordance with CDC guidance when at Constitution Hall, Michigan Library and Historical Museum, and DNR managed buildings and facilities. All **LED** employees will be provided two reusable nonmedical cloth face coverings and instructed on how to

properly wash them. Employees may provide and use their own masks if they are approved; completely cover the mouth, nose, and chin; and are at least as effective as the nonmedical cloth face covering provided to all employees. Face coverings worn in the workplace shall NOT be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites, etc. Face coverings representing certain colleges, universities, sports teams, etc. are permissible provided they meet the above-mentioned criteria. Visitors to Constitution Hall, Michigan Library and Historical Museum, and DNR managed buildings and facilities will be required to wear a face mask but will not be provided a disposable mask. Face coverings or masks that incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling are NOT sufficient face coverings because they allow respiratory droplets to be released into the air. **Gaiter-style face coverings are permitted if they are 2-layers and completely cover the mouth, nose, and chin.** Face coverings are to be worn when employees cannot consistently maintain 6' of separation from other individuals whenever in shared spaces (e.g., in-person meetings, hallways, restrooms, breakrooms, elevators, etc.). Employees who cannot consistently maintain 3' of separation from other individuals in the workplace should also consider wearing a face shield. Please contact your Human Resources Director or the [agency Safety Coordinator](#) with any questions. Employees who are medically unable to wear a cloth face covering MUST contact the agency [Reasonable Accommodation Coordinator](#) to initiate the reasonable accommodation process. Reasonable accommodations are available to qualified applicants and employees with disabilities. Please contact the agency [Reasonable Accommodation Coordinator](#) with any questions.

LED will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- 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.

LED will provide medical grade face masks and respirators for law enforcement personnel and LED civilian staff. LED will require employees to wear face coverings

when they cannot consistently maintain six feet of separation from other individuals in the workplace. LED will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
<p>All Law Enforcement Officers</p>	<p>Hand Sanitizer with at least 60% alcohol content Disposable nitrile gloves Soap and water, paper towels (where applicable) Disinfectant spray Eye protection N-95 or KN95 respirators Surgical masks PPE Kit including disposable gown and face shield Disinfectant wipes</p> <p>The N-95/ KN-95 respirator must be properly donned and doffed, and proper wearing & removal techniques shall be followed. N-95/ KN-95 respirators are more effective against COVID-19 when paired with safety glasses or the facemask with a shield in the PPE kit. If an officer wearing an N-95/ KN-95 mask uses it to enter a known or suspected contaminated area, the mask shall not be reused. However, according to resources, the Center for Disease Control (CDC), and National Institute for Occupational Safety and Health (NIOSH), masks may be reused when not exposed to suspected contaminants – see https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html for up-to-date guidance on this recommendation and proper procedures.</p>
<p>Civilian employees including volunteer instructors</p>	<p>Disinfectant spray Disinfectant wipes Hand Sanitizer with at least 60% alcohol content Water and soap, paper towels (Some items above may be supplied by outside venues used by volunteer instructors. Instructors are required to use proper PPE and ensure proper PPE and cleaning supplies are available and used by students).</p>

Health Surveillance

Upon an employee’s return to their workplace, they will be required to participate in daily health screenings. These health screenings are typically comprised of COVID-related questions about symptoms, testing positive, and submitting to a temperature

reading. Employees exhibiting [signs of illness](#) or having a fever of 100.4 or above will not be permitted into the building. These health screenings can occur through one or more ways (e.g., completion of a questionnaire; attest they are fever and symptom-free each time they login to their state-issued electronic devices e.g., computers, notebooks, tablets, cell phones, etc.) or swipe their employee identification badge/access card to enter restricted areas (e.g., parking lot, buildings, rooms, locked storage areas, etc.); or some other alternative method (e.g., MI Symptoms app, etc.). All alternative health surveillance methods and processes MUST be approved by OSE prior to implementation.

LED will 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, together with, if possible, a temperature screening. Lt. Jennifer Wolf will be responsible for ensuring that all required health surveillance provisions are performed in the communications center. DLS' will be responsible for ensuring that all required health surveillance provisions are performed in FOs and CSCs.

