

MICHIGAN HISTORY CENTER, DEPARTMENT OF NATURAL RESOURCES

COVID-19 PREPAREDNESS AND RESPONSE PLAN FOR

LOW AND MEDIUM EXPOSURE RISK

GENERAL

This Coronavirus/COVID-19 Preparedness and Response Plan for the Michigan History Center (MHC) is an addendum to the DNR agency plan. It has been established in accordance with the Governor's latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#). The [plans](#) will be shared with all employees via e-mail, available via the DNR's intranet and upon request and BaseCamp, and posted in commons areas at all work sites. 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 Director (QOL HR), **Amy Abdo at 517-282-6891**.

The MHC is committed to fostering curiosity, enjoyment and inspiration rooted in Michigan 's stories in a manner that safeguards our employees and the public from the spread of COVID-19.

EXPOSURE DETERMINATION

With the onset of COVID-19 in the spring, the Department evaluated its workforce for telework ability as directed. This review was based on Executive Orders, public health guidance, consultation with the Governor's Office, and/or designation of certain areas as critical infrastructure work areas where workers were unable to telework due to their assigned duties in protecting lives and protecting and mitigating damage to natural resources. Examples of these work areas were conservation officers, state fish hatcheries, 24-7 conservation dispatch center, wildfire protection, individuals working alone outdoors on resource management in the field (principally foresters and biologist).

Additionally, the department was approved to bring employees back from telework to state parks, marinas, harbors, and boat access sites to ensure camping and other public amenities were available beginning in late June. MHC areas that were approved to continue to work or were returned to work either through previously issued and now rescinded Executive Orders or other guidance given by the Governor's office at that time, have been identified in this plan. In addition, this plan includes individuals specifically approved for return to work by the Office of the State Employer.

The MHC is recommending the following actions be taken and guidance established prior to returning employees to work to their traditional work locations. The priority is for those who

are low to medium risk and have minimal to no exposure to the public. Most of these employees will need to enter an office only to work half days 2-3 days per week and will continue to primarily telework or work outdoors. Per the Office of the State Employer, employees who periodically make brief trips in for supplies, copying materials, or picking up or dropping off work materials do not need to be approved for return to work.

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

Return to work requests will be completed by the MHC chief and submitted on the prescribed form. They 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 MHC 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.

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

The following table indicates the MHC’s exposure determination. The management team will routinely evaluate tasks and situations to make any needed adjustments.

Job/Task	Exposure Risk Determination	Qualifying Factors
Archives: Processing	Lower	<ul style="list-style-type: none"> • No public contact required • Large workspaces allow social distancing • Limited use of shared equipment such as copy machines
Archives: Local Government Essential Records Emergency Assistance	Lower	<ul style="list-style-type: none"> • Minimal travel if situation cannot be assessed with digital/photographic evidence • Minimal public contact to advise local governments with emergencies, such as flooding, and transfer of records
Archives: Digitization Scanning and Indexing	Lower	<ul style="list-style-type: none"> • No public contact required • Part-time return to work for scanning only ensures very little overlapping of in-building work and work is done in large space allowing social distancing

		<ul style="list-style-type: none"> • Two digitization stations eliminate sharing equipment • Curb-side pick-up and delivery of records to be digitized plus use of containment area
Archives: Reference Phase I	Lower	<ul style="list-style-type: none"> • Public contact only by phone and e-mail • Partial work from home allows social distancing • Limited use of shared equipment • Containment area established for documents that cannot be sanitized before return to shelving
MHC: carpentry and maintenance work on museums and historic sites, including preparation for return to work	Lower	<ul style="list-style-type: none"> • Minimal public contact • Work outdoors and indoors in State Parks and other MHC facilities in large, separated spaces • Any shared tools are easily sanitized • Travel between sites following protocols below
MHC: outdoor work adding heritage components to trails, including documenting terrain and identifying locations for interpretative signs.	Lower	<ul style="list-style-type: none"> • Minimal in-person public contact • Work outdoors on foot or bicycle • Most of work and community meetings all online Travel to and on trails
Museum staff in State Parks	Medium	<ul style="list-style-type: none"> • Part of State Park operations • Public contact is mostly outdoors and limited to small groups with social distancing when indoors • Responsibility for multiple sites requires site and collections managers to travel between sites
Museum Stores Operation in State Parks	Medium	<ul style="list-style-type: none"> • Part of State Park operations • Directional signs and occupancy limits control social distancing • Ordering, Accounting done by telework

