

**Department of Natural Resources**  
**Wildlife Division**  
**SARS-CoV-2 Preparedness and Response Plan for**  
**Lower Exposure Risk Employees**  
Revised January 14, 2020

## **General**

This Coronavirus/COVID-19 Preparedness and Response Plan has been established for the Department of Natural Resources' Wildlife Division 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 minimally be made available to employees via the Wildlife Division's intranet and upon request. The Wildlife Division does not plan to transition its employees back to the office in the immediate future and this plan may be further expanded and developed in collaboration with staff and building management. The purpose of this program is to minimize or eliminate employee exposure to COVID-19. Please direct employees with questions to Quality of Life Human Resources, **Amy Abdo at 517-282-6891**.

The Wildlife Division is committed to the conservation, protection, management, use and enjoyment of the state's wildlife resources in a manner that safeguards our employees and the public from the spread of COVID-19.

## **Exposure Determination**

The Wildlife Division defines **lower risk** jobs as:

- Jobs that do not require contact with people known or suspected of being infected with coronavirus.
- No frequent close contact (within 6 feet) with the general public.
- Minimal contact with co-workers.
- Work is conducted outdoors or in the lab; any office work will remain telecommute and conducted at home.

The Wildlife Division defines **medium risk** jobs as:

- Jobs that require frequent and/or close contact (within 6 feet) with people who may be infected but are not known or suspected COVID-19 patients.
- In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission.
- In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, high-volume retail settings).

Most of the work being conducted by Wildlife Division employees is considered low exposure risk as they are working individually outdoors and have minimal occupational contact with the public and other coworkers. Our wildlife check station work may be considered medium exposure because of frequent interaction with the public. However, with the efforts being

undertaken this year, we believe check stations can be operated at a lower risk category. To minimize exposure to staff, all check station work will occur outside, and additional measures, such as masks, not sharing equipment, and frequent disinfecting further help reduce potential risk associated with working these check stations.

While the work performed by the Wildlife Disease Laboratory is essential to the mission of the Department of Natural Resources, the health and safety of lab employees are the priorities. Based on levels outlined by Michigan Occupational Safety and Health Administration (MIOSHA), lab employees would be considered the **Lowest Risk** on the Occupational Risk for COVID-19 guidance for the following: no required contact with people known or suspected of being infected with COVID-19, no frequent contact with the general public, and minimal contact with co-workers.

Below is a compilation of work activities for the Wildlife Division. The paragraphs below briefly describe the activity and most require travel. All expenditures associated with these activities must comply with Executive Directive 2020-3 and corresponding DNR guidance for exceptions.

1) **Operation and maintenance of managed waterfowl areas including manipulating water levels on waterfowl impoundments**

Field staff shall conduct regularly scheduled operational inspections of dams, pumps, and water control infrastructure. (Biologist, Technicians, Assistants)

2) **Public land maintenance and administration to ensure public safety**

Inventory and prioritize issues and concerns on state lands such as facility and infrastructure maintenance, Covid-19 social distancing signage, garbage dumps, gates and ORV damage, trail and road abuse. (Biologist, Technicians, Assistants)

3) **Work with partners and contractors on approved or non-state funding to accomplish habitat projects**

Onsite assessment, inspection and coordination of habitat improvement and restoration projects on public and private land. (Biologist, Technicians, Assistants)

4) **Land survey work**

One survey technician will perform land survey work.

5) **Retrieval of research equipment and study animal welfare checks**

Retrieve radio collars from UP wolf monitoring, UP predator-prey study, and SLP deer movement study when these collars go into mortality mode.

6) **Wildlife disease laboratory operations**

Performs critical monitoring of pathogens in wildlife that may serve as early warning signs for human and domestic animal health concerns.

7) **Habitat and agricultural activities**

Maintain openings, install perennial and annual cover, and forest management. (Biologist, Technicians, Assistants)

