



Safely Returning DTMB Employees to the Workplace

Continuity guidance for DTMB on safely returning some employees to the workplace during COVID-19

April 2021

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INTRODUCTION/PURPOSE

The state of Michigan, Department of Technology, Management and Budget is committed to providing a safe and healthy workplace for our employees, contractors, and visitors. To ensure we have a safe and healthy workplace, we have developed the following *COVID-19 Return to Work Plan* in response to the COVID-19 pandemic.

The goal is to mitigate the transmission of COVID-19 in the workplace as we transition employees back into their regular workspaces. This plan requires full cooperation and participation from all stakeholders - employees, managers, and visitors. Both managers and employees have a role to play and are responsible for implementing and complying with all aspects of the plan.

This plan was developed with representatives from across the department to gather feedback and ensure all perspectives were included. The policies and procedures in the plan are in accordance with the Governor's latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#).

PRIORITIZATION OF EMPLOYEES RETURNING TO WORK- PHASED RESTART

Governor Whitmer's [MI Safe Start Plan](#) includes a six-phased approach to re-opening businesses, schools, and other services in Michigan. When looking to plan for the return of employees to their regular workspaces, we propose the following based on having reviewed priority services and determining the services that can be conducted in a workplace using risk control strategies, including social distancing.

First Wave

Employees who are already on site in critical infrastructure positions as of May 21, 2020. These positions include employees in the following roles:

Office	Employees
Agency Services	<ul style="list-style-type: none"> Three employees to provide on-going, online courses for DMVA around deployment readiness
Cybersecurity and Infrastructure Protection	<ul style="list-style-type: none"> Office of Infrastructure Protection maintains 6 Central Control employees for 24/7 operations and 60 contract security guards in DTMB managed buildings managing visitors and package deliveries (Dimondale, Detroit, Escanaba, Flint, Grand Rapids, Jackson, Lansing, Saginaw, and Traverse City) Michigan Cybersecurity has one Digital Forensics Specialist who works onsite at MSP headquarters to address the need for specialized equipment.
Center for Shared Solutions	<ul style="list-style-type: none"> MPSCS Network Communication Center (NCC) has 10 resources onsite on a rotating schedule to support the 24/7 monitoring of the MPSCS network. The resources are distributed by shift between their primary location in the MSP Headquarters facility, the backup NCC in Ionia County. MPSCS Install staff are on site building patrol cars for MSP and DNR in alignment with VTS efforts. Field Services User Build can have up to 5 resources on site in the General Services Building (Depot) to build computers to user specifications for deployment. The number of staff depend on the number of orders. Client Service Center MicJIN help desk has two to three staff per shift on rotation supporting the 24/7 agencies. Staff are utilizing their existing space in the MSP Headquarters facility.
Chief Technology Office	<ul style="list-style-type: none"> Technical Services - One staff member who is occasionally onsite to physically receive, prepare, handle, and deploy server and related materials Network and Telecom - One or two staff members who physically receive, prepare, handle, and deploy cabling, switching, and other networking materials. Data Center Operations - There are 35 staff who work physically onsite at the SOM data center, to receive, prepare, handle, operate, and distribute data center, server, and storage equipment. There are six for the Lottery data center. These staff cover 24/7 shifts and are not all there at the same time.
Financial Services	<p><u>Fiscal Management Division</u></p> <ul style="list-style-type: none"> Six staff at the Grand Rapids Home for Veterans (business office) – either full time (every day) or splitting time between the office and working from home Four staff at the D.J. Jacobetti Home for Veterans in Marquette (business office - either full time (every day) or splitting time between the office and working from home

