

## DEPARTMENT OF NATURAL RESOURCES COVID-19 PREPAREDNESS AND RESPONSE PLAN FOR LOWER AND MEDIUM EXPOSURE RISK FOR PARKS AND RECREATION DIVISION

### General

This Coronavirus/COVID-19 Preparedness and Response Plan has been established for the Department of Natural Resources (DNR) Parks and Recreation Division (PRD) in accordance with the Governor's latest Executive Directives, MIOSHA Emergency Rules, DHHS Epidemic Orders, and CDC guidance. The Department's [plan](#) and this [plan](#) shall be made available to employees via the DNR's intranet and upon request. The DNR does not plan to transition its employees back to the office full time 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**.

### Exposure Determination

DNR Parks and Recreation Division has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Assistant Chief Jacklin Blodgett was responsible for the exposure determination.

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

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Assistant Chief Jacklin Blodgett verifies that DNR Parks and Recreation has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and

suspected cases of COVID-19. (Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.)

DNR PRD was approved to bring employees back as operationally necessary from telework to state parks, marinas, harbors, and boat access sites to ensure camping and other public amenities were available beginning in late June. Areas throughout PRD 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. Daily job and task related travel was approved as part of bringing employees back to work to support state parks, marinas, harbors, and boating access sites approved in May 2020.

As part to of the operations, DNR PRD was approved for indoor and outdoor concessions and lessees, volunteers, clubs and sponsors to assist with the operations of state parks, marinas, harbors, boating access sites and trails (motorized and non-motorized). Each group was required to submit a Covid-19 Preparedness and Response Plan for review and approval and complied with DNR PRD’s approved plan.

The priority is for those who are low to medium risk and have minimal to no exposure to the public. Per the Office of the State Employer, employees may periodically make brief trips in for supplies, copying materials, or picking up or dropping off work materials do not need to be approved for return to work.

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

DNR PRD positions have common jobs and tasks, therefore, in the charts included in this document, classifications of employees have been identified. DNR Parks and Recreation has categorized its jobs as follows:

<b>Positions/job/task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (i.e. no public contact, public contact)</b>
State Worker 4	Medium Exposure Risk	Frequent Public Contact
Rangers/Lead Workers	Medium Exposure Risk	Frequent Public Contact
Field Admin Assistants, Secretaries, Acct Assts/Techs, GOAs, Promotional Agents	Medium Exposure Risk	Frequent Public Contact
Equipment Operators, Janitors, Cooks, Groundskeepers, Plant Industry Scientists, Maintenance Mechanics	Medium Exposure Risk	Moderate Public Contact
Field Based Supervisors/Managers	Medium Exposure Risk	Moderate Public Contact
District Planners/Trails Specialists	Low Exposure Risk	Minimum/No Public Contact
Field Based Specialists, Analysts, Technicians	Medium Exposure Risk	Moderate Public Contact
MI Civilian Conservation Corps	Medium Exposure Risk	Moderate Public Contact

Division Office Based Admin, Sups, Managers, Analysts, Student Asst.	Low Exposure Risk	Minimum/No Public Contact
Chief/Section Chiefs	Low Exposure Risk	Minimum/No Public Contact

## Engineering Controls

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

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

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

Assistant Chief Jacklin Blodgett will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Positions/job/task	Engineering Control
State Worker 4	Sneeze Guards/Drive Throughs/Face Coverings/Place/6' markings for pedestrian lines/Reduce Face to Face Transactions where possible/ Maintain social distancing/ Replace HVAC forced air system filters more often/Open windows to allow for fresh outdoor air/ Turn on ventilation fans during hours of operation
Rangers/Lead Workers	Sneeze Guards/Drive Throughs/Face Coverings/Place 6' markings for pedestrian lines/Reduce Face to Face Transactions where possible/Maintain social distancing/ Replace HVAC forced air system filters more often/Open windows to allow for fresh outdoor air/Turn on ventilation fans during hours of operation.
Field Admin Assistants, Secretaries, Acct Assts/Techs, GOAs, Promotional Agents	Sneeze Guards/Drive Throughs/Face Coverings/placing 6' markings for pedestrian lines/Reduce Face to Face Transactions where possible/Maintain social distancing/ Replace HVAC forced air system filters more often/Open windows to allow for fresh outdoor air/Turn on ventilation fans during hours of operation.

