

Operating Procedures to limit transmission of COVID-19

Marketing and Outreach Division

(Previously Recruitment and Retention and Visitor Center plans)

Updated 1/12/2021

General

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

This plan is in addition to the DNR's Coronavirus/COVID 19 Preparedness and Response plan, also available on the intranet and upon request.

Exposure Determination

The following table describes roles of Marketing & Outreach and risk determination. Management will routinely evaluate tasks and situations to make any needed adjustments.

Position/Job/Task	Risk Determination	Qualifying Factors
Essential paperwork processing (Mail, permits, paperwork, bills and invoices, subpoenas)	Low	<ul style="list-style-type: none">• Essential work performed on ongoing basis to support telework• Limited contact with coworkers, able to maintain social distance and face coverings required• Able to follow protocols within state buildings
Essential technology support	Low	<ul style="list-style-type: none">• Essential technology support performed intermittently to assist state employees with telework capabilities• Limited contact with coworkers, able to maintain social distance and face coverings required• Limited travel alone in vehicle
Shooting range operations (including leased)	Low	<ul style="list-style-type: none">• Work performed primarily outdoors.• Limited contact with customers, also outdoors.

concessionaires in state parks)		<ul style="list-style-type: none"> • Minimal occupational contact with public and other coworkers. • Limited travel alone in vehicle
Visitor Center operations (state parks and fish hatcheries)	Medium	<ul style="list-style-type: none"> • Work performed indoors and outdoors. • Contact with coworkers and customers • Able to maintain social distance and face coverings required • Administrative and environmental controls in place • Limited travel alone in vehicle

Engineering Controls:

- Sneeze guards are installed at shooting range control towers where daily use passes are required and at visitor center reception desks and service counters.
- Building and room attendance limited as determined by current guidance
- Exhibits that encourage visitors to touch screens or objects have been removed or covered.
- Where feasible visitor center operations rely on outside air to increase ventilation rates by opening windows and doors with insect screens.

Administrative Controls:

- Employees and members of the public are required to wear face coverings while indoors.
- Employees and volunteers are required to wear face coverings when outdoors if a minimum of six feet cannot be maintained with other employees or customers.
- Signs at the shooting ranges and visitor centers will keep visitors informed about symptoms of COVID-19, remind visitors to take precautionary measures like face coverings and distance, indicate shooting stations open for use, provide restroom closure times for cleaning, move visitors through the facilities in a one-way manner where possible, limit the number of visitors in each room, etc.
- Employees and members of the public maintain at least six feet separation.
- Staff will regularly clean and disinfect surfaces, equipment and other touchable surfaces using Environmental Protection Agency-approved cleaning chemicals with label claims against the coronavirus.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Hand Hygiene

Handwashing facilities are available in the workplace and regular handwashing will be 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 towelettes.

Disinfection of Environmental Surfaces

Proper cleaning of public facilities is a two-step process that should include cleaning and disinfecting. Cleaning is defined by the CDC as “The removal of germs, dirt, and impurities from surfaces.” This step should be achieved by using soap and water or other appropriate product for the surface. Disinfecting is a separate step. This step should be achieved by using a disinfectant that meets the [EPA N List of disinfectants to use against Sars-Cov-2](#) (the virus that causes COVID-19).

Sanitizing wipes and sanitizer will be available for users to disinfect shooting station benches/tables between users and will be the responsibility of the new user. Staff will clean and wipe down these areas when time allows throughout the day.

A wipe style cleaner is recommended to avoid the potential for chemical to be splashed or sprayed around other shooters. **Note- with the lack of availability of wipe style cleaners, we will provide paper towels and ready to use Sanitize in a spray bottle to wipe down bench tops and chairs.** Sanitize requires no PPE and should be safe on all outdoor surfaces however it is an ammonium-based product and should not be mixed or used in combination with bleach products

High touch surfaces (counters, door handles, refrigerator handles/pulls, appliance buttons and handles, drawer pulls, window shade pulls/rods, light switches, tables, faucets, toilet handles, etc. will be sprayed or wiped with disinfecting cleaner. For disinfection, most common EPA-registered household disinfectants should be effective. Staff will ensure the disinfectants used are appropriate for the surface being cleaned and disinfected. Additionally, diluted household bleach solutions can be used.

Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV2-19. When choosing cleaning chemicals, shooting range staff will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the workplace. Staff will be responsible for seeing that such a cleaning and disinfection is performed as required.

The CDC recommends use of EPA registered disinfectants. The products below are suitable for disinfecting and are available from Lansing Sanitary Supply. For questions

on specific products on contract from Lansing Sanitary Supply please call: 1-800-632-6333

DISINFECTANTS	ITEM #	EPA COMPARABLE PRODUCT #	DWELL TIME
Spartan Diffense	1024	5741 -28	30 sec
Spartan TB-Cide Quat	1021	1839-83	2 min
Spartan Super HDQ	1024	10324-141	10 min
3M 40A (designed for flow control system)	85837	6836-349	3 min
3M 25A (designed for flow control system)	85791	61178-5	10 min
Cloroxpro Germicidal Bleach (diluted)	30966CS	67619-32	5 min

Supervisors and staff should review the product instructions and Safety Data Sheets to assure the proper contact time is used before wiping surface with a clean cloth/paper towel or allowing to air dry.

Personal Protective Equipment and Clothing:

- Visitors and employees will be required to wear face covering while indoors.
- All staff will wear face covering while working with the public while outdoors if minimal six-foot distancing cannot be maintained.
- 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 inside a building at a state park, shooting range, etc.
- All MOD 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 centers and shooting ranges require visitors to wear masks.
- 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](#) (Julee Hasbany) 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.
- Gloves will be provided to staff for opening and closing of facilities, cleaning, and disinfecting the restrooms and shooting ranges, removing trash, or providing any janitorial tasks.
- All PPE will be properly fitted and worn consistently and properly. PPE will be inspected, maintained, and replaced, as necessary. PPE will be properly removed, cleaned and store or disposed of, as applicable to avoid contamination of self or others.

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 & Follow-Up

- Employees should **stay home** and contact their immediate supervisor and healthcare provider if they have a fever, cough, or other symptoms, or believe they might have COVID-19.
- Employees should contact their Human Resources Director if they, a family member, or someone they live with tests positive for COVID-19 so they can trace

and monitor others with whom they have been in close contact while at work. The evaluation of a work-related exposure incident, follow up, and coordination of proper cleaning and disinfecting activities will be conducted by Human Resources.

Gatherings and Returns to the Workplace, & 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

- Before returning to work, employees must take the mandatory OSE-provided “COVID-19: Keeping You Safe at Work” training on the Civil Service Learning Management System site.
- Review of the DNR’s COVID-19 Preparedness and Response Plan
- Employees will understand screening policy and sick leave. Employees will cover coughs and sneezes and will be provided a place to wash hands or use alcohol-based hand rubs.

Recordkeeping

On behalf of the Department, the following records are required to be maintained for one year:

1. Employee required training.
2. A health surveillance record for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. Records of required notifications

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

For questions regarding this plan/policy, contact:

Quality of Life Human Resources: Amy Abdo 517-282-6891

Marketing & Outreach Division Human Resources: Julee Hasbany 517-930-1778

Marketing & Outreach Division Chief: Kristin Phillips 517-284-6065

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](#)

Certification of Readiness

[Supervisor Checklist](#)

[Health Screening Form](#)