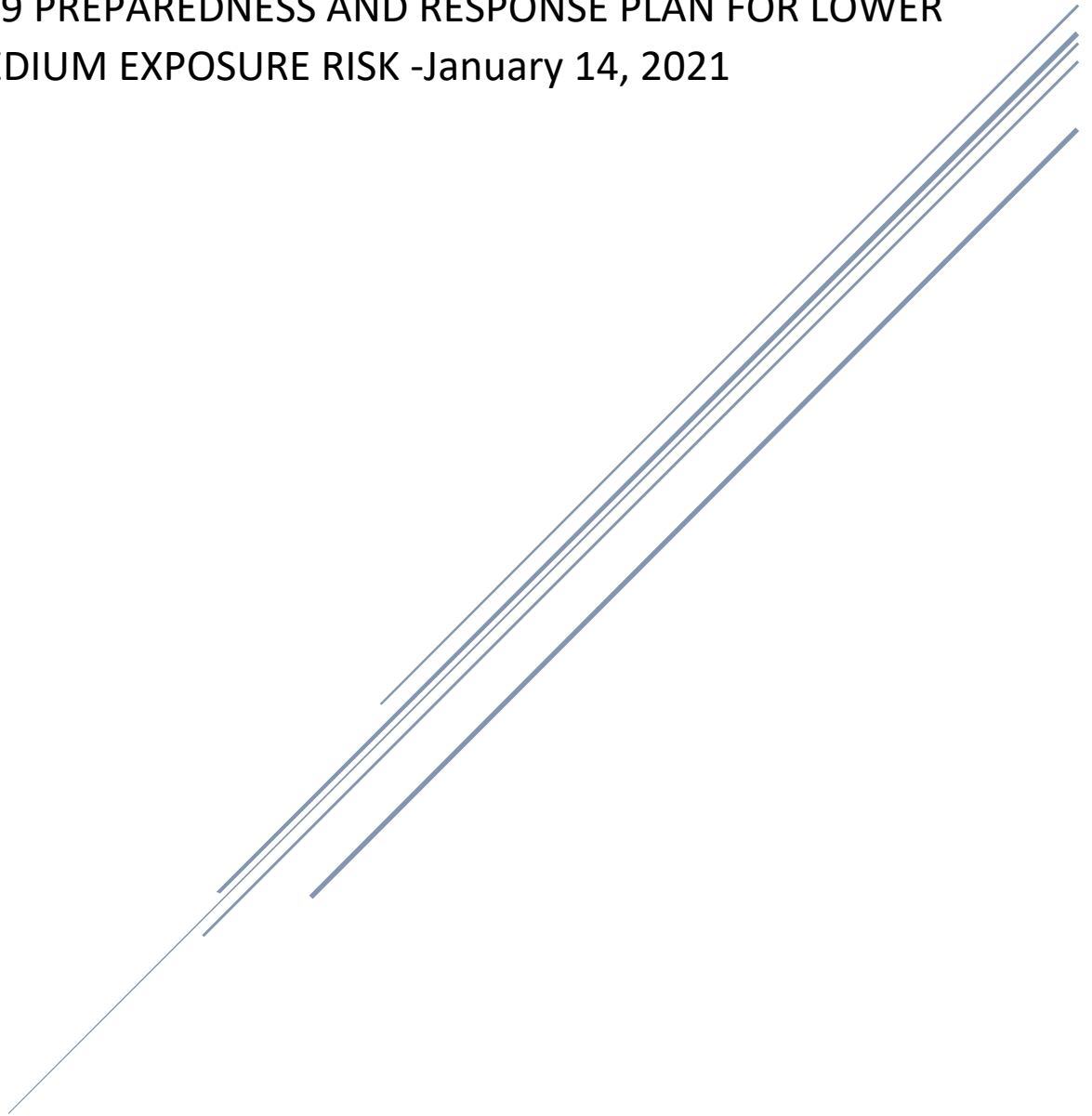


**STANDARD OPERATING PROCEDURES
To limit transmission of COVID-19**

FISHERIES DIVISION

FISHERIES DIVISION

COVID 19 PREPAREDNESS AND RESPONSE PLAN FOR LOWER
AND MEDIUM EXPOSURE RISK -January 14, 2021



State of Michigan
Department of Natural Resources

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FISHERIES DIVISION

Employees Returning to Work Locations

GENERAL

This Coronavirus/COVID-19 Preparedness and Response Plan has been established for the Fisheries Division, Department of Natural Resources (DNR), in accordance with the Governor's latest Executive Directives, MIOSHA Emergency Rules, DHHS Epidemic Orders, and CDC guidance. This plan shall be made available to employees via the DNR's intranet and upon request. The DNR and division plans are available [here](#). Fisheries Division 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 their Quality of Life Human Resources (QOL HR), **Amy Abdo at 517-282-6891**.