As workers enter the place of employment at the start of each work shift, LED or DTMB will have employees self-screen for COVID-19. DNR will have employees complete the attached questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Amy Abdo, QOL HR Director before and during the work shift. LED has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

Employee Self-Screening

Employees shall conduct a self-screening test, complete the form, and provide the completed form to their supervisor as directed in section protocol. These forms will be sent to the LED HR Liaison for confidential storage as required by this policy.

Employees Reporting to Work Ill

When employees report to work while ill, they will immediately be sent home. Notification to a supervisor shall occur immediately.

When an employee is identified with a confirmed case of COVID-19, Amy Abdo will be notified.

Feeling Sick and Work-Related Post-Exposure Evaluation & Follow-Up

Employees should **stay home** and contact their immediate supervisor and healthcare provider if they have a fever, cough, or other symptoms, or believe they might have COVID-19. Employees should contact their Human Resources Director if they, a family member, or someone they live with tests positive for COVID-19 so they can trace and monitor others with whom they have been in close contact while at work. The evaluation of a work-related exposure incident, follow up, and coordination of proper cleaning and disinfecting activities will be conducted by Human Resources.

Gatherings, Returns to the Workplace, Recruit School, and the related Authorization Process

Gatherings, returns to the workplace, and Recruit School includes hosting an in-person event and attending an event hosted by an outside entity. Per the [MIOSHA Emergency Rule 5.8](#), the employer shall create a policy prohibiting in-person work for employees to the extent their work activities can feasibly be completed remotely. If a return to the office, in-person gatherings (e.g., conferences, meetings, trainings, testing, audits, inspections, etc.) are necessary, then the agency/department must submit a written request to the OSE Director for approval. Requests should be comprehensive, submitted well in advance, and minimally include the following:

- When, where, the time and duration of the event.
- The total people, to include employees, expected to attend. **Note:** attendance should be limited to the extent possible, and gathering sizes must comply with the [DHHS Epidemic Order](#); OSE may impose more stringent criteria.
- Whether the event will be held at a State of Michigan owned or operated location, or other venue to include the location name, address, telephone number, etc.
- Reason(s) why the event cannot be held remotely, importance of the testing, necessary to protect public health, etc.
- Is the event being held or attended pursuant to a statutory provision, enforcement action, permitting requirement, etc. and include a description.
- Whether the return to the workplace, meeting, training, examination, audit, fieldwork, investigation, etc. is required or critical to the agency's/department mission and the related consequences if the request is not approved.
- How employees will get to and from, to include number of occupants in a state vehicle, if appropriate.

- How the agency/department intends to keep employees and attendees safe (e.g., registration process, available sanitizers or related disinfecting procedures, post event cleaning procedures, enforcement of social distancing and face covering protocols, health screening protocols, what happens if someone becomes sick or experiences COVID-related symptoms, etc.).
- If the event is held outside the workplace (e.g., hotel, etc.), include confirmation that the venue is in compliance with applicable MIOSHA/DHHS Rules and related CDC guidance plus the total number of restrooms available, and how schedule breaks and lunches will be conducted to minimize gatherings, congregation, etc.
- Whether the Agency/Department Director is supportive of the request.
- Person(s) responsible for responding to all COVID-related situations and concerns, and how attendees contact that individual.

Note: an after-action review must also be provided to OSE upon conclusion of the event to include facts, practices that worked, lessons learned, etc.

Training

Training Section Supervisor

The training section supervisor shall coordinate COVID-19 training and retain records to ensure compliance with all requirements as specified in the latest Health and Human Services Epidemic Orders. Lt. Jason Wicklund shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

Division Chief Responsibilities

Chief Gary Hagler has reviewed and approved this division plan to ensure adherence to the most current guidance, regulations, and orders from the MDHHS, MDLEO, and the CDC.

Return to Work Requests

Chief Hagler will submit return to work requests which will include necessary in-state travel associated with the work and their division plan to Director Dan Eichinger, Resource Deputy Shannon Lott, and the Administrative Deputy Mark Hoffman. Upon the Director's approval, the return to work request along with the division plan will be sent to the Office of the State Employer (OSE) for review and approval. Once approval is received, divisions can then begin to return employees to work.