- 8) **Wildlife field surveys**  
Field surveys for threatened and endangered species, or recently delisted species, are needed to track populations and recovery efforts.
- 9) **Waterfowl banding**  
Duck banding to estimate harvest rates, survival rates, harvest distribution, and determine duck hunting frameworks. (Biologists, Technicians, Assistants)
- 10) **Trumpeter Swan banding, tissue collection and transmitter work**  
Trumpeter swan banding, transmitter deployment, transmitter checking, and tissue and blood sampling. (Biologist)
- 11) **Goose banding**  
Canada goose banding for estimating harvest rates, survival rates, and harvest distribution at Flyway and state scales. (Biologists, Technicians, Assistants; and Lansing staff to assist when necessary)
- 12) **Sick animal response**  
Respond to public calls about sick animals. (Biologists, Technicians, Assistants)
- 13) **Nuisance or dead wildlife response**  
Nuisance wildlife response to protect personal property, agricultural producers, businesses, and prevent situations from escalating into human safety risks. (Biologists, Technicians, Assistants)
- 14) **Bear and Furbearer Check Stations**  
Bear and furbearer registration and sealing for monitoring harvest levels, population trends, and minimizing illegal harvest. (Biologists, Technicians, Assistants, Laboratory Scientist Supervisor, Laboratory Scientist)
- 15) **Elk Check**  
Collect data on elk including harvest location, age, and sex of each individual harvested. (Biologists, Technicians, Assistants, FOMs, NWMA's and Specialists, Finance and Operations Division secretaries)
- 16) **Wildlife (deer) Check Stations**  
Collect data related to harvesting wildlife and disease surveillance. (Wildlife Division with assistance from Parks and Recreation, Fisheries, Forest Resources and Finance and Operation Divisions)
- 17) **Managed Waterfowl Hunts**  
There are seven (7) managed waterfowl hunting areas across southern Michigan that provide high quality waterfowl hunting through managed hunts. (Biologists, Technicians, Assistants)

18) **Privately Owned Cervidae (POC) Facilities Inspection**

Approximately 40 inspections will be conducted in order to address high-priority program issues. (Wildlife Division employees and Law Enforcement Division employees)

19) **Aerial Survey Safety Protocols**

Wildlife Division can conduct aerial surveys with one (1) observer and the pilot. No other flights, including those with two (2) observers are approved at this time. Staff conducting aerial surveys will need to follow the attached safety protocols. If using a Forest Resources Division (FRD) pilot to conduct the surveys, an Executive Directive 3 (ED3) exemption for the pilot's time because that is payroll for Department personnel. Any other purchases associated with the survey will need ED3 approvals before surveys are conducted.

The Wildlife Division 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. Some of these employees will need to enter an office only to work for a couple of hours but will continue to primarily telework or work outdoors. 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.

Return to work requests will be completed by the Wildlife Division and will include a description of the work to be completed along with any in state travel requirements. The Wildlife Division's travel requests have been incorporated into the return to work requests (see below). The Chief will send the appropriate return to work form 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.

## **Engineering Controls**

Most of the work being conducted by WLD employees is considered low exposure risk as they are working individually outdoors and have minimal occupational contact with the public and other coworkers. Our wildlife station work may be considered medium exposure because of frequent interaction with the public. However, with the efforts being undertaken this year, check stations can be operated at a lower risk category. Staff at check stations are required to be mobile, moving from vehicle to vehicle. Barriers are not possible, but to minimize exposure to staff, all check station work will occur outside, and additional measures, such as masks, face shields, not sharing equipment, and frequent disinfectant further help reduce potential risk associated with working these check stations. Staff already use disposable nitrile gloves and cut resistant gloves, with the former being replaced frequently over the course of the day. Therefore, no engineering controls will be used.

## Administrative Controls

### Field Work

When working in the field, restrict the number of employees present at one time to no more than is strictly necessary to perform the in-person work. Compliance with state and Center for Disease Control (CDC) guidelines for Covid-19 disease prevention will be attainable using the following guidance:

- Efforts should be made to minimize sharing of equipment.
- When using tools and/or equipment (chainsaw, hand tools, ATV, tractor or lawn mower, etc.) it shall be disinfected prior to and following use using a household disinfectant to clean any surfaces touched (most common EPA-registered household disinfectants will work). Each task may require specific personal protective equipment (PPE's) to complete the project. In addition, after each task, wash hands or use hand sanitizer or sanitary wipes.
- Face masks do not need to be worn if working alone in the field if it interferes with safe working activities.
- Maintaining proper social distancing with other staff and visitors of at least six (6) feet is a priority for all of us in all situations. Work performed that would require staff to be closer than 6' in proximity to one another should be reconsidered or alternate means of safely accomplishing the task should be pursued. In cases where it is necessary for staff to work within three (3) feet of one another face shields shall also be worn. It is recommended to have EMS handle situations where someone may be symptomatic while keeping your distance. There may be rare occasions when an employee must come into close contact with an individual such as providing first aid, emergency response, enforce rules, etc. Being in close contact with the public and staff should be avoided, especially if the individual is displaying symptoms such as fever, cough, shortness of breath which are common symptoms of COVID-19.
- Face shields are to be worn, in addition to face masks, if staff cannot maintain greater than 3 feet distance from other employees or the public.
- When field work requires interactions with people (i.e., sharecroppers, contractors, and the public), contact will be made via cell phone. If that's not possible and staff must meet with contractors or the public then staff must wear disposable face mask or cloth mask, honor social distancing requirements by stay at least six (6) feet from others, avoid touching any materials or equipment also touched by others and wash your hands or use hand sanitizer. When entering a business for work purposes, such as a gas station or grocery store, a disposable face mask or cloth mask cover shall be utilized (cover mouth and nose with mask and gloves and use hand sanitizer).
- Disposable face coverings or surgical masks may also be used within your workplace.
- Employees desiring something more comfortable or fashionable may elect to use their own face covering provided it is appropriate for the workplace; completely covers the nose, mouth and chin; AND is at least as effective as those provided by your agency. Please contact your agency Safety Coordinator with any questions.
- Neck gaiter tube-style face coverings are permitted if they are 2-layers and completely cover the mouth, nose, and chin.
- 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.