The following plans that detail specific work activities that Fisheries Division staff engage in are an addendum to the approved Michigan Department of Natural Resources Coronavirus/COVID-19 Preparedness and Response Plan. Both the Department's plan and Fisheries Division Plan have been or will be provided to each employee to read and acknowledge their understanding and implementation of the plans. In addition, the plans will be posted to the Division's intranet site.

EXPOSURE DETERMINATION

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, 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 SARS-CoV-2 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.

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Positions/job/task	Determination	Qualifying Factors (i.e. no public contact, public contact, job task description)
All Fisheries Division employees	Lower Exposure Risk Jobs	Minimal occupational contact with public; social distancing of 6 feet or more

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 state fish hatcheries and individuals working alone outdoors on resource management in the field.

Additionally, there were many positions and activities in Fisheries Division 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. In addition, this plan includes individuals specifically approved for return to work (including associated travel and hotel stays) by the Office of the State Employer.

Positions or work locations/number of employees	Determination	Description of job duties
Fisheries Workshops	Lower Exposure Risk Jobs	Boat repair; welding; fisheries data analysis; net building and repair
Weir Egg Take Operations: Maintenance mechanics, technicians, technician supervisors, trades helpers, fish assistants	Lower Exposure Risk Jobs	Egg take at state owned weir facilities; In groups up to seven people per day
Grass Carp Work, Out of State, Lake Erie:	Lower Exposure Risk Jobs	Surveillance and monitoring for invasive grass carp
Large Stream Surveys: Technicians, Technician	Lower Exposure Risk Jobs	Assess fish populations in large rivers as part of Status

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supervisors, and fisheries biologists.		and Trends survey work. In groups of up to 6 people.
Laboratory work for Great Lakes Surveys: research biologists and technicians	Lower Exposure Risk Jobs	Processing and analyzing fisheries data, biological samples, diet samples, coded wire tags; No more than 1 person in lab at one time.
Vehicle occupancy associated with Great Lakes Fish Population and Fisheries Surveys	Lower Exposure Risk Jobs	Great Lakes vessel crews to be permitted to travel together in the same vehicle(s) to and from work locations; Up to 4 individuals.
Inland Lake and Stream surveys;	Lower Exposure Risk Jobs	Staff in boats or wading in streams to assess fish populations and habitats
Northern Pike Marsh Operations	Lower Exposure Risk Jobs	Young pike need to be removed and stocked
Great Lakes Juvenile Lake Whitefish Seining	Lower Exposure Risk Jobs	Restoration research in collaboration with many partners including tribes
Commercial Fish Biological sampling	Lower Exposure Risk Jobs	Collect biological samples from commercial fishing operations
Weir Maintenance	Lower Exposure Risk Jobs	Annual infrastructure maintenance; Ground and facility maintenance
Great Lakes Fish Population Surveys	Lower Exposure Risk Jobs	Up to 4 Great Lakes Research Vessels to assess Great Lakes fish populations.
Grass Carp Response Activities	Lower Exposure Risk Jobs	Implement response strategies for invasive grass carp in Lake Erie
Creel Census	Lower Exposure Risk Jobs	Estimate angler effort; Count anglers at access sites; Enter data remotely; All Clerks work independently; Further biological data including scale collection, tag evaluation, and other examinations will be done at fish cleaning stations using PPE and social

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		distancing
Dam, Culvert, and Control Structure Maintenance	Lower Exposure Risk Jobs	
Fish Ladder inspection and maintenance	Lower Exposure Risk Jobs	Draining water out of ladders and visually inspecting structures for damage. Removing debris in the ladder
Fish and Mussel kill investigations; Natural Resource Managers, Biologists, or Technicians	Lower Exposure Risk Jobs	Follow-up field investigation of reported fish or mussel kills; May involve up to 18 staff, but no more than 1 staff per event
Permit Reviews and Site Visits; Fisheries Biologists and Resource Analysts	Lower Exposure Risk Jobs	Evaluate permit applications under Part 33 (Aquatic Nuisance Control), Part 301 (Inland Lakes and Streams), Part 303 (Wetland Protection), Part 305 (Natural Rivers), and Part 325 (Great Lakes Bottomlands); No more than 2 staff per event
Trail Cam deployment and Postcard mailboxes	Lower Exposure Risk Jobs	Place and monitor trail cameras and postcard mailboxes to assist with angler effort counts; No more than 1 staff per event.
Site visits to update Trout Trails Application; fisheries biologists or technicians	Lower Exposure Risk Jobs	Visit fishing sites on trout streams, take digital images, update computer application,
Great Lakes Vessel preparation and maintenance; vessel captains and assistant captains	Lower Exposure Risk Jobs	Assure safe operation of Great Lakes Vessel fleet; No more than 2 staff per vessel inspection, upkeep, and maintenance
Water Quality Monitoring;	Lower Exposure Risk Jobs	Install temperature meters and multiparameter probes in streams; Typically done with 1 staff per event.
Black Lake Sturgeon Season; Administration	Lower Exposure Risk Jobs	On-ice field administration of annual sturgeon season. Up to 25 staff involved, working independently or in small groups of 2-3.