Equipment Operators, Janitors, Cooks, Groundskeepers, Plant Industry Scientists, Maintenance Mechanics	Face Coverings/Reduce Face to Face Transactions where possible/Maintain social distancing/Replace HVAC forced air system filters more often/Open windows to allow for fresh outdoor air/ Turn on ventilation fans during hours of operation.
Field Based Supervisors/Managers	Face Coverings/Reduce Face to Face Transactions where possible/ Maintain social distancing/Replace HVAC forced air system filters more often/Open windows to allow for fresh outdoor air/ Turn on ventilation fans during hours of operation.
District Planners/Trails Specialists	Face Coverings/Reduce Face to Face Transactions where possible and maintain social distancing
Field Based Specialists, Analysts, Technicians	Face Coverings/Reduce Face to Face Transactions where possible/Maintain social distancing/Replace HVAC forced air system filters more often/Open windows to allow for fresh outdoor air/ Turn on ventilation fans during hours of operation.
MI Civilian Conservation Corps	Face Coverings/Reduce Face to Face Transactions where possible/Maintain social distancing /Replace HVAC forced air system filters more often/Open windows to allow for fresh outdoor air/ Turn on ventilation fans during hours of operation.
Division Office Based Admin, Sups, Managers, Analysts, Student Asst.	Face Coverings/Reduce Face to Face Transactions where possible and maintain social distancing
Chief/Section Chiefs	Face Coverings/Reduce Face to Face Transactions where possible and maintain social distancing

### Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Assistant Chief Jacklin Blodgett is responsible for seeing that the correct administrative controls are chosen, implemented, and maintained for effectiveness.

The following administrative controls have been established for DNR Parks and Recreation:

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All Employees	Maintain at least six feet from everyone on the worksite.
All Employees	Use markings, ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All Employees	Promote remote work (telecommuting) to the fullest extent possible.
Field Based Supervisors/Managers	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
Field Based Supervisors/Managers	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.

All Employees	Restrict business-related travel for employees to essential travel only unless the Executive Office has provided documented approval for exemption.
All Employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing. Virtual meetings are the preferred method for meeting
All Employees	Restrict the number of customers in the establishment at any given time.
All Employees	Minimize the sharing of tools, equipment, and items.
Supervisors/Managers	Provide employees with non-medical grade face coverings (cloth face coverings).
Supervisors/Managers	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace and/or within the same room indoors.
All Public Facilities	Require customers and the public to wear cloth face coverings.
All Employees	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again. Encourage sick customers to use online payment.
All Public Facilities	Provide customers and the public with trash receptacles.
All Employees	Copy machines and printers will be disinfected by the employee before and after each use.
All Employees	Sharing of pens, pencils or staplers is prohibited.
All Employees	Encourage customers to place orders for merchandise or services through the phone or web.
All State Facilities	Conference room use is prohibited unless authorized and approved by the Office of the State Employer.
All Employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
Supervisors/Managers	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
Supervisors/Managers	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
Supervisors/Managers	Maintain flexible policies that permit employees to stay home to care for a sick family member.
All Employees	Equipment and Vehicles <ul style="list-style-type: none"> <li>• Utility vehicles such as gators will be single rider only, with or without a cab.</li> <li>• Gas cards will be sanitized after each use.</li> </ul>
All Employees	Equipment cleaning between operators should follow the same or similar process as the vehicle cleaning guidance. Staff shall strictly follow the vehicle use, clean-in and clean-out, use of cloth face covering, and social distancing guidance. <ul style="list-style-type: none"> <li>○ Common touch points in motor vehicles and equipment must be sanitized between users.</li> <li>○ Hand sanitizer must be placed in vehicles and in areas where equipment is located.</li> </ul>