Travel Requests

All out of state travel requests beyond what was included and approved in any return to work requests, must be sent via email with employee name, classification, dates, destination, reason for travel and describe setting of meeting or destination in relations to COVID-19 safety protocols to the Director Dan Eichinger, Resource Deputy Shannon Lott, and Administrative Deputy Mark Hoffman for review and consideration prior to any travel commencing. Upon the Director's approval, the travel request will be sent to the OSE for review and approval. Once approval is received, the division will be notified, and travel may commence.

Conference Room requests

All requests for conference room use must be sent via email with the number of attendees, dates, location, reason for use, and describe setting in relation to COVID-19 safety protocols from the division chief to Director Dan Eichinger, Resource Deputy Shannon Lott, and Administrative Deputy Mark Hoffman for review and consideration prior to any use of conference rooms. Upon the Director's approval, the travel request will be sent to the Office of the State Employer for review and approval. Once approval is received, the division will be notified, and travel may commence.

Supervisors Responsibilities

Division Chief's must establish a process to ensure supervisors are complying with the approved plans including training and adhering to the safety measures put in place by the plan. It is important that incidental contact such as breaks, meals, entrance to the building, or exit from the building also maintain the safety standards for distancing beyond six feet apart, frequent washing or use of sanitizer, and the wearing of masks at all times while on the premises.

All out of state travel requests beyond what was included and approved in any return to work requests, must be sent via email with employee name, classification, dates, destination, reason for travel and describe setting of meeting or destination in relations to COVID-19 safety protocols to the Director Dan Eichinger, Resource Deputy Shannon Lott, and Administrative Deputy Mark Hoffman for review and consideration prior to any travel commencing. Upon the Director's approval, the travel request will be sent to the OSE for review and approval. Once approval is received, the division will be notified, and travel may commence

All LED Sworn supervisors will ensure that their direct reports:

- Review and understand this safety plan
- Advise direct reports about travel and conference room restrictions and approvals
- Know how to obtain PPE and cleaning supplies
- Adhere to the protective guidelines (Engineering Controls) of this plan
- Take related training courses, including the COVID-19: Keeping You Safe at Work training in the State of Michigan Learning Center, site-specific plans, and Virtual academy training requirements.
- And take immediate corrective action regarding employees who fail to follow this safety plan.

- Retain training, self-screening, and positive notifications from employees according to guidelines outlined in the latest health and Human Services Epidemic Orders.

All LED Employees

All LED employees will train, at a minimum:

- Routes by which the virus causing COVID-19 is transmitted from person to person.
- The 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 the COVID-19 preparedness and response plan required under section 11(a) of this order.
- Rules that the worker must follow to prevent exposure to and spread of the virus, including violations.
- The use of PPE, including the proper steps for putting it on and taking it off.
- COVID-19 Keeping You Safe at Work training provided in the State of Michigan Learning Center.
- Virtual Academy LED Safe Start Plan reviews #1 and #2.
- Adhere to the protective guidelines of this plan
- Report violations of this plan to their supervisor
- Conduct self-screening daily
- Notify their supervisor immediately when experiencing symptoms

Recordkeeping

On behalf of the Department, LED will maintain mandatory training records, health surveillance records and records of required notification for one year from the date of generation.

■ **Training.** The employer shall maintain a record of all COVID-19 employee training. Lt. Wicklund is tasked with this duty.

■ **Screening protocols.** The employer shall maintain a health surveillance record for each employee or visitor entering the workplace. Lt. Wolf is tasked with this duty for the communications section, DLS' for offsite work areas.

The LED HR liaison will ensure that all daily health surveillance records and records of required notifications are kept.