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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 and 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 guidance for exceptions.

Any future return to work requests must 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.

Information taken from:

Guidance on Preparing Workplaces for COVID-19

U.S. Department of Labor Occupational Safety and Health Administration
OSHA 3990-03 2020

ENGINEERING CONTROLS

Based on language from MIOSHA engineering controls are not recommended for low exposure risk employees.

ADMINISTRATIVE CONTROLS

Employees shall adhere to the Fisheries Division Standard Operating Procedures (dated November 2020) to limit the transmission of COVID-19.

Facilities

- Staff shall continue to telework and shall not be working or entering a DNR-managed building, Constitution Hall or the Michigan Library and Historical Center unless approved by division chief or designee for a brief trip in for supplies, copying materials, picking up or dropping off work product, or has been approved through the request to return to work process.
- Teleworking and virtual meetings are the preferred work method.
- Conference room use is prohibited unless authorized and approved by the Office of the State Employer.
- DNR staff approved to return to their work location in an office or indoor space must adhere to the following guidelines:
 - Minimize the number of staff in one area at one time.
 - Use rotating schedules, plans, or calendars to minimize staff cross-over.
 - Staff must minimize the amount of face-to-face interaction with

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other staff that might be in the building at the same time.

- Minimize touching of shared surfaces.
- Maintain proper social distancing as required.

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- Follow current guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC regarding visitors in a state-owned facility.
- Follow current guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC regarding personal protective equipment (PPE) while working.
- Masks are to be worn when workers cannot consistently maintain six feet of separation from other individuals in the workplace and consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.
- Staff are prohibited from gathering or congregating where proper social distancing of six feet cannot be employed including break room(s).
- In-person group meetings are not allowed.
- Facilities must post appropriate employee safety message signage: [State of Michigan COVID-19 Signage](#)
 - Drinking fountains will not be used during this time. However, staff may use the water dispensing feature to fill up water bottles if the fountain is equipped with such a feature.
 - Copy machines and printers will be disinfected by the employee before and after each use.
 - Sharing of pens, pencils or staplers is prohibited.
 - Restrooms maybe occupied by only 1 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 by the employee.
 - Non-DNR staff, unless they are tenants at our facility, will not be allowed to use the buildings. Contractors, work staff, or vendors given approval to enter by the owning division designee must comply with these protocols,
 - If a person who is known to have tested positive has entered a state-owned building, or vehicle, this staff member should immediately contact **Quality of Life Human Resources (QOL HR), Amy Abdo at 517-282-6891** for further instructions.

Equipment and Vehicles:

Equipment cleaning between operators should follow the same or similar process as the vehicle cleaning guidance below. Staff shall strictly follow the vehicle use, clean-in and clean-out, use of cloth face covering, and social distancing guidance.

- Common touch points in motor vehicles and equipment must be sanitized between users.
- Hand sanitizer must be placed in vehicles and in areas where equipment is located.
- Prior to using a vehicle or equipment use a sanitizing wipe to clean all surfaces that may be touched. Surfaces that could be touched include:

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- Steering wheel
 - Door handles
 - Turn signals and wiper controls
 - Climate control knobs
 - On board control panel/FM radio controls
 - 800 MHz radio controls and mic
 - Keys
 - Shift handle
 - Brake lever (if present)
 - Sun visor
 - Dashboard
 - Glove box handle
 - Center console
 - Gas Card
- Upon departing the vehicle, wipe down door handles and keys before placing them in their designated location.
 - Purchase sanitizing wipes (60% + alcohol) for vehicles in the fleet.
 - When sanitizing wipes are getting low, replace them before they run out.
 - Sanitize any tools or equipment taken in and out of the vehicle.
 - Avoid multiple employees riding to job sites in the same vehicle. Have employees drive separately to the work site to avoid being confined to the same compartment.
 - If there is more than one person in a vehicle, cloth face coverings must be worn. Listed below are some exceptions to the single rider requirement:
 - Pick up of an employee in the event their vehicle or equipment they are operating breaks down and becomes immobilized.
 - An employee injury or other type of emergency involving staff or the public.
 - Staff must stay 6 feet apart while performing tasks, unless impossible to do.
 - Activity has been approved by Executive
 - Utility vehicles such as gators will be single rider only, with or without a cab.
 - Gas cards will be sanitized after each use.

Interactions with third parties

Employees should hold meetings as conference calls or virtual meetings whenever possible.