- Open-chin triangle bandanas are also not allowed.
- 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 previously mentioned criteria.
- Staff use of offices and workshops should be limited to collecting and returning of equipment only.
- Stagger outdoor activities such as work-related tasks, lunches, and breaks to ensure proper social distancing from other people using the same space.
- Review the product instructions and Safety Data Sheets (SDS) to assure the proper contact time is used before wiping surface with a clean cloth/paper towel or allowing to air dry. For questions on specific products on contract from Lansing Sanitary Supply please call: 1-800-632-6333.
- An effective homemade bleach disinfectant solution can be made by mixing 4 teaspoons of bleach per quart of water (or 1/3 cup of bleach per gallon of water). Never mix bleach with any product containing ammonia or acids (such as toilet bowl cleaners, rust removers, etc.) as it is dangerous. Wear appropriate PPE when mixing and applying. Always use bleach in a well-ventilated area. A bleach solution loses its effectiveness after 24 hours. See this link for information and video on use of bleach for disinfecting. <https://www.canr.msu.edu/news/covid-19-disinfecting-with-bleach>.

### **Facilities**

To help minimize contact with people, field offices managed by Wildlife Division will remain closed to the public until further notice. In locations where other Divisions manage the buildings, staff will follow all procedures and protocols from that Division for use of the office. For staff working or entering DNR-managed building or Constitution Hall will be 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. Staff approved to return to work will adhere to the following:

- 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 may be occupied by only 1 person at a time. The public will not be allowed to use restrooms. All handles are to be sanitized with an approved disinfectant both before and after each use by the employee.
- Non-DNR staff, unless they are tenants at our facility, will not be allowed to use the buildings. Contractors, work staff, or vendors given approval to enter by the owning division designee must comply with these protocols,
- If a person who is known to have tested positive has entered a state-owned building, or vehicle, this staff member should immediately contact **Quality of Life Human Resources (QOL HR), Amy Abdo at 517-282-6891** for further instructions.
- Staff will wash hands when they arrive and when they leave the facility.
- For EPA-registered household disinfectants, follow the label directions for safe, effective use.
- Supervisors can also contact the Vicki Brown, the Wildlife Division's safety and training coordinator ([brownv@michigan.gov](mailto:brownv@michigan.gov) or 517-243-6707) with questions about coronavirus.

### **Vehicle/Equipment Use**

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 mask, and social distancing guidance. Staff approved to return to work and need to use a vehicle or equipment will adhere to the following:

- 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 microphone
  - 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.

### **Safety Protocols for Resuming Wildlife Disease Lab Activities**

#### **Accountability**

The DNR's Wildlife Disease Laboratory is closed to the public and is currently staffed by only eight (8) wildlife health professionals.

- Daily sign in and sign out are required when working in the Wildlife Disease Laboratory.
- Supervisors are responsible for developing the notification procedures.

#### **Building Safety**

Outside of these controlled biosafety environments, such as hallways and other shared spaces, the following administrative controls have been put in place:



- Cloth face coverings are required at all times, including when receiving samples from DNR staff on the outdoor loading dock.
- Social distancing of a minimum of six (6) feet will be observed.
- Any employees who feel sick or have a family member that is sick will not be permitted to report to the lab.
- Members of the public are not permitted in the lab.

### **Laboratory Safety**

The lab has three different work rooms with varying levels of biosafety protocols to protect staff from exposure to wildlife diseases. These biosafety levels (BL) are established by the Centers for Disease Control and Prevention (CDC). There are several controls inherent to BL-2 and BL-3 laboratories, including ventilation systems and required PPE while on the necropsy floors.