	<ul style="list-style-type: none"> <li>○ 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: <ul style="list-style-type: none"> <li>○ Steering wheel</li> <li>○ Door handles</li> <li>○ Turn signals and wiper controls</li> <li>○ Climate control knobs</li> <li>○ On board control panel/FM radio controls</li> <li>○ 800 MHz radio controls and mic</li> <li>○ Keys</li> <li>○ Shift handle</li> <li>○ Brake lever (if present)</li> <li>○ Sun visor</li> <li>○ Dashboard</li> <li>○ Glove box handle</li> <li>○ Center console</li> <li>○ Gas Card</li> </ul> </li> <li>● Upon departing the vehicle, wipe down door handles and keys before placing them in their designated location.</li> <li>● Purchase sanitizing wipes (60% + alcohol) for vehicles in the fleet.</li> <li>● When sanitizing wipes are getting low, replace them before they run out.</li> <li>● Sanitize any tools or equipment taken in and out of the vehicle.</li> <li>● 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.</li> <li>● 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: <ul style="list-style-type: none"> <li>○ Pick up of an employee in the event their vehicle or equipment they are operating breaks down and becomes immobilized.</li> <li>○ An employee injury or other type of emergency involving staff or the public.</li> <li>○ Staff must stay 6 feet apart while performing tasks, unless impossible to do.</li> <li>○ Activity has been approved by Executive</li> </ul> </li> </ul>
All Employees	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.
All Employees	<p>Interactions with third parties including, contractors, vendors, lessees, event participants and volunteers:</p> <p>Employees should hold meetings as conference calls or virtual meetings whenever possible.</p> <p>When it is necessary to meet with vendors, contractors, or other non-state employees as listed previously at their work location,</p>

	<p>employees must:</p> <ul style="list-style-type: none"> <li>• Hold meetings outside and keep 6' distance from one another.</li> <li>• Wear face coverings if unable to maintain 6' distance from one another.</li> <li>• All paperwork should be electronically signed and exchanged when possible.</li> <li>• Avoid sharing pens, clipboards, etc. with others and wear appropriate PPE during the meeting.</li> <li>• Wash hands after returning indoors and wipe all surfaces immediately. If hand washing cannot be done, use hand sanitizer.</li> </ul>
All Employees	<p>Not allow non-DNR staff, unless they are tenants of or contracted to work at the facility, to operate within DNR buildings. Contractors, vendors, or other designated non-state employees given approval to enter by the administering division must comply with the same protocols as DNR employees.</p>
All Employees	<p>Follow current guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC regarding visitors in a state-owned facility.</p>
All Employees	<p>Follow current guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC regarding personal protective equipment (PPE) while working.</p>
All Employees	<p>Staff are prohibited from gathering or congregating where proper social distancing of six feet cannot be employed including break room(s).</p>
Supervisor/Managers	<p>Facilities must post appropriate employee safety message signage: State of Michigan COVID-19 Signage</p>
All Employees	<p>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.</p>
Staff reporting to Constitution Hall or other DNR managed buildings	<p>Staff shall continue to telework and shall not be working or entering a DNR-managed building or Constitution Hall unless approved by PRD 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.</p>
All Employees	<p>If a person who is known to have tested positive has entered a state-owned building, or vehicle, this staff member should immediately contact <b>Quality of Life Human Resources (QOL HR), Amy Abdo at 517-282-6891</b> for further instructions.</p>

## Hand Hygiene

Supervisor will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, DNR Parks and Recreation shall provide employees with antiseptic hand sanitizers or towelettes. DNR Parks and Recreation will provide time for employees to wash hands frequently and to use hand sanitizer.

DNR Parks and Recreation shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

**Disinfection of Environmental Surfaces**

DNR Parks and Recreation will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). DNR Parks and Recreation will make cleaning supplies available to employees upon entry and at the worksite.