When it is necessary to meet with vendors, contractors, or other non-state employees at their work location, employees must:

- Hold meetings outside and keep 6' distance from one another.
- Wear face coverings if unable to maintain 6' distance from one another.
- All paperwork should be electronically signed and exchanged when possible.
- Avoid sharing pens, clipboards, etc. with others and wear appropriate PPE during

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the meeting.

- Wash hands after returning indoors and wipe all surfaces immediately. If hand washing cannot be done, use hand sanitizer.

HAND HYGIENE:

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.

DISINFECTION OF ENVIRONMENTAL SURFACES:

- Where staff have been approved to return to their work location, the facility first should be cleaned per CDC and DTMB guidelines.
- Facility managers must be notified prior to staff returning to a specific building.
- Employees are to clean-in and clean-out of facilities, vehicles, and equipment.
- All frequently touched surfaces such as door handles, keypads, work surfaces, tools, machines, microwaves, refrigerators, coffee pots and light switches must be sanitized with approved disinfectant before and after use by the employees.
- When staff enter a building, all surfaces that were touched must be sanitized with an approved disinfectant prior to departing the building.
- Prior to using a vehicle or equipment clean all surfaces that may be touched with a sanitizing wipe.

PERSONAL PROTECTIVE EQUIPMENT 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 DNR 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

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managed buildings and facilities building/location will 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.

Workers in the lower exposure risk classification should continue to utilize PPE they would normally to accomplish their job tasks. Divisions are responsible to ensure appropriate and adequate quantities of PPE are available to employees.

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.

FEELING SICK AND WORK-RELATED POST EXPOSURE EVALUATION AND 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

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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 AND RETURNS TO THE WORKPLACE

Gatherings and returns to the workplace and the related authorization process 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

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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

Division Chief Responsibilities

Teleworking is still the primary means to accomplish work. Fisheries Division has developed specific COVID-19 safety protocols for specific functions or situations unique to the work of the division and included them in this division plan. The Division Chief shall review and approve this plan to ensure adherence to the most current guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC. The Division Chief will submit return to work requests which will include any necessary in state travel associated with the work and their division plan to Director Dan Eichinger, Resource Deputy Shannon Lott, and Administrative Deputy Mark Hoffman. Upon Director's approval, the return to work request along with the division plan will be sent to the Office of the State Employer for review and approval. Once approval is received, the Division can then begin to return the employees to work. The Division Chief 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.

All in or 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 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 travel commencing. Upon Director's approval, the travel request will be sent to the Office of the State Employer for

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review and approval. Once approval is received, the division will be notified, and travel may commence.

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 Director's approval, the conference room 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 the conference room may be used for the approved purpose.

Supervisor Responsibilities

Supervisors will provide employees instructions on how to conduct their work safely under the DNR COVID-19 Preparedness and Response Plan and the division's plan. Supervisors will work with their division's safety coordinators and DNR Training Advisory Team representative to coordinate, develop, and determine method of delivery of training materials including "COVID-10: Keeping You Safe at Work" training on the Civil Service Learning Management System, site specific training, and distribution of appropriate personal protective equipment prior to employees return to work.

When employees return to work, supervisors must have each employee complete the Return to Workplace Checklist and retain it in compliance with the recordkeeping section of this plan. Supervisors are expected to implement, monitor, and report on the COVID-19 control strategies. 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. Supervisors are expected to ensure compliance with these requirements.

Employee Responsibilities

Employees will participate in all training and review any training materials provided including site specific training. Employees will wear personal protection equipment as directed and will abide by other protocols set forth in this plan. Employees will be required to participate in daily health screenings, disinfect high touch areas, and stay home if sick.

Supervisors must stress the importance of social distancing and proper hygiene practices and educate employees on policies, procedures, and protocols. It is important that incidental contact such as breaks, meals, entrance to the building, or

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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. Employees are expected to comply with these requirements.

- Notify all employees and provide them direction, whether they are to resume working from home or return to the work location.
- Managers of the facility must be notified prior to staff returning to a DNR specific building.
- Communicate specific instructions and expectations to supervisors when employees are returning to work locations.
- Communicate overall plan, instructions, and training on safety requirements, protocols, and expectations of employees to help mitigate the spread of COVID-19 in the workplace including:
 - [Infection control protocols.](#)
 - Spending restrictions and policies for remote meetings.
 - Inform employees that all in and out-of state travel must be approved by the Office of the State Employer that is beyond what is approved in the return to work requests
 - Mechanisms to report and resolve compliance issues with safety protocols.
 - Protocols to isolate anyone who becomes ill with COVID-19 symptoms while working.
- Post plan in workplaces and make available to workers (online, etc.).
- Provide and document necessary training about the plan including site specific training.
- Post appropriate employee safety message signage: [State of Michigan COVID-19 Signage.](#)
- Remind employees of support available through the state Employee Service Program (ESP)
- Obtain, complete, and sign the Return to Workplace Checklist. Turn forms into division designee.