- Staff in BL-2 and BL-3 labs are expected to follow established safety and PPE protocols, including the use of N95 NIOSH-approved respirators and/or powered air purifying respirators (PAPRs) as part of routine PPE due to zoonotic disease risks.
- Staff who are performing work such as necropsy at the Lab should leave computers at home for completion of computer work off-site.
- Staff shifts will be staggered limiting one person at a time in the BL-1 lab, as well as the BL-2 locker room.
- Staff will not perform necropsies on animals infected by COVID-19.

### **Laboratory Receiving Safety**

The outdoor loading dock, where lab staff receive samples from DNR biologists, will remain closed to the public.

- All carcasses delivered to the Wildlife Disease Laboratory by DNR staff remain in closed bags until opened in an approved BSL-2 or BSL-3 necropsy space.
- Gloves and face coverings will be worn by all staff while transferring carcasses on the outdoor loading dock.
- Social distancing of a minimum of six (6) feet will be observed.
- Hand sanitizer will be available on the outdoor loading dock.
- Used gloves will be incinerated by lab staff.

### **Office Safety**

To help minimize contact, the Wildlife Disease Laboratory will remain closed to the public. Staff will follow all procedures and protocols from Michigan State University and Wildlife Division when entering the office.

- All staff that can complete work duties from home office stations will continue to do so.
- As a contingency, all lab staff have individual offices and doors will be closed if any activities, such as data entry, must be completed while in the laboratory.
- Staff will not be permitted to use other workers' phones, desks, or equipment.
- When possible, a single staff member should be designated for a specific task.

### **Wildlife Division Species Safety Protocol**

All safety protocols listed in this document must be adhered to including Administrative Controls, Engineering Controls, Hand Hygiene & Disinfection of Environmental Surfaces, use of Personal Protective Equipment, Health Surveillance, and Training and recordkeeping while working on species-related programs.

Staff reserve the right to refuse service if the public doesn't follow these safety protocols.

### **Bear and Furbearer Registration (*Registration by appointment only*)**

- When contacted by a bear hunter or fur harvester, Wildlife Division staff will schedule dates and times to meet the bear hunter or fur harvester in the parking lot of a DNR facility or other acceptable location.
- Social distancing during registration and do not touch face whenever interacting with the public.
- NOTE: 2019 OTTER MUST BE REGISTERED ON A PAPER REGISTRATION FORM. ALL OTHER ASPECTS OF THE PROTOCOL REMAIN THE SAME.
- Bear hunters/fur harvesters will remain outside of the DNR facility during all bear and furbearer registration activity.
- Wildlife Division staff will request that bear hunters/fur harvesters wear a disposable face mask or cloth mask during the registration process.
- Bear hunters/fur harvesters will place the bear or furbearer carcass on a table or tailgate and step back six (6) or more feet. Wildlife Division staff will then approach the carcass, seal the pelt, and collect the skull or a premolar (for bears only), as well as any other biological samples while asking the required questions of the bear hunter/fur harvester.
- Wildlife Division staff will attempt to scan the kill tag attached to the carcass to record the bear hunter/fur harvester's Driver's License or Sportcard number. If the kill tag cannot be scanned, Wildlife Division staff will ask the bear hunter/fur harvester to place their Driver's License or Sportcard on the table or tailgate with barcode facing up so Wildlife Division staff can scan without touching the ID. Alternatively, Wildlife Division staff can manually enter the ID information if the bear hunter/fur harvester reads the numbers out loud.
- The bear hunter/fur harvester will be asked to come prepared to provide the Town, Range, and Section of the harvest location.
- If the bear hunter/fur harvester needs to use a map, it will be left on the table or tailgate for the bear hunter/fur harvester to locate the Town, Range, and Section and verbally provide it to Wildlife Division staff.
- After Wildlife Division staff enters all required information into the WildMobile app, Wildlife Division staff will sign the record on behalf of the bear hunter/fur harvester with your own signature in WildMobile (not an "X" or the hunter's name, etc.). This is verifying that the employee reviewed the record with the harvester, and they have indicated that the record is correct. The bear hunter/fur harvester will then take the sealed pelt and carcass and leave.
- Sanitize shared surfaces.
- Wildlife Division staff will then sanitize any surfaces, tools, and maps prior to registering additional bears or furbearers.
- The public should remain outside of the DNR office building during furbearer registration activity.
- All surfaces and equipment need to be wiped down after each customer.
- Staff when traveling to check station must follow the vehicle use (see above) safety protocols.
- Staff will not congregate with each other or the public while performing their duties or during lunch or breaks.