	<ul style="list-style-type: none"> • One staff member in our MSP Accounting group (General Office Building) – full time (every day) in office • One contractor (temp) – Cass Bldg. (full time/every day in office) <p>FS - Operations Division</p> <ul style="list-style-type: none"> • One staff member – Accounts Payable Unit (Cass Bldg.) – generally, 2 – 3 days per week in office • One staff member – Procurement Card Unit (Cass Bldg.) – generally 1 day per pay period in office.
Office of Continuous Improvement	<ul style="list-style-type: none"> • OCI has two staff that are assigned to the Novi Suburban Place alternate care facility who rotate onsite days. They will be transitioning 1 of the staff away from these duties as of June 1. This is a temporary assignment
Office of Retirement Services	<ul style="list-style-type: none"> • Three staff that are onsite to receive, scan and index incoming customer mail • 11 staff that are periodically onsite to perform certain activities related to critical functions that cannot be performed at home. They involve physical documents such as returned checks, EDRO/DRO files, disability applications, life insurance claim processing, admin hearings, and judges processing.
Office of Support Services	<p>Total 105 employees working onsite to maintain operations</p> <ul style="list-style-type: none"> • Delivery Services – 24 employees • LOS Warehouse/IT Depot Services – 10 employees • Print and Mail Management – 46 employees • Records Management Services – 4 employees • Surplus Services – 3 employees • Vehicle and Travel Services – 18 employees
State Facilities Administration	<ul style="list-style-type: none"> • 43 Building Operations staff are onsite to perform critical building maintenance functions in DTMB managed buildings across the State • Two Real Estate Division (RED) Carpentry staff are working in the warehouse to receive and distribute PPE and other necessary supplies.

For those employees currently working onsite, DTMB will continue to provide cloth and disposable masks, hand sanitizer, gloves, and wipes where needed. Gloves are not recommended unless they are disposed after every use/touch point; the employer has provided hand sanitizer for this purpose.

Employees will wipe down work areas thoroughly at the beginning and end of each shift using the provided cleaning wipes. Areas to be cleaned include keyboards, counter tops, computer mice, laminated protocol reference sheets, door handles, restroom handles and critical surfaces, chair arm rests and any other relevant surfaces that may have been exposed to the operator's germs.

Employees are kept up to date on COVID-19 health resources through email and Inside DTMB, including

CDC guidelines, SOM Coronavirus website (which includes comprehensive information on guidelines for individuals and businesses), how employees are notified when COVID-19 positive test occurs, and the latest updates by Governor Whitmer.

Employees who cannot do their work remotely and perform services that can accommodate social distancing strategies would be included the first wave of employees that are brought back to the office:

Office	Employees
Cybersecurity and Infrastructure Protection	<ul style="list-style-type: none"> OIP has seven locksmiths who perform maintenance/repairs in managed facilities and two student support staff members. MCS has an additional Digital Forensics Specialist who needs specialized equipment to complete his work
Center for Shared Solutions	<ul style="list-style-type: none"> Three Field Resource Center staff that work with the NCC staff. Their work is optimized when working alongside the NCC staff. Their plan is to bring these three staff back to the NCC location at MSP HQ when permitted. The three resources work a staggered shift so they will not all be onsite at the same time.
Financial Services	<ul style="list-style-type: none"> Accounts Payable Unit plans to have 3 – 4 staff return to working in the office (current process, especially intake of paper invoices, is slowed down dramatically by remote working arrangement) Procurement Card Unit plans to have 1 staff member work in the office 2 – 3 days per week (will significantly increase the efficiency of certain routine processes)
Office of Continuous Improvement	<ul style="list-style-type: none"> OCI has one employee that has not transitioned successfully to remote work. This staff person does not have their internet at home.
Office of Support Services	<p>An additional 21 employees would be brought back to the office to maximize service levels.</p> <ul style="list-style-type: none"> Delivery Services – adding one employee Print and Mail Management – adding six employees Records Management Services – adding two employees Vehicle and Travel Services – adding eight employees Surplus Services – adding four employees
State Facilities Administration	<ul style="list-style-type: none"> As agency staffing onsite increase, BOD’s remaining 118 labor, trades and supervisors will need to be onsite to ensure buildings are functioning properly, necessary safety adjustments have been made to allow for social distancing requirements, signage, and necessary preventative maintenance is taken care of. Our team provides first line building maintenance and management to approximately half of all SOM employees. Three employees will need to return onsite to handle parking issues, inquiries, and assignments. Real Estate Division – Carpenters: As state departments start introducing staff in stages, the need for possible changes and accommodations will surface, especially with new safety

requirements and overall distancing. Eight remaining staff on-site in the office or at least on project sites to conduct business successfully.