RECORDKEEPING

A supervisor should monitor the work site(s) to ensure that safety protocols are being followed. Supervisors are expected to implement, monitor, and report on the COVID-19 control strategies. Supervisors must retain COVID-19 employee training records, health surveillance records, and records of required notifications for one (1) year from the date of the generation. If employees fail to follow the safety protocols

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and guidance, **QOL HR, Amy Abdo at 517-282-6891** should be notified and appropriate action may be taken by the DNR. This may include informal conversations, corrective action up to and including dismissal. If an employee feels their supervisor is not monitoring safety protocols, they should follow chain of command and report any concerns to their next level supervisor.

All employees will respond to the Chief that they have read, understand, and will implement the protocols contained herein. A record of the responses will be kept by the Executive Assistant. At Fish Production Facilities, a daily health sign in sheet addressing a number of questions will be signed by each employee entering the facility. A record shall be kept on the premises. Any other fisheries facilities that become open to use will keep the health sign in sheet in a similar fashion.

RESOURCES, WEBSITES AND CONTACTS

- [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](#)
- g) **Certification of Readiness** signed by the Agency/Department Director (attached)
- h) [Supervisor Checklist](#)
- i) [Health Screening Forms](#)

SPECIFIC INSTRUCTIONS FOR CERTAIN WORK AREAS OR FUNCTIONS

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All staff engaged in outdoor work or travel

Practice good hygiene and use personal protection equipment (PPE)

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Use face coverings while in public or when social distancing is compromised.
- Social distance by staying at least 6 ft apart to the extent possible.
- Except as authorized above, only one staff member per vehicle is permitted when travelling. When the pandemic has reduced in risk and after DNR Management approval, staff will be permitted to travel together in state-owned vehicles provided they are not seated immediately adjacent to one another (i.e. touching). Efforts must include maximize spacing among travelers. For example, if only 2 are traveling in a crew-cab truck the passenger must travel in the rear seat. Crew must also wear face coverings during travel in state-owned vehicles.
- Disinfect frequently used items and surfaces as much as possible using EPA and CDC Guidelines:
 - Use EPA and CDC Guidelines for cleaning and disinfection the workplace. <https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>
 - EPA approved disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Virkon Aquatic, available at most field locations, is an example of an approved EPA-disinfectant and is an effective COVID-19 disinfectant for equipment.
- Maintain and adjust workstations so that they are at least 6 feet apart.
- To protect yourself from interacting with anglers or with the public, prepare to use common phrases such as “We have to maintain social distancing so:
 - could you please move x steps back?
 - take a business card that I will place on the x and contact me on my cell.
 - contact the fisheries biologist at x.

Field crews will maintain a “family” unit – no mixing with other units at this time. If you or a team member feels sick, stay home and inform your supervisor and team that you are sick. Face coverings shall be worn whenever working with others.

Research Vessel Staff

Overall guidance

1. Only Michigan DNR Fisheries Division employees and science partners from other agencies/universities will be allowed on vessels. Limited exceptions may be

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approved by the Station Manager responsible for the vessel or the Research Section Manager on a case-by-case basis.

2. Crew sizes shall be kept to the minimum number needed to complete each research mission (i.e. voyage).
3. The night before each research mission, the vessel captain(s) will check in with all participants to ensure everyone is healthy and willing to participate. No one should participate in any field activity if feeling ill or if any members of their household are experiencing flu-like symptoms. Employees that are feeling ill will report it to their Station Manager as soon as possible.
4. Each crew member must take their temperature daily before reporting to their station or to the vessel for any activity regardless of the work being in the field or office. Staff participating in research missions should check their temperature at least two hours after returning from field work to allow enough time for their body to cool from strenuous activity or outside heat. Staff returning from night work can wait until the following morning to check their temperature. Any staff with a temperature of 100.4°F or above should stay home and report this immediately to their Station Manager.
5. Each research mission will have a limit on the total personnel allowed on the vessel at any time, to be determined by the vessel captain(s), research biologist, and station manager. All staff on the boat are considered a “crew,” including the captains. Crew members must practice social distancing when on a vessel.
6. All crew shall wear cloth face coverings while conducting field activities, including vehicle travel. Fisheries Division will provide cloth face coverings when available and will provide surgical face coverings in the interim. Employees desiring something more comfortable or fashionable may elect to use their own face covering provided it is appropriate for the workplace and completely covers the mouth and nose, and is at least as effective as those provided by Fisheries. If you have questions regarding the use of a face covering please contact the Division Safety Coordinator with questions. Employees who are medically unable to wear a cloth face covering must contact the Division’s Safety Coordinator to initiate the reasonable accommodation process. Face coverings should be laundered after each use, thus two face coverings for each crew member will be provided prior to field activities or vessel missions.
7. Sanitation stations (soap/water or hand sanitizer) shall be available on each vessel/vehicle for crew use, and staff will be expected to use these stations liberally. Eye protection is strongly encouraged but not required. Crew members should avoid touching their face/nose/eyes.
8. Wearing of disposable gloves as an extra level of protection is encouraged. Standard rubberized work gloves shall be worn while working to protect hands from being injured while handling fish/gear but are not intended for COVID-19 prevention. Disposable gloves can be worn under these gloves to reduce risks.