### **Elk Check Safety Protocols**

- Staff will be contacted through radio or cell phone communication to identify the kill location.
- Staff will meet successful hunting party at kill site. Staff are instructed to wear masks at all times while corresponding with public and remain at least six (6) feet away from all members of the party as much as possible.
- Staff will gather necessary information at kill site. Teeth are not being pulled this year to limit interaction time.
- Staff can work together as a team (no more than 2 individuals per site) to expedite the process but must maintain same safety and distancing protocols as with public.
- Staff must sanitize hands between each hunting party. Any instruments or equipment handled intentionally or unintentionally by the public must be wiped down afterward.
- Any devices/equipment used during the shift are cleaned at the end of the shift. Any data sheets are to be stored in a mailing envelope, sealed, and labeled and not to be opened for at least 24 hours by a different individual.
- Staff when traveling to check station must follow the vehicle use (see above) safety protocols.
- Staff will not congregate with each other or the public while performing their duties or during lunch or breaks.

### **Managed Waterfowl Hunting Operation Areas**

All seven (7) areas will implement the following to reduce contacts between employees and the public.

- The public will not be allowed to enter check stations, draws will occur outdoors:
  - Registration cards will be available to print online so that party leaders can fill out cards prior to arrival.
  - Rules and updated conditions will be available on the DNR website along with the registration form to reduce the time and interactions between staff and hunters.
  - Only the party leader will interact with staff (e.g., registers and selects hunting zone). Party leaders will be instructed to follow physical distancing and wear face coverings. Other party members will be instructed to stay in vehicles.
    - If other party members choose to wait in parking area, they will follow EO rules (e.g., physical distancing, wearing face coverings).
  - Plexiglass shields will be installed at check station windows to create a “walk up” registration and zone selection.
  - Where logistically feasible a drive-up system to register parties will be used. The party leader would drive up to the window with a filled-out registration card and a number would be assigned to the party at that time.
  - Once all parties have registered, party leaders will wait outside in the parking area and a public-address system (PA) or megaphone will be used to make announcements and announce the results of the draw.
    - Party leaders will be instructed to follow EO rules (e.g., physical distancing, wearing face coverings) while waiting in the parking area. Signs will be clearly posted with this guidance.
    - Other party members will be asked to remain in their vehicles during the announcements and during the hunting zone selection.
  - If other party members choose to wait in parking area, they will follow EO rules (e.g., physical distancing, wearing face coverings).

- Where necessary a tent will be utilized for extremely rainy or snowy conditions.
  - For registration, pens will be used that can be sanitized after use or we will provide disposable golf pencils. Staff can provide a container of sanitized pens and hunters can place used pens in a separate container to be sanitized later.
  - Indoor restrooms will be closed. Outdoor portable toilets will be provided if approved and will be cleaned and sanitized regularly.
  - Note that each area will have slightly differing methods to provide registration, draws, and zone selection under these options, depending on their existing conditions.
- Checking hunters' licenses upon registration will be eliminated and instead, hunters will be notified of the required licenses.
- Designation of individual and party hunting zones will be eliminated to simplify the hunting zone selection (e.g., all zones will be available in the draw regardless of party size).
- To minimize contact with the public, use of volunteers to assist with hunter registration and drawings will not be allowed.
- To minimize contact with the public, switching zones after the draw will not be allowed.
- To minimize contact with the public, adding hunters to a party after the draw will not be allowed.
- To minimize contact with the public, stand-by or leftover drawings will be eliminated, including any opening weekend reserved hunts. This eliminates another drawing and more interactions between the public and staff.
- Bag checks will be eliminated. Hunters will be instructed to fill out and return permit cards to a drop box.
- Sales of licenses in the check stations will be eliminated.
- All staff will wear face coverings and follow Wildlife Division, Department, and CDC guidelines. Do not touch face whenever interacting with the public
- Cleaning and sanitation protocols will be followed as outlined in Wildlife Division Safety Protocol Response Plan (e.g., wipe down all surfaces that hunters may have touched after each draw).
- Sales of merchandise in the check station will be eliminated.
- Snacks (e.g., coffee, donuts) for sale or for free in the check station will be eliminated.
- Registration and zone selection areas will be closed after the drawing is complete. If hunters have questions, they will be provided with a phone number to call.
- If any of the areas experience low attendance at draws, (e.g., < 15 parties for a 5-day period), there will be a switch to a self-registration system. This is similar to past guidance that, with the approval of the Regional Supervisor, normal managed area drawings may be cancelled if extreme weather results in low hunter participation. Area managers will post amended check station hunting rules a minimum of two days prior to any changes, and changes will be communicated online.
- Staff when traveling to check station must follow the vehicle use (see above) safety protocols.
- Staff will not congregate with each other or the public while performing their duties or during lunch or breaks.