Second Wave and Beyond

Outside of the employees referenced above, DTMB employees, including State Budget Office staff, have an ability to work remotely and can be phased in at whatever date the Governor's MI Safe Start Plan reaches levels five and six, or as otherwise instructed by the Governor.

RISK ASSESSMENT

The next step in completing a Return to Work Plan is doing a risk assessment. According to OSHA guidelines, DTMB's risk assessment would fall into the "lower risk" as our jobs that do not require contact with people known to be, or suspected of being, infected nor frequent close contact with the general public. We will remain at lower risk as we integrate employees in the first wave as listed above by implementing the control measures discussed below.

In the future, should ORS decide to resume in person consultations, or if OSS is able to host surplus sales, or there is a mass return to the office, this assessment will need to be updated.

Implementing Control Measures to Stop the Spread of COVID-19 Based on Risk Assessment

Department of Technology, Management & Budget:

The following will be completed:

- Provide communications to stress the importance of social distancing and proper hygiene practices and to educate employees on policies, procedures, and protocols. Including:
 - Monitoring public health communications about COVID-19 recommendations and ensure workers have access to that information
 - Collaborating with workers to designate effective means of communicating important COVID-19 information
 - Providing COVID-19 training to employees that covers, at a minimum:
 - Workplace infection-control practices
 - The proper use of personal protective equipment
 - 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
 - How to report unsafe working conditions.
 - Continue the use of PPE, if any, that is ordinarily used
 - Implement administrative controls to maintain social distancing, including timing of shifts, controlling the number of individuals in a space, signage, site, and task specific training, providing, and requiring face coverings, and PPE as appropriate to the level of risk

- All DTMB operations will follow the DTMB COVID-19 exposure control plan

Additionally, for those employees currently on premise, social distancing guidelines and PPE requirements as outlined in Centers for Disease Control and Prevention (CDC) and Michigan Department of Health and Human Services (MDHHS) guidelines, and MIOSHA standards related to COVID-19 are followed and referenced below.

Office of Retirement Services

Staff are informed to stay in their workstations and not to share workstation equipment unless absolutely necessary. When equipment is necessary to be shared, the equipment will be wiped down with a bleach wipe by the employee following use.

- Common workspaces are limited to one person at a time.
- Cleaning wipes have been provided for individual workstations and common workspaces.
- Hand sanitizer has been provided with reminders of frequent handwashing and good hygiene practices.
- Staff are instructed to maintain social-distancing and to limit face-to-face contact using electronic communication resources.
- Protective gloves have been provided for high-touch tasks.
- Protective facemasks have been provided.

Office of Infrastructure Protection (OIP)

Central Control

- Issued disinfectant wipes, hand sanitizer, disposable gloves, reusable face masks and access to a sink with soap located within 20 feet of workstation
- Issued procedure:
 - Public/common workstations should be wiped down with disinfectant wipes at the end of each shift.
 - Wash your hands often – scrub for 20 seconds using soap and warm water – if not available, use hand sanitizer.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing.
 - Operators will work from their designated workstation only (either station 1 or station 2) to minimize exposure.
 - All work areas will be wiped down thoroughly at the beginning and end of each shift using the provided cleaning wipes. Areas to be cleaned include keyboards, counter tops, computer mice, laminated protocol reference sheets, doorhandles, restroom handles and critical surfaces, chair arm rests and any other relevant surfaces that may have been exposed to the operator's germs.
- Obtained State Fire Marshal exemption on 3/13/20 to reduce Central Control coverage from 2-

person to 1-person during the state of emergency in order to reduce exposure for the operators.