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Standard rubberized work gloves shall be designated for each employee and gloves must not be shared among crew members. All work gloves must be cleaned/washed/disinfected/dried following field activities. Rubber reusable cleaning gloves shall be provided for use during disinfection procedures (see below). Disposable gloves (nitrile, rubber, etc.) do not hold up under field activities without the use of standard rubberized work gloves but will be available for crew use to reduce risks depending on glove availability. If staff use disposable gloves, they must re-glove as conditions dictate during the cruise and dispose of the used gloves in such a way that they could not contaminate other surfaces.

9. All areas used by crew members (i.e. rails, gunwales, and helm areas) must be disinfected with an agent proven to be effective against the COVID-19 virus before departure and upon return to the dock/ Station.
10. All crew shall bring ample water/liquids for themselves in clearly labelled bottles, and no sharing of drinks will be allowed. Community water dispensers will not be allowed. Staff shall bring their food/drink in a personal cooler or bag, and food/drinks must not be placed in a shared refrigerator/freezer/cooler. Food sharing and/or community meals are not permitted. All crew must sanitize prior to eating/drinking and must re-sanitize before returning to work and touching boat surfaces.
11. When staff are on the road and not able to return to home for the night, there will be an expectation of social distancing once the field/workday is done.
 - a. For vessels without on-board accommodations (R/V Char, R/V Tanner, R/V Channel Cat), crew will stay in individual hotel rooms and follow accepted practice for procuring meals, (e.g., carry out only, handle meals on own, etc.) instead of group meals as crews should socially distance afterhours.
 - b. For vessels with on-board accommodations (S/V Steelhead), crew will follow guidance of the CDC and U.S. Coast Guard for commercial vessel operations, as outlined in the “Alaska Protective Plan for Independent Commercial Fishing Vessels” (Appendix 2) and “COVID-19 Onboard Procedures” (Appendix 3).
 - c. Crew members shall undergo pre-survey screening, use appropriate PPE while on-board the vessel, and limit “shore” trips to the minimum needed to obtain critical supplies or for emergency situations.

Decontamination/Disinfection Procedure

Vessels/Equipment:

1. Exterior work surfaces (hard nonporous) on vessels can be disinfected with a simple 30:1 ratio of water and bleach (Sodium Hypochlorite; garden sprayer with

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1/3 cup bleach to every gallon water) or a similar disinfectant. This mixture should be sprayed on exterior surfaces and allowed to dry with at least five minutes of contact is required to ensure effectiveness against COVID-19.

Following this five-minute period, surfaces may be wiped or rinsed with water if desired. If treatment is done inside the boat barn, ventilate the work area to prevent the buildup of chemical fumes. Face coverings, face shield, and rubber cleaning gloves shall be used when disinfecting with this solution. Care should be taken to not touch your face.

2. Internal work surfaces (vessel cabins, galley, helm, or internal laboratory areas) shall be disinfected with a spray disinfectant (**Ecolab Peroxide Multi-Surface Cleaner and Disinfectant** or similar products which are EPA approved disinfectants) or approved disinfecting wipes (or similar product). Surfaces should be wiped clean after application. Rubber cleaning gloves or disposable gloves shall be worn and laundered or disposed of properly after each cleaning. Care should be taken to not touch your face.
3. Electronics (chartplotter, sounder, MLES shock box, field laptops, etc.) shall be cleaned with a microfiber cloth dampened with an alcohol solution (70% alcohol 30% water) to wipe down electronics. After the solution has dried a non-ammonia glass cleaner can be used to clean the screen and unit. Gloves (cleaning or disposable) shall be worn and should be laundered or disposed of properly after each use. Care should be taken to not touch your face.
4. Rain gear and boots must be kept separate by crew member and washed with a spray disinfectant (**Ecolab Peroxide Multi-Surface Cleaner and Disinfectant which are EPA approved disinfectants** or similar product) and air dried following the completion of field work (washing not required daily if field work extends multiple days).

Personal Hygiene Stations:

1. *Handwash Station*: A designated handwash station with a sink or hose that staff can use to wash hands with anti-bacterial soap shall be provided on each vessel. The station shall include a source of freshwater, wash basin, electric or foot-powered pump, and grey-water tank.
2. *Sanitation Station*: A designated sanitation area on vessel with hand sanitizer and other COVID-19 approved disinfectants for personal use and for equipment cleaning shall be provided on each vessel. The station shall include a sealable container for disposal of waste products (i.e. Disinfecting wipes).