Supervisor will be responsible for seeing that environmental surfaces 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 SARS-CoV-2. When choosing cleaning chemicals, DNR Parks and Recreation will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

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

Surface	Method/Disinfectant Used	Schedule/Frequency
Hard Non-porous Surfaces such as countertops, sinks, shower stalls, toilets, and floors.	Spray surfaces with CDC recommended EPA approved disinfectants at least once daily, or more frequently depending on use. A list of products can be found in the DNR PRD COVID-19 Cleaning Procedures Guidelines.	At least once daily, or more frequently depending on use, spray surfaces with disinfectants and let set for manufacturers recommended set time. Then use standard janitorial cleaning processes and products to wipe down/mop surfaces.
Porous items such as clothing, sheets, pillowcases, blankets, etc.	Should be laundered, using normal laundry detergents, and then dried in a heated dryer until thoroughly dried to the touch.	Between users or if a known exposure has occurred.

DNR Parks and Recreation will contract to perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area, in accordance with CDC guidelines. In coordination with Quality of Life Human Resources (QOL - HR), the work area may be temporarily closed, and employees may be sent home or relocated. Assistant Chief



Jacklin Blodgett will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection at work sites and for equipment use:

- 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 (PPE) and Clothing**

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

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

DNR Parks and Recreation will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). DNR Parks and Recreation will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. DNR Parks and Recreation will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

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

<b>Positions/job/task</b>	<b>PPE</b>
State Worker 4	Disposable non-medical grade face coverings will be available for staff and staff may wear their own personal soft covering if preferred. Based on guidance from MIOSHA, staff who have a duty to act in a medical or law enforcement situation must wear a soft face covering and a face shield when in close contact with someone who is exhibiting COVID-19 symptoms. Gowns will be available for staff use if needed. Disposable rubber

	gloves will be available for all staff as needed.
Rangers/Lead Workers	Disposable non-medical grade face coverings will be available for staff and staff may wear their own personal soft covering if preferred. Staff who have a duty to act in a medical or law enforcement situation must wear a soft face covering and a face shield when in close contact with someone who is exhibiting COVID-19 symptoms. Gowns will be available for staff use if needed. Disposable rubber gloves will be available for all staff as needed.
Field Admin Assistants, Secretaries, Acct Assts/Techs, GOAs, Promotional Agents	Disposable non-medical grade face coverings will be available for staff and staff may wear their own personal soft covering if preferred. Staff who have a duty to act in a medical or law enforcement situation must wear a soft face covering and a face shield when in close contact with someone who is exhibiting COVID-19 symptoms. Gowns will be available for staff use if needed. Disposable rubber gloves will be available for all staff as needed.
Equipment Operators, Janitors, Cooks, Groundskeepers, Plant Industry Scientists, Maintenance Mechanics	Disposable non-medical grade face coverings will be available for staff and staff may wear their own personal soft covering if preferred. Staff who have a duty to act in a medical or law enforcement situation must wear a soft face covering and a face shield when in close contact with someone who is exhibiting COVID-19 symptoms. Gowns will be available for staff use if needed. Disposable rubber gloves will be available for all staff as needed.
Field Based Supervisors/Managers	Disposable non-medical grade face coverings will be available for staff and staff may wear their own personal soft covering if preferred. Staff who have a duty to act in a medical or law enforcement situation must wear a soft face covering and a face shield when in close contact with someone who is exhibiting COVID-19 symptoms. Gowns will be available for staff use if needed. Disposable rubber gloves will be available for all staff as needed.
District Planners/Trails Specialists	Disposable non-medical grade face coverings will be available for staff and staff may wear their own personal soft covering if preferred. Staff who have a duty to act in a medical or law enforcement situation must wear a soft face covering and a face shield when in close contact with someone who is exhibiting COVID-19 symptoms. Gowns will be available for staff use if needed. Disposable rubber gloves will be available for all staff as needed.
Field Based Specialists, Analysts, Technicians	Disposable non-medical grade face coverings will be available for staff and staff may wear their own personal soft covering if preferred. Staff who have a duty to act in a medical or law enforcement situation must wear a soft face covering and a face shield when in close contact with someone who is exhibiting COVID-19 symptoms. Gowns will be available for