### **Deer Check Safety Protocols**

- All deer check stations will be located outside and all interactions between staff and the public will occur outdoors.

- Check station arrangements will be designed to minimize contact between staff and the public. Members of the public will not be allowed to congregate, nor enter the check station trailers.
- Hunters checking deer will be required to wear a mask when within six feet of other public or staff and we will have them available for anyone who does not have them.
- Emphasize advance communication that hunters have their deer's heads/antlers removed prior to arriving at check station for minimal interaction with DNR staff.
- Hunters should know where they harvested their animal locating it on map and writing down the Township, Range and Section prior to coming to check station.
- Hunters should make sure their deer or deer heads are readily accessible to staff to examine upon arrival at the check station.
- Staff are always to be masked and socially distant from co-workers and the public. Gloves must always be worn while interacting with the public and changed frequently. Tyvek suits and face shields will be available for staff use. Staff should not touch face whenever interacting with the public.
- Face shields are to be worn, in addition to face masks, if staff cannot maintain greater than 3 feet distance from other employees or the public.
- Hunters will be asked to remain in their vehicle until their deer is actively being checked by staff.
- Staff does not have to collect deer heads or biodata from hunters refusing to follow the DNR Wildlife Division safety protocols. Offer the hunter a patch and send them on their way.
- If you are sawing off deer heads to submit to the Lab for sampling, wear eye protection (safety glasses with side shields and a face shield is recommended). Face shields do not replace face masks but should be worn with the mask.
- Staff should collect location data without passing a paper map back and forth with the hunter.
- Staff should try to collect harvest location to the Section level, but if this is not feasible, then staff shall only be required to collect Township level data. If for safety reasons you cannot identify the Township or the hunter does not know where the deer was harvested, then staff should:
  - For Tuberculosis (Tb) samples, fill out the Lab provided tag and collect the sample using the appropriate collection bag
  - For Chronic Wasting Disease (CWD) samples, staff do not need to collect the sample
- Staff should sign-up to register and work at the same check station location as much as possible this deer season for consistency. We want to minimize staff movement across the state (i.e., working at multiple check stations in different regions).
- If staff or public health and safety is compromised at a check station, contact the Wildlife Chief, Jared Duquette (517-896-2602) or the Assistant Wildlife Chief, Steve Chadwick (269-967-3437).
- Six meat processors have agreed to operate a deer check station, two beginning in October, the remaining four in November. Safety guidelines will be provided to the meat processors via letter and will require them to follow these guidelines. If they refuse, deer check will be cancelled at their location.
- Once registration is complete, staff will disinfect any materials/environmental surfaces used or shared with the public. Disinfectant for proper cleaning and disinfecting equipment and tools will include at least 60% alcohol.

- Any devices/equipment used during the shift are cleaned at the end of the shift. Any data sheets are to be stored in a mailing envelope, sealed, and labeled and not to be opened for at least 24 hours by a different individual.
- Staff when traveling to check station must follow the vehicle use (see above) safety protocols.
- Staff will not congregate with each other or the public while performing their duties or during lunch or breaks.

### **Privately Owned Cervidae (POC) Facilities Inspection**

- All POC inspections will be conducted outside and all interactions between DNR staff and facility staff will occur outdoors.
- Only about 40 inspections will be conducted in order to address high-priority program issues.
- Facility staff will be required to wear a mask when within six feet of DNR staff, and we will have masks available for any facility staff who needs them.
- Facility staff will be contacted prior to inspection in order to convey PPE and socially distant expectations if there will be interaction between DNR staff and facility staff.
- DNR staff are always to be masked and socially distant from co-workers and facility staff. Gloves must always be worn while conducting the inspection and changed frequently. Do not touch face whenever interacting with facility staff or other DNR employees.
- When the perimeter fence size prohibits an on-foot inspection, an open-air, side-by-side ATV will be used. When two individuals must be present in the vehicle, all occupants must wear a mask. When possible, the front seat and back seat occupancy will be staggered to promote as much distance between occupants as possible.
- Based on location and size of the facility, or any safety support needed, there may be up to two Wildlife Division employees present and up to two Law Enforcement Division employees on site. Whenever possible, only one employee will conduct the inspection.
- Once the inspection is complete, staff will disinfect any materials (ex. Tape measures) used by facility staff. Disinfectant for this and other functions will include at least 60%+ alcohol content.
- Any devices/equipment used during the inspection are cleaned at the end of the inspection.
- Any questionnaires completed by facility staff are to be stored in a mailing envelope, sealed, and labeled and not to be opened for at least 24 hours by DNR staff.