A full list of COVID-19 approved chemicals and procedures for disinfecting can be found at the following EPA website: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

Statewide Angler Survey Program (SASP) Staff

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Staff work independently and have no required contact with other co-workers.

Performing effort counts:

Effort counts will be conducted from a vehicle or vantage point using the standard SOP at designated count time(s), by driving vehicles to access sites and vantage points and counting the number of boats, boat trailers or shore anglers. Pier counts will be performed from shore with binoculars, rather than by walking the length of the pier. Staff will attempt to perform all counts without exiting the vehicle. If they exit, they will wear a protective face covering and maintain a distance of 6 feet from the nearest person. Aircraft effort counts will proceed as prior years with contractors flying overhead, making counts of boats, and emailing data to the program. Pilots will be instructed to fly alone without observers or other passengers for the purposes of these counts.

Collecting intercept interviews:

Intercept interviews require staff to engage an angler about their catch and fishing experience. Staff are required to wear a face covering while conducting angler interviews. Staff shall not move closer than 6 feet to the angler. If the interview requires a closer distance than 6 feet, it will be discontinued. Where fish identification is required, the angler will be asked to move away from their open cooler and staff will approach to visually confirm species identification. If the fish require handling, staff will wear a face shield and single-use disposable gloves. If an angler or member of their fishing party appears to staff to be sick, the angler will not be approached for an interview. For pier interviews, staff will wait for departing anglers at the base of the pier, rather than walking the length of the pier to collect interviews. Staff will be encouraged to collect interview data electronically via text and phone conversation with picture verification wherever possible, as many staff are already in regular electronic contact with local anglers.

Collecting bio-samples:

Bio-sampling typically requires the angler to handle the fish, turn it over to staff for further handling, and then receive it back from staff, likely to be consumed by the angler and their family. This contact-to-contact action, coupled with terminal consumption, creates many possibilities for pathogen transfer between individuals directly or through shared sample handling.

Staff also take internal samples from the fish with their own knife while the angler may be simultaneously using a filet knife in close proximity to staff, creating a risk of fluid-to-fluid (blood) transmission between parties. To reduce these risks in 2020, staff shall wear protective face coverings, face shields, and disposable gloves, and invasive bio-

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sampling of body parts shall only be done if staff is able to collect fish parts after the angler has discarded them.

For collecting non-invasive biostatistics, staff will watch the angler weigh, measure, and check the fish for external tags and clips, rather than attempt to get those statistics themselves. Any fish parts collected by staff will be stored in freezers and gear used will be disinfected after each use, including disposable gloves for each unique sample.

Entering data and attending trainings:

Staff should perform data entry from their homes or cars and NOT enter state facilities without supervisor permission. Any staff entering a state facility with supervisor permission must wear a protective face coverings and gloves and maintain proper social distancing. All program-wide trainings and regional or small meetings will be held electronically vis MS Teams.

Staff who are feeling sick must stay home.

Research Station Staff

- Visitation
 - All Research Stations will be closed to the public and will post signs that direct the public to call the Station staff for inquires or to make deliveries.
 - In general, only Michigan DNR Fisheries Division employees and science partners from other agencies/universities will be allowed into Research Stations. Limited exceptions may be approved by the Station Manager responsible for the station or the Research Section Manager on a case-by-case basis.
- Daily Office Operation
 - No one should come to the office if feeling ill or if any members of their household are experiencing flu-like symptoms. Employees that are feeling ill will report it to their Station Manager as soon as possible.
 - Social distancing between all interactions between staff and approved visitors must be adhered to at all times with a minimum of 6 ft between individuals.
 - Employees should wash their hands after touching shared surfaces, before and after eating and otherwise as frequently as possible.
 - Staff shall wear face coverings whenever in common areas of the research station where stations have enclosed offices. Offices with open office or cubicles shall wear face coverings at all times when multiple individuals are in the office.
 - Staff shall disinfect all personal office or cubicle spaces daily.
 - Designated sanitation stations (soap/water or hand sanitizer) shall be available at each facility, and staff will be expected to use these stations liberally.