	staff use if needed. Disposable rubber gloves will be available for all staff as needed.
MI Civilian Conservation Corps	Disposable non-medical grade face coverings will be available for staff and staff may wear their own personal soft covering if preferred. Staff who have a duty to act in a medical or law enforcement situation must wear a soft face covering and a face shield when in close contact with someone who is exhibiting COVID-19 symptoms. Gowns will be available for staff use if needed. Disposable rubber gloves will be available for all staff as needed.
Division Office Based Admin, Sups, Managers, Analysts	Disposable non-medical grade face coverings will be available for staff and staff may wear their own personal soft covering if preferred. Staff who have a duty to act in a medical or law enforcement situation must wear a soft face covering and a face shield when in close contact with someone who is exhibiting COVID-19 symptoms. Gowns will be available for staff use if needed. Disposable rubber gloves will be available for all staff as needed.
Chief/Section Chiefs	Disposable non-medical grade face coverings will be available for staff and staff may wear their own personal soft covering if preferred. Staff who have a duty to act in a medical or law enforcement situation must wear a soft face covering and a face shield when in close contact with someone who is exhibiting COVID-19 symptoms. Gowns will be available for staff use if needed. Disposable rubber gloves will be available for all staff as needed.

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 and DNR managed buildings and facilities. All DNR PRD 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 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.** 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 PRD Human Resources Manager, or PRD 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.

### **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.

DNR Parks and Recreation will conduct a daily entry self-screening protocol for all employees entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. DNR PRD Administrative Services Section Chief Michael Desnoyer will be responsible for ensuring that all required health surveillance provisions are performed.

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

### **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 **Quality of Life Human Resources (QOL HR), 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.

DNR Parks and Recreation will not discharge, discipline, or otherwise retaliate against

employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, supervisor will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, DNR Parks and Recreation will not reveal the name or identity of the confirmed case.

DNR Parks and Recreation will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

### **Gatherings and Returns to the Workplace and 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**

### DNR PRD Chief Responsibilities

Teleworking is still the primary means to accomplish work. DNR Parks and Recreation has developed specific COVID-19 safety protocols for specific functions or situations unique to the work of the division. DNR PRD Chief, Ron Olson shall review and approve division plans to ensure adherence to the most current guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC. DNR PRD Chief will submit return to work requests which will include any necessary in state travel associated with the work 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 DNR PRD plan will be sent to the Office of the State Employer for review and approval. Once approval is received, DNR PRD will begin to return the employees to work. DNR PRD Chiefs will 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. Such measures as 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 will be included in the plan. DNR PRD Chief will 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 to the DNR PRD Chief. Requests will be forward 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, DNR PRD 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 DNR PRD 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, DNR PRD will be notified, and the conference room may be used for the approved purpose.

### Supervisor Responsibilities

Supervisor shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements. 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 Coordinator, and DNR Training Advisory Team representative, Lisa Hobough, 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. Supervisor shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

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 social 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.

DNR Parks and Recreation will train workers on, at a minimum:

- 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 including use of personal protective equipment, 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.
  - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
  - 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.

### 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.

### **Recordkeeping**

DNR Parks and Recreation will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Supervisor will ensure that the records are kept. 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 PRD. 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](http://www.mi.gov/esp), 800-521-1377, or [MCSC-ESP@mi.gov](mailto:MCSC-ESP@mi.gov)
- [DHHS Epidemic Orders](#)
- [Michigan.gov/coronavirus](http://Michigan.gov/coronavirus)
- [MIOSHA COVID-19 Resources](#)
- [MIOSHA Emergency Rules](#)
- [MIOSHA General Industry Safety & Health Standards](#)
- [CDC](#)
- [OSHA COVID-19 Resources](#)
- [Department of Natural Resources and division COVID 19 Preparedness and Response Plans](#)

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