### **Safety Protocols for Aerial Surveys**

- Whenever possible, the pilot will conduct the survey alone. Some surveys require one (1) additional observer to ensure the integrity of the survey.
- While in the plane, the Wildlife Division observer will wear a facemask and ventilation with outside air will be maximized to the extent applicable.
- Social distancing of six (6) feet cannot be maintained between the pilot and observer while in the plane. To mitigate concerns, the observer will sit in the rear of the plane to maximize distance between the observer and the pilot. At no time do the pilot and observers directly face each other. There are times when the pilot cannot use a mask due to the need to wear aircraft headset and use the microphone to maintain communications

with ground control and other aircraft traffic for safe operations. Face shields cannot be used due to the headset and aircraft avionics.

- The Observer and pilot will avoid touching any materials or equipment touched by others. Hand sanitizer will be available at entrance to hanger and onboard all aircraft. The observer and pilot will wash their hands when leaving the plane.
- Aircraft will be disinfected daily, headsets will be assigned to or provided by each employee. Headsets will also be disinfected daily.
- All activities outside of the aircraft will follow established and approved protocols for social distancing and minimizing contact between individuals.
- Prior to any flight, each participant will complete a State of Michigan Health Screening form and through the Pre-flight questionnaire and verbal discussion the pilot and observer will confirm each other's symptom free status.
- No contact with the public will occur during these activities.

## **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.

## **Disinfection of Environmental Surfaces**

The Wildlife Division will adhere to the following:

- 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)**

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 performing approved Return to Work activities. All Wildlife Division 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 the Wildlife Division's buildings 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. Open-chin triangle bandanas are also not allowed. Neck gaiter tube-style face coverings are permitted if they are 2-layers and completely cover the mouth, nose, and chin.

Face coverings are to be worn when employees cannot consistently maintain 6' of separation from other individuals whenever in shared spaces (e.g., in-person meetings, hallways, restrooms, breakrooms, elevators, etc.). Employees who cannot consistently maintain 3' of separation from other individuals in the workplace should also consider wearing a face shield. Please contact your Human Resources Director or the [agency Safety Coordinator](#) with any questions. Employees who are medically unable to wear a cloth face covering MUST contact the agency [Reasonable Accommodation Coordinator](#) to initiate the reasonable accommodation process. Reasonable accommodations are available to qualified applicants and employees with disabilities. Please contact the agency [Reasonable Accommodation Coordinator](#) with any questions.

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

## **Health Surveillance**

Upon an employee's return to their workplace, they will be required to participate in daily health screenings (see attached form). 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**

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.
- 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

The Wildlife Division Workplace COVID-19 coordinator is Steve Chadwick, Assistant Chief to the Wildlife Division (e-mail address [chadwicks@michigan.gov](mailto:chadwicks@michigan.gov)). General questions should be directed to Steve Chadwick relating to COVID-19. While the Wildlife Division will follow the Department Safe Start plan regarding training and recordkeeping, Division employees are responsible for reporting completion of required training to the Wildlife Division Training and Safety Coordinator, (Vicki Brown, e-mail address [brownv@michigan.gov](mailto:brownv@michigan.gov)) prior to resuming work activities in the field. All COVID training records will be maintained in the Wildlife Division Training database for each employee that returns to work.

### COVID-19 Safety Coordinator – MIOSHA

Per recent MIOSHA guidance, “the employer shall designate one or more employees to be worksite COVID-19 safety coordinators. See the MIOSHA link for a summary of MIOSHA emergency rules:

[https://www.michigan.gov/documents/leo/leo\\_miosha\\_c19\\_workplace\\_guidelines\\_employer\\_690397\\_7.pdf](https://www.michigan.gov/documents/leo/leo_miosha_c19_workplace_guidelines_employer_690397_7.pdf).

The on-site COVID-19 safety coordinator must “implement, monitor, and report on the COVID-19 control strategies required for the worksite.” To ensure this role is filled, Supervisors shall automatically fill this role when they are at the work location. When the Supervisor is not on site, the local Division Safety Committee member will serve in this role.