		<ul style="list-style-type: none"> • Packing and shipping done by a single individual at any one time in large space
Online wholesale and retail merchandise sales product production and shipping	Lower	<ul style="list-style-type: none"> • No in-person public contact • Staggered schedules mean no more than two people working at separate stations in large room at a time, usually only one • All contact surfaces sanitized upon entry and exit
		<ul style="list-style-type: none"> •
Museum: Collections and Exhibit design and fabrication	Lower	<ul style="list-style-type: none"> • No public contact required • Large workspaces allow social distancing • Limited use of shared equipment such as copy machines
Museum and education production of virtual educational experiences	Lower	<ul style="list-style-type: none"> • No direct public contact • Scheduled, limited in-building time for large storage facility and large exhibit spaces means that no more than four individuals work at one time and social distancing is well maintained • Staff wear masks except when speaking on camera and face shields if any close work is required • Equipment and objects are cleaned or quarantined depending on their composition • Telework is used wherever possible
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •
		<ul style="list-style-type: none"> •

ENGINEERING CONTROLS

The following engineering controls have been implemented:

Job/Task	Engineering Control
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All Archives and Museum reception, retail and public service desks	Sneeze guards Signage
Field site buildings and exhibition spaces where it is not possible to maintain social distancing between staff and the public	Physical barriers close them to the public
Hands-on exhibits that have too many touch points	Removed and placed in storage
Archival boxes and Museum artifacts that cannot be sanitized by wiping down	Containment areas for storage before rehousing or shelving

The safety officer and the museum and community engagement directors are responsible making sure that the correct engineering controls are chosen, installed, maintained and serviced for effectiveness as often as required.

ADMINISTRATIVE CONTROLS

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 other staff that might be in the building at the same time.
 - Minimize touching of shared surfaces.
 - Maintain proper social distancing as required.
 - 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,
- Limiting access to public spaces and creating traffic flow signage.
- 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:
 - 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 the meeting.
- Wash hands after returning indoors and wipe all surfaces immediately. If hand washing cannot be done, use hand sanitizer.

The MHC director is responsible for approving administrative controls; the management team shares responsibility for implementing, maintaining, and evaluating their effectiveness.

HAND HYGIENE

Facility managers will make sure adequate handwashing facilities and/or hand sanitizer are available in the workplace. Staff should 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, appropriate PPE must be worn and proper sanitization of hands must occur.

The MHC safety officer is responsible for maintaining supplies.

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.
- MHC staff will also provide regular sanitation of frequent touchpoints in exhibits using the CDC and museum-profession recommended solution of alcohol and soap that is believed to be effective against SARS-CoV-2 and to not damage museum exhibition surfaces. The frequency of application will be established based on visitor frequency but be no less than twice daily.
- As noted above, the archives and museum have established a 72-hour holding areas for all materials used by staff that cannot be otherwise sanitized. This follows CDC and archives-profession recommendations.

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. Visitors to Constitution Hall, Michigan Library and Historical Museum, and DNR 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. Open- chin triangle bandanas are not allowed.**

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.

The MHC provides lab coats and gloves for any employees handling artifacts, documents or other objects coming into our possession from outside sources and for any enhanced cleaning of spaces or materials.

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

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-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.

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 has to 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

Supervisors and senior historians will 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 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 Plans](#)

ATTACHMENTS

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