

DEPARTMENT OF NATURAL RESOURCES, FOREST RESOURCES DIVISION COVID-19 PREPAREDNESS AND RESPONSE PLAN FOR LOWER AND MEDIUM EXPOSURE RISK

DNR Forest Resources Division

GENERAL

This Coronavirus/COVID-19 Preparedness and Response Plan has been established for Forest Resources Division (FRD) of the 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 [FRD COVID-19 Information SharePoint folder](#) and upon request. In addition, this plan and the Department’s plan are available [here](#). 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 agency is committed to the conservation, protection, management, use and enjoyment of the state’s natural and cultural resources in a manner that safeguards our employees and the public from the spread of COVID-19.

EXPOSURE DETERMINATION

FRD will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to COVID-19. Employee Supervisors will be responsible for seeing that exposure determination is performed.

FRD has categorized all its employees’ jobs into the “**lower exposure risk**” category. FRD-managed offices will remain closed to the public until such time that being open to the public is not considered “medium exposure risk.” When not in the field, staff will continue to telework as much as possible. While working in offices, staff will be configured in such a way that they will have minimal occupational contact with co-workers.

All Forest Resources Division staff are on telework status but have also all been cleared to return to work for one or more of the recognized activity groups below. These activities cover the breadth of activities necessary to fulfill FRD’s core wildfire preparedness and response, forest management, land administration, and forest health and cooperative program activities. Travel is necessary to perform all these activities.

Activity	Setting	Exposure Risk
1) General Resource Management	Outdoors	Lower
2) Adopt-a-Forest	Outdoors	Lower
3) Recreation Projects	Outdoors	Lower
4) Federal Programs	Outdoors	Lower
5) Wildfire Suppression & Support	Outdoors/Indoors	Lower
6) Infrastructure Maintenance	Outdoors	Lower
7) Program and partner assistance	Outdoors	Lower
8) Equipment Repair	Outdoors	Lower

9) Out-of-state Emergency Dispatch	Outdoors	Lower
10) Forest Fire Experiment Station	Indoors	Lower
11) Repair and Maintenance Facilities	Indoors	Lower

- 1) General Resource Management: field-based activities, including timber sale preparation, contract and contractor administration, forest inventory, land surveying, forest cultivation, insect and disease surveys, Commercial Forest Act field reviews, and Land Use.
- 2) Adopt-a-Forest: carry out trash abatement efforts in the forest, including scouting and physical cleanup of trash that has been illegally dumped on public land.
- 3) Recreation Projects: work on the approved PRD project hours (ORV, campground, rail trails, hazard tree mitigation, etc.) for FRD employees.
- 4) Federal Programs: Conservation Reserve Program tree planting inspections on private lands in the Lower Peninsula, and Emergency Forest Restoration Program storm tree damage mitigation inspection on private lands in Arenac County.
- 5) Wildfire Suppression: All activities related to emergency wildfire suppression, support, and readiness. *In 2020, 337 Department staff were qualified to perform wildfire suppression activities, and fifty more Department staff serve in non-fireline support roles in emergency situations. This includes radio dispatch, logistics, and other incident management functions.
- 6) Infrastructure Maintenance: maintaining facilities, and road and bridge infrastructure on State Forest lands.
- 7) Program and Partner Assistance: aiding division programs, other divisions, and other departments on approved projects. This is primarily an addendum to the above activities, adding staff who occasionally support those activities, as well as others allows FRD staff to assist other Divisions with their previously approved projects.
- 8) Equipment Repair: field repair work done by heavy equipment mechanics on machinery being used for critical road and bridge infrastructure repair, and forest cultivation.
- 9) Out-of-State Emergency Dispatch: assistance to federal and partner-state emergency response efforts, including wildfires and other incidents that our staff are qualified to respond to.
- 10) Forest Fire Experiment Station: indoor operations at the Roscommon Equipment Center and Forest Fire Experiment Stations which cannot be done on telework. This includes activities such as equipment fabrication, painting, and assembly.
- 11) Repair and Maintenance Facilities: resume off-season equipment repair and maintenance activities within the equipment repair shops and garages at the Marquette Repair Shop, Gaylord Repair Shop, Roscommon Conservation Airport, and various FRD field offices

ENGINEERING CONTROLS

Because FRD staff are all categorized as lower risk, and FRD offices are not open to the public, no engineering controls have been implemented. Co-workers can maintain minimal occupational contact without any additional measures taken.

ADMINISTRATIVE CONTROLS

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. **District Supervisors, Resource Protection Managers, and Section Managers, for workplaces under their supervision**, will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained effectiveness in order to minimize or eliminate employee exposure to COVID-19.

Additional administrative controls are not recommended for workers in the lower exposure risk group. **FRD staff are all categorized as lower exposure risk.** Low exposure risk group employers should provide public health communications about COVID 19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.