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- Staff shall bring their food/drink in a personal cooler or bag, and food/drinks must not be placed in a shared refrigerator/freezer/cooler. Food sharing and/or community meals are not permitted.
- Staff meetings must be held in the most open area, such as the garage or largest conference rooms to ensure 6 ft of spacing can be provided between staff.
- Working in groups shall not occur unless it can be done using social distancing and the use of face coverings.
- Only one person should be using shared office space at a time if the minimum of six feet of space cannot be maintained. Even when the appropriate spacing can be maintained, the amount of time spent in shared office space shall be minimized to the greatest extent possible.
- All common office equipment such as scanners and printers shall be disinfected after every use. Gloves (cleaning or disposable) shall be worn and should be laundered or disposed of properly after each use. Care should be taken to not touch your face.
- Common office work surfaces shall be disinfected after every use. Surfaces should be wiped clean after application. Rubber cleaning gloves or disposable gloves shall be worn and laundered or disposed of properly after each cleaning. Care should be taken to not touch your face.
- **Laboratory Areas**
 - Only one person should be using shared laboratory space at a time if the minimum of six feet of space cannot be maintained. Even when the appropriate spacing can be maintained, the amount of time spent in shared laboratory space shall be minimized to the greatest extent possible.
 - Working in groups shall not occur unless it can be done using social distancing and the use of face coverings.
 - When group work is required, staff must be assigned a single duty during the laboratory work. This will reduce the chance of spreading the virus between staff, and each staff member shall be responsible for disinfecting their station at the end of the field day.
 - All common laboratory work surfaces and equipment such as, but not limited to, microscopes and digital scales shall be disinfected after every use. Gloves (cleaning or disposable) shall be worn and should be laundered or disposed of properly after each use. Care should be taken to not touch your face.
 - All staff shall wear cloth or disposable face coverings while conducting laboratory activities. Face coverings should be laundered after each use, thus a supply of multiple coverings for each staff member must be obtained prior to laboratory activities or disposable face coverings made available. Face shields will also be available to provide additional protection and their use is recommended in laboratories where practical.
- **Personal Sampling Gear Storage**

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- All personal sampling gear (i.e. waders and raingear) will be designated and marked to which staff it is assigned to. Personal sampling gear shall not be shared between staff or visitors.
- Other Non-Vessel Sampling and Other Equipment
 - Face coverings must be worn when working outdoors if two or more staff are working together.
 - Drivers shall wipe down surfaces of vehicles, gators, tractors, mowers, etc., with disinfectant wipes before and after using them. Such surfaces include steering wheels, keys and fobs, door handles (inside and outside), radio and climate control panels, dashboard, seats, etc.
 - For overnight trips away from the duty station, staff shall stay in individual motel rooms and follow accepted practice for procuring meals, (e.g., carry out only, handle meals on own, etc.), instead of group meals as crews should socially distance afterhours.

Fish Production Staff

The following shall serve as the standard operating protocol for sanitary work practices for Michigan DNR fish hatcheries for the duration of the COVID-19 pandemic.

- Social distancing is still the best way to minimize spreading COVID-19. Staff must maintain a minimum of six feet of distance between themselves and their coworkers whenever possible.
 - Staff meetings must be held in more open areas, such as the maintenance shop or tank room areas.
 - Lunches and coffee breaks cannot be taken in shared spaces.
 - Working in groups shall not occur unless it is being done for safety reasons.
 - Only one person should be using shared office space at a time if the minimum of six feet of space cannot be maintained. Even when the appropriate spacing can be maintained, the amount of time spent in shared office space shall be minimized to the greatest extent possible.
- In addition to social distancing, frequent hand washing is encouraged. Employees are encouraged and reminded to wash their hands after touching shared surfaces, before and after eating and otherwise as frequently as possible.
- Face coverings must be worn when working in an indoor space where other staff are present. This is in addition to maintaining a minimum six-foot distance between staff whenever possible. Face shields can be used as a substitute for

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staff that cannot tolerate face coverings for medical reasons. Face coverings (or shields) will be provided, but staff are welcome to use their personal face coverings if they prefer. If only one person is working in an indoor space, no face covering is necessary, but staff should carry a face covering with them at all times.

- Face coverings must be worn when working outdoors if two or more staff are working together.
- Shared tools should be sanitized with a disinfectant spray or wipe before and after each use.
- Common work surfaces should be sanitized after each use with a disinfectant spray or wipe. Such surfaces include, but are not limited to, doorknobs and handles, countertops, light switches, shared keyboards, break room tabletops, desk surfaces, file cabinet drawers, etc.
- Staff shall wipe down surfaces of vehicles, Gators, tractors, mowers, etc., with disinfectant wipes before and after using them. Such surfaces include steering wheels, keys and fobs, door handles (inside and outside), radio and climate control panels, dashboard, seats, etc.
- Basic personal sanitary measures should be employed regularly, including:
 - If you are not feeling well, stay at home and do not come into work
 - Wash your hands often, using soap and hot water for at least 20 seconds
 - If soap and water are not available, use hand sanitizer, but be sure to rub it in vigorously until your hands are completely dry
 - Avoid shaking hands for the duration of the pandemic
 - If you need to cough or sneeze, do so into the elbow of your sleeve
 - Do not touch your face or eyes
 - If you need to blow your nose, wash your hands thoroughly afterward
- When it is necessary to have contractors perform work at a given hatchery, the contractor must provide a copy of their policy and procedures related to minimizing the spread of COVID-19 prior to working onsite.