When the Supervisor or Safety Committee member is not on-site, the Supervisor shall:

1. Designate another member of their staff to be the COVID-19 safety coordinator in their absence.
2. Ensure that the designated employee is familiar with the most recent MIOSHA requirements.
3. Ensure that all on site employees know who the designated COVID-19 safety coordinator is at that particular work location.

The designated COVID-19 safety coordinators are responsible for the following:

1. Ensure that COVID-19 protocols are followed by all at the work location.
2. Non-supervisory personnel are not be responsible for correcting non-compliance behavior of others. **However, they are responsible for reporting noncompliance situations to their supervisor in a timely manner so health and safety concerns can be addressed.**
3. Report all COVID-19 related situations that may be unclear and seek clarity and guidance from their Supervisor, Vicki Brown, Wildlife Division Safety Coordinator, or Amy Abdo, QoL Human Resources.

Wildlife Division Safety Committee members include Caleb Eckloff, UP Region; Glenn Lampela, Northern Lower Region; Marvin Kish, Southeast Region; Hunter Pulling, SW Region; Dan Moran, Field/Research Management; Cameron Dole, Wildlife Health Section; or Vicki Brown, Wildlife Division Safety Coordinator.

### Wildlife Division Chief Responsibilities

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

All in or out-of-state travel requests beyond what was included and already approved in any return to work requests, must be sent via email to the Chief with employee name, classification, dates, destination, reason for travel and describe setting of meeting or destination in relation to Covid 19 safety protocols. The Chief will pass the request 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 to the Chief with the number of attendees, dates, location, reason for use, and describe the setting in relation to Covid 19 safety protocols. The Chief will pass the request 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 Wildlife Division's COVID-19 Preparedness and Response Plan and the Department'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 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.

Supervisors will also ensure staff 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 are followed during incidental contact (breaks, meals, entrance to the building, or exit from the building).

### **Employee Responsibilities**

Employees will participate in all training and review any training materials provided including site specific training, if necessary. 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 the following policies, procedures, and protocols:

- Notify all employees and provide them direction, whether they are to resume working from home or return to the work location.
- Managers of the facility must be notified prior to staff returning to a DNR specific building.
- Communicate specific instructions and expectations to supervisors when employees are returning to work locations.
- Communicate overall plan, instructions, and training on safety requirements, protocols, and expectations of employees to help mitigate the spread of COVID-19 in the workplace including:
  - [Infection control protocols.](#)
  - Spending restrictions and policies for remote meetings.
  - Inform employees that all in and out of state travel must be approved by the Office of the State Employer that is beyond what is already 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.
- Make plan 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.

In addition, Wildlife Division staff will be required to review the following information on the appropriate use of PPE prior to returning to work. Upon completion of the following PPE training, employees must report to their supervisor that they have reviewed and understand the training requirements, and provide the date each training element was completed:

1. [How to Protect yourself and others information](#) (read hyperlink).
2. [Donning and Doffing Latex Gloves](#) (video).
3. [Instructions on how to wear and remove face coverings](#) (read hyperlink).
4. [How to Clean and Disinfect](#) (instructions).

## **Recordkeeping**

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

Per the [MIOSHA Emergency Rule](#), the Wildlife Division will maintain all COVID-19 employee training records, health surveillance records, and records of required notifications for one (1) year from the date of generation.

A supervisor should monitor the work site(s) to ensure that safety protocols are being followed. Supervisors are expected to implement, monitor, and report on the COVID-19 control strategies. 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.

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

The Wildlife Division's team responsible for establishing and implementing return to workplace goals, periodically reviewing the COVID-19 Preparedness and Response Plan and to identify lessons learned, best practices, and improvement needs stemming from agency communications includes the following members:

- Jared Duquette, Chief, Wildlife Division
- Steve Chadwick, Assistant Chief, Wildlife Division
- Vicki Brown, Safety and Training Coordinator, Wildlife Division

## **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](#)

## **Michigan Employee Services Program**

As we continue to manage the COVID-19 pandemic and its broadening impact, it is natural to experience increased stress, anxiety, or feelings of loss. You may call the Michigan Civil Service Commission (MCSC) Employee Services Program (ESP) at **1-800-521-1377** to talk confidentially with a counselor or you may also request to schedule a video meeting with an ESP Counselor at [MCS-CESP@michigan.gov](mailto:MCS-CESP@michigan.gov). ESP is a confidential program available to all State of Michigan employees and their eligible family members for assistance with personal and work-related concerns. Additional information can be found at the following websites:

### **Certification of Readiness**

Certificate will be signed by the Department of Natural Resources' Director.

### **[Supervisor Checklist](#)** **[Health Screening Forms](#)**