The following administrative controls have been established for FRD:

OFFICE ATTENDANCE

In order to maintain proper social distancing requirements, staff shall continue to employ teleworking and shall not be working at or entering a Field Office, Department Repair Shop, Incident Coordination Center, Forest Fire Experiment Station, Customer Service Center, or Constitution Hall unless necessary to perform critical job functions. All teleworking procedures established such as timber sale bid openings, check receipting and depositing remain in place. This will minimize the number of staff in a building at any one time, allowing for proper social distancing to occur more easily. To minimize contact, field offices managed by Forest Resources Division will remain closed to the public. When staff need to be at an office, the guidelines are as follows:

- Wipe-in, Wipe-out: When staff enter and leave a building frequently touched surfaces such as door handles/keypads and light switches must be wiped.
- An 'office time' schedule will be established for the office or the Unit Manager/Facility Manager will be contacted to set up a time for staff to go to the office. This schedule should be posted on the building and shared electronically with local staff.
- 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. Breakrooms are to be posted with the maximum number of occupants allowed to maintain social distancing.
- 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. If not equipped with that feature, they are to be turned off.
- Mail and check processing – using the current procedure in place, the Unit Manager or Secretary will retrieve and process mail one day per week. Checks will be deposited or scanned in accordance with established policy. Only one person will distribute mail to cubicle spaces.
 - When at their respective office, staff need to stay within their cubicle space and not enter any non-essential workspace, i.e. front desk, dispatch areas, co-worker workspace, and garage areas.
 - Conference room use is prohibited unless authorized and approved by the Office of the State Employer.
 - Facilities are limited to assigned office personnel. MIWFF's and other DNR staff shall not enter the facility unless they are there to perform a critical job function.
 - Communal coffee machines are discouraged from being used at this time.
 - Copy machine and printer – are to be properly wiped down after each use (wipes shall be kept by machines), there should be no communal pens or pencils used.
 - Sharing of phones is prohibited. Desk/Wall phones shall be identified with individual user's name.
 - Restrooms – Only 1 person at a time as Field Office restrooms do not allow for social distancing, all handles are to be wiped following use.
 - When working at a field garage, Department Repair Shop or the Forest Fire Experiment Center, workstations will be established and clearly identified on the ground to maintain social distancing.
 - 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.

Field Work

When working in the field, there should naturally be minimal interaction with others. Proper social distancing will be attainable using the following guidance:

- Issued masks, sanitizer, gloves, and PPE should be kept in the vehicle and used in accordance with the latest guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC.
 During activities such as timber sale administration, contract administration, land surveying, land use, insect and disease monitoring, Commercial Forest program administration, Cultivation, PRD work, etc., in accordance with the latest guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC, staff are to limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from each other. It is recommended that communication be done as much as possible utilizing cell phones and/or e-mail.
- When entering a business during normal work hours, such as a gas station or grocery store, issued masks, sanitizer, gloves shall be utilized.

Fire Standby and Response

Traditional fire dispatching guidance is unchanged. Emergency heavy equipment (engines, dozer, skidders, etc.) dispatches from the area office or designated traditional standby locations. Proper social distancing will be attainable using the following guidance:

- Limit office and garage access – Facilities are limited to essential personnel, i.e. staff assigned to drive the heavy equipment.
 - MIWFF's (keymen) and other DNR staff should standby in or around personal or chase vehicles while awaiting initial attack.
- Logistics on fires that extend into the late evening – Each firefighter will respond to the office/incident with enough food and water to sustain them thru the remainder of the day.
- Emergency heavy equipment vehicles will be limited to a single operator within the cab. Additional operational staff will dispatch in separate vehicles.
 - Exceptions to cab limitation:
 - Operationally two personnel are needed within the cab for effective suppression efforts.
 - The life and safety of firefighters are in imminent danger.
 - Equipment and staff are on an out-of-state wildfire assignment.
- Radio communication is encouraged to mitigate proximity to others. Shared radios and headsets shall be disinfected daily in accordance with the latest guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC. Use of shared headsets is highly discouraged.
- Firefighter will track and record all individuals encountered during an incident. This will allow identification and quick isolation of individuals in the event an individual becomes infected with the virus.
- Limit contact with cooperators, maintaining social distancing with a minimum of 6 ft. distance when communicating face-to-face as per the latest guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC.
- Post incident:
 - The department policy for readiness still applies.
 - Equipment sterilization (See Hand Hygiene & Disinfection of Environmental Surfaces section below)
 - Re-usable PPE should be washed at the end of each operational period if used, and otherwise discarded as appropriate (see **Personal Protective Equipment** section below).

Heavy Equipment Field Work

It is highly recommended, to the extent possible, to have a single operator for the duration the equipment is in a geographic region. For additional information, see **Hand Hygiene & Disinfection of Environmental Surfaces** section below.

Vehicle and Other Equipment Use

During this time of dealing with reducing the spread of COVID-19 and because our vehicles and equipment could be used by multiple staff members, the following are some guidelines to reduce the transmission of pathogens.