- Whenever 2 operators are at work, an alternate workstation in the conference room will be established to maintain social distance.
- Restricted OIP staff and contractor access into Central Control work area to reduce exposure for operators.
- Implemented 2x daily M-F and 1x daily Sat/Sun janitorial disinfect cleaning of Central Control and the JOC conference room.

Security Guard

- Issued disinfectant wipes, hand sanitizer, disposable gloves, and reusable face masks.
- Implemented 1x daily M-F janitorial disinfectant cleaning for guard stations and offices.
- Implemented bi-hourly hand washing (soap and water) breaks for all staff.
- Reduced staff to increase social distancing.
- Revised policy to allow lunch breaks to occur in postand eliminate roving guard relief when and where possible.

State Facilities Administration

Issued disinfectant wipes, hand sanitizer, disposable gloves, reusable face masks.

- Provided communication and training on proper hygiene procedures:
 - Wash hands often – scrub for 20 seconds using soap and warm water – if not available, use hand sanitizer.
 - Avoid touching your eyes, nose, or mouth.
 - Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing.
- Reduced staff to increase social distancing.

Center for Shared Solutions

Issued disinfectant wipes, hand sanitizer, disposable gloves, reusable face masks.

- Reduced staffing to increase social distancing.
- Following CDC recommended cleaning for shared workstations at end of a shift.

Office of Support Services

Issued PPE: disinfectant wipes, hand sanitizer, disposable gloves, and face masks.

- Provided communication on proper hygiene procedures.
- Reminded staff of the need to social distance and placed social distancing floor signs in the General Services Building.
- Reduced staff where possible to increase social distancing.

Office of Continuous Improvement

Following the procedures of the Novi Alternate Care Facility. Those procedures are in compliance with the CDC and are monitored by an assigned safety professional.

SPACES AND WORKFLOW

Prior to resuming additional operations onsite, DTMB will conduct a physical assessment of spaces and the workflows within DTMB for employee occupied space. DTMB will also assess public and shared areas in DTMB managed buildings & develop proper protocols and procedures. DTMB State Facilities Administration will be providing a guidance document for all DTMB-managed facility tenants and customers to follow. The guidance will reference, in much more detail, workspace requirements, facility use, cafeterias, lunchrooms, break areas, etc.

- **Workstations**
 - Ensure workstations allow at least 6 feet between team members to allow for appropriate social distancing.
 - Populate fewer workstations to allow additional distancing.
 - Whenever possible, workspaces should be separated by a physical barrier(wall, panel, screen or other).
 - Workstation sharing should not be used unless proper disinfecting procedures are established and practiced prior to another team member using the space.
 - Use technology to talk to team members.
- **Meeting and Conference Rooms**
 - Post signage clearly stating the number of people who can occupy a room while maintaining social distancing.
 - Remove or stack chairs in excess of the indicated occupancy for social distancing.
 - Use technology to meet virtually whenever possible.
 - Locking conference rooms where social distancing guidelines cannot be followed.
- **Hallways and Walkways**
 - Where possible, develop one-way paths of travel throughout the suite and floor.
 - If one-way travel is not possible, populate fewer workstations along two-way hallways and/or develop right of way protocol (stand aside to allow another person to pass, etc.)
 - Possible use of directional signage or tape to indicate path of travel.
- **Breakrooms**
 - Post signage clearly stating the number of people who can occupy a room while maintaining social distancing.
 - Reduce the number of tables and chairs.
 - Cleaning and disinfecting supplies should be used by all team members for cleaning and disinfecting prior to leaving the space.
- **Restrooms**
 - Do not hold conversations in restrooms.
 - Practice good hygiene. (washing hands for 20 seconds, use paper towels to turn faucets on/off and open doors, etc.)
 - Post signage related to practicing good hygiene