Safe Start Team, the Return to Work Task Force and the Business Recovery/Quality Assurance Teams

Steve Burton, Assistant Chief, Law Enforcement Division

Resources, Websites and Contacts – this section should minimally include the following:

- [State of Michigan Executive Orders & Directives](#)
- [State of Michigan Agency/Department Return to Work Plans](#)
- **Employee Service Program/ESP:** Confidential program to assist employees with personal and work-related concerns. www.mi.gov/esp, 800-521-1377, or MCSC-ESP@mi.gov
- [DHHS Epidemic Orders](#)
- Michigan.gov/coronavirus
- [MIOSHA COVID-19 Resources](#)
- [MIOSHA Emergency Rules](#)
- [MIOSHA General Industry Safety & Health Standards](#)
- [CDC](#)
- [OSHA COVID-19 Resources](#)
- [Department of Natural Resources and division COVID 19 Preparedness and Response Plans](#)

Certification of Readiness signed by the Agency/Department Director
[Supervisor Checklist](#)
[Health Screening Forms](#)

Appendices:

- **Recreational Safety Class Procedures**
- **Recruit School Academy Procedures**
- **Employee Self-Check Form**

A. Recreational Safety Class Procedures

Additional Preventative Measures:

- Prevent persons w/ symptoms from entering/participating
- Provide masks and PPE as necessary
- Limit the sharing of tools / frequent cleaning with approved products

- Have handwashing stations available / hand sanitizer – hand sanitizer should have a minimum of 60% alcohol
- Indoor and Outdoor Classes shall be limited to restrictions in the current MDHHS Epidemic Orders. This includes instructors, students, parents/legal guardians, and others.
- Basic medical questioning of juvenile student’s parents/legal guardians or adult students shall be conducted **verbally** before the start of a class to determine if the subject has had any COVID-19 related symptoms in the past two weeks. If the student has had such symptoms listed above, the student shall not be allowed to participate and asked to reschedule later.
- Have students bring their own mask or face covering. If they do not have one, supply one to them.
 - Face masks shall be properly worn (covering an individual's nose and mouth) in indoor settings and in outdoor settings when 6-foot social distancing cannot be maintained. Instructors shall always wear face masks within six feet of students. It is recommended instructors have at least two masks available for each field day. All parties are always encouraged to wear appropriate face masks to protect others. Face masks can include homemade masks, along with commercially made medical masks.

Instructor Responsibilities:

- Instructors shall ensure the following:
 - Not allow subjects that do not “feel well” or with a cough, fever, or other symptoms to attend/participate. Provide guidance for them to attend a different field day.
 - Minimize indoor activity, if possible.
 - Wipe down all equipment and tools after each student handles them with sanitizing wipes.
 - Have hand sanitizer available for students and instructors and use it before and after any equipment exchange.
 - Make sure restrooms are kept clean, orderly, and stocked with soap and towels or sanitizer.
 - Do not use enclosed training trailers such as the LaserShot trailers.
 - Have students bring their own writing utensils for the test (#2 pencils or blue/black ink pen). If a student does not have a writing utensil, supply one to them. Let them keep the utensil, you cannot reuse it for another student.
 - Wipe down test-taking areas (tables, desks, doorknobs) between groups and/or sessions.
 - If live-fire shooting is conducted, use disposable hearing protection for students.
 - If live-fire shooting is conducted, encourage students to bring their own safety glasses (provide protection to the side of the eyes) or provide glasses to them. If glasses are to be re-used, they must be cleaned and sanitized after each use.

- If hands-on operation of vessels, snowmobiles, or Off-Road vehicles is conducted, then wipe down the equipment before the next student operates. No more than one student and one instructor shall be on a piece of equipment at one time.
- Handouts (tests, answer sheets, etc.) will be passed out and collected individually to or from each student by an instructor. No “take one and pass the pile.”
- Examinations will be either self-graded by the student, or instructors will have to grade the examinations. Students will not be allowed to pass the exams back and forth.
- At the completion of the course, clean and sanitize all equipment. Firearms shall have a thin coat of oil before storage.

Recreation Safety, Education and Enforcement Section will provide instructors with face masks, hand sanitizer, sanitizing wipes, and gloves when requested and available. Instructors also have the option of charging students up to \$10 per student to cover the cost of PPE and other necessary items. Instructors are required to submit an expense report for such costs.



Health Screening
Questions Template

B. Employee Self-Check form

(MIOSHA/CET-5700 -- Revised 10/23/20)