- Conventional vehicle use is limited to the primary operator unless an emergency need arises.
 - One set of keys shall always remain with the primary operator and one set shall be stored at the operator's primary office. The vehicle shall remain locked when not in use, regardless of if in a garage stall or parking lot.
- Fueling vehicles: Utilize pay-at-the-pump when available, wipe down the pump handle and keypad before and after use.
- Hand sanitizer should be placed in vehicles to help keep hands germ free.
- Prior to and following the vehicle or equipment being used by the non-primary operator, a disinfectant wipe (60%+ alcohol) or approved disinfectant solution (see Safety section below) is to be used to clean all surfaces that may be touched by another person using the vehicle or equipment. Place disinfectant wipes or solution in each vehicle in your fleet. For more information, see **Hand Hygiene & Disinfection of Environmental Surfaces** section below.

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

HAND HYGIENE

FRD Facility managers make sure adequate handwashing facilities and/or hand sanitizer are available in the workplace. Staff wash hands with soap and water after using a vehicle or equipment. Hand sanitizer must be placed in vehicles and in areas where equipment is located. During and after fueling of equipment or vehicles or if entry into a business location is necessary, an appropriate face mask must be worn, and proper sanitization of hands must occur.

DISINFECTION OF ENVIRONMENTAL SURFACES

The **FRD Facility Managers** are 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 employee’s hands are potentially exposed to COVID-19. When provision of handwashing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or single use, pre-moistened towelettes.

FRD Facility Manager and Employees are responsible for seeing that environmental surface in the workplace 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 COVID-19. When choosing cleaning chemicals, FRD 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 COVID-19 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.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. **District Supervisors, Resource Protection Managers, and Section Managers, for workplaces under their supervision are** responsible for seeing that such a cleaning and disinfection is performed as required.

Where staff have been approved to return to their work location, the facility first should be cleaned per CDC and DTMB guidelines which will be provided later. 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.

Staff will clean all surfaces that may be touched by another person. Staff will use either 1) a disinfectant wipe (60%+ alcohol) or 2) an EPA approved disinfectant, or 3) a bleach disinfectant solution can be made by mixing 4 teaspoons of bleach per quart of water (or 1/3 cup of bleach per gallon of water). Staff will wear disposable rubber gloves when performing all cleaning procedures; change gloves immediately if they become damaged, wear additional PPE as required per the product SDS or job safety analysis, and avoid sharing of safety eyewear. Non-disposable PPE should be sanitized before and after use. Disposable PPE shall not be reused and should be placed in appropriate refuse containers.

The following is a list of environments, and their surfaces.

Vehicle surfaces: Steering mechanisms, door and tailgate handles, turn signals and wiper controls, climate control knobs, on board control panel/AM/FM radio controls, 800Mhz & high band radio controls, headsets, and mic(s), keys, shift handle, blade, PTO, hydraulic controls, brake lever (if present), sun visor, dashboard, glove box handle, arm rest and center console, gas card, pump controls and valve handles.

Offices surfaces*: Entry keypads, office, and garage door handles; Copy machine and printer; Restroom door, stall, toilet, and faucet handles; breakroom faucet and refrigerators; light switches.

*As a reminder, drinking water fountains should be turned off, communal coffee machines should not be used, and phones are not to be shared.

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 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.

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.

FRD will provide employees with personal protective equipment for protection from COVID-19 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with the latest guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC.

Contact the Jan Hebekeuser (Training and Safety Officer) with any questions. Employees who are medically unable to wear a cloth face covering must contact their agency, [Reasonable Accommodation Coordinator](#), currently Sarah Rankin in Human Resources, 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.

FRD employees are in the "lower exposure risk" category. Workers in this category should continue to utilize PPE that they ordinarily would use to accomplish their job will be provided with approved masks to wear during times of encountering co-workers or general members of the public. Face shields will be available for use by staff if they must complete a task that does not allow for consistently maintaining three feet of separation (e.g. equipment mechanics who occasionally work on a two-person task).

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.

FRD managed facilities will continue to use paper and/or electronic versions of the FRD Facility Screening and Entrance Logs, which cover the above information, and capture facility usage by individuals.

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 QOL Human Resources, Amy Abdo at 517-282-6891 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 AND RETURNS TO THE WORKPLACE, & THE RELATED AUTHORIZATION PROCESS

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 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. Divisions will develop specific COVID-19 safety protocols for specific functions or situations unique to the work of the division and include them in their division plan. Division chiefs shall review and approve division plans to ensure adherence to the most current guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC. Division chiefs 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, divisions can then begin to return the employees to work. Divisions Chiefs 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. Division chiefs are expected to ensure compliance with these requirements.

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 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-19: 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.

Executive staff, chiefs and 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 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. On behalf of the Department, supervisors must retain COVID-19 employee training records (in conjunction with the FRD Training Officer, Jan Hebekeuser), 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 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.

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 Plan](#)

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