- **Other spaces: workshops, storage rooms, and others**
 - Post signage clearly stating the number of people who can occupy a room or area while maintaining social distancing.
 - Schedule use of rooms, areas, and printers through Outlook or other means.
 - Sanitize equipment after use (copier touchscreen, file cabinet drawer pulls, work surfaces, etc.)
- **Elevators**
 - DTMB has determined elevator capacity for each elevator in DTMB managed buildings.
 - Elevator capacity will be posted. Some elevators may be used by only one person at a time.
- **Entrances**
 - Schedule arrival and exit times of team members to allow for social distancing.
- **Cafeterias**
 - Further discussion will take place to determine the appropriate time to open cafeterias within DTMB managed buildings.

CLEANING AND DISINFECTING

DTMB is implementing regular housekeeping practices in the work environment, including restrooms, break rooms, lunchrooms, conference rooms, lobbies, and common areas. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door controls, door handles, elevator panels, railings, surfaces in break rooms, bathrooms, and other common areas and equipment.

The baseline services included in the DTMB building occupancy agreements are provided at varying frequencies, daily, 1-3x weekly, monthly, etc. Additional cleaning in response to infectious disease was implemented in these contracts as of March 16, 2020. The additional services are completed twice daily starting at 9:00 a.m. and 1:30 p.m. Below, please find detail regarding DTMB's baseline services and additional services.

Office Cleaning

- Vacuum carpet, sweep & damp mop hard surface floor if applicable.
- Remove spots/stains from carpet.
- Empty waste receptacles.
- Dust high and low, including all surfaces which gather dust. Do not dust desk surfaces or adjacent work surfaces.

Restrooms

- Empty waste receptacles
- Fill dispensers
- Dust
- Clean and sanitize waste receptacles

- Dust mop
- Clean and sanitize sinks
- Clean glass and mirrors
- Clean and sanitize toilets and urinals
- Clean and sanitize
- Wall around toilets and urinals
- Stall and entry doors
- Partitions between toilets, urinals, and sinks
- Perform any obvious spot cleaning
- Damp mop
- Maintain floor drain(s)/traps free of odors
- Service restrooms as requested by Facility Supervisor

Drinking Fountains

- Clean, sanitize and wipe dry

Lobbies and Corridors

- Empty trash/recyclable paper pick up
- Pickup for miscellaneous recyclable materials
- Remove carpet runners, clean floor underneath, and replace runners
- Vacuum carpet and runners
- Dust mop
- Damp mop or machine scrub
- Maintain clean glass - includes entrance doors
- Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, doorframes, etc.
- Damp wipe non-upholstered furniture, tables & counter areas including visitor/breakout rooms
- Vacuum upholstered lobby furniture

Wall/Partition Cleaning/Washing

- Spot cleaning - including light switches

Stairway Cleaning (including those in parking ramps)

- Vacuum/dust mop/sweep
- Vacuum/dust mop/sweep - Winter (November 1- April 1) for designated areas
- Dust
- Clean w/ sanitizer & wipe dry handrails & doorknobs
- Damp mop
- Spot clean walls and glass

Thoroughly Clean Storerooms/Janitor Closets

Elevator Cleaning

- Clean door guide tracks

- Dust, damp wipe and wipe dry handrails, cab walls, doors
- Vacuum carpet/damp mop

Designated Breakroom Cleaning

- Empty food barrels/waste receptacles and clean receptacle covers
- Sweep/dust mop/vacuum floors
- Refill paper towel dispensers
- Damp mop
- Clean, scour, and sanitize sinks
- Damp wipe cabinetry, counter tops, tabletops, and outer surfaces of refrigerators
- Clean under small countertop appliances
- Clean top of paper towel dispensers
- Damp mop and shine vinyl floors

High Use Areas

Special attention must be given to the areas listed below. Cleaning includes vacuum carpet, sweep and damp-mop hard surface floors, remove spots/stains from carpet, empty waste receptacles, and clean waste receptacle covers as applicable.

- Cafeterias and cafes/snack bars
- Clean tables and counter tops except for food serving and prep areas
- Vending machine areas, concession stands, lounges and recreation areas
- Empty food barrels
- Conference rooms
- Clean drawing boards in conference rooms

Additional Cleaning for Infectious Disease Control (IDC): 2x Daily

- Thoroughly disinfect:
 - All interior and exterior entry door hardware.
 - Including all push/panic bars, doorknobs, door levers and handicap entry buttons.
 - All handrails in building entries or other common areas.
 - All lobby-mounted and cab-mounted elevator call buttons.
 - All push/panic bars, doorknobs, door levers, or other door opening devices on stairwell doors.
 - All push/panic bars, doorknobs, door levers, or other door opening devices on restroom doors.
 - Check hand sanitizer levels in all lobby and entrance dispensers.
 - Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DTMB staff.

DTMB Building Operations Division utilizes seven environmental service contracts to provide janitorial services to the DTMB-managed facilities across the state.

The environmental service vendors provide all cleaning supplies to complete the contracted tasks. Disinfectants used for IDC must meet the minimum standards set forth by the U. S. Government, Centers for Disease Control and must be approved by the DTMB Program Managers.

DTMB Real Estate Division will update cleaning and disinfecting schedule requirements to support CDC guidelines and will amend lease agreements to incorporate changes in costs.

Procedures for Positive Cases in DTMB Managed Buildings

In the case that a DTMB-managed building has a tenant or visitor test positive for COVID-19 and has been in the building within the past 3 days, a Complex Manager will reach out to the janitorial vendor for the facility or an outside environmental service contractor for emergency cleaning services.

The recommended CDC timeline for disinfection is as follows:

- **If less than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the spaces.
- **If more than 24 hours have passed** since the person who is sick or diagnosed with COVID 19 has been in the space, cleaning is enough. Disinfection may occur depending on [certain conditions](#).
- **If more than 3 days have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practice) is needed.

The agency's HR office will identify the areas to be disinfected and will relocate staff still in the area. Once the space is empty, building staff will tape off the affected areas and then the cleaning vendor completes a three- stage process for disinfecting a building:

1. Pre-cleaning surfaces and areas with EPA disinfectant.
2. Thoroughly apply a second EPA disinfectant, using manual wiping, fogging or foam procedures.
3. Final cleaning, which includes heavy work on touch points, and wipe down of surfaces.

Depending on the disinfectant used and other factors, the space will be aired out for a certain time period. Then, the tenant will be notified it is safe to reoccupy the space.

Ventilation

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Filters are checked and replaced on regular schedules to provide the cleanest atmosphere possible.

DTMB has Central Control staff monitoring the HVAC systems 24/7/365 in the Joint Operations Center. Should any DTMB building HVAC system fail, an alarm will alert the Central Control Operator (CCO). The CCO will notify the proper DTMB Building Operations Division (BOD) supervisor of the location and system that is in alarm mode. The DTMB BOD supervisor will dispatch an on-duty or on-call DTMB BOD

maintenance employee, if necessary, to restore the HVAC system and eliminate the alarm. DTMB BOD has staff available 24/7/365 to respond to such needs.

During the COVID-19 emergency and after, all equipment will have regular maintenance performed to maintain these standards at all times.

HEALTH SCREENING PROTOCOLS

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.); 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.

If an employee is showing COVID-19 signs, they are to stay home, contact their supervisor, send a **high priority** email to the Office of Human Resources (DTMB-HR@michigan.gov), and proceed to the nearest COVID-19 testing location.

SIGNAGE

DTMB will provide signage for all DTMB-managed buildings, utilizing existing CDC and DHHS signs whenever possible. For information that is unique to a SOM facility, or where already approved signage does not exist, design and execution of signage will be coordinated by DTMB State Facilities Administration, working with DTMB Print and Graphics and DTMB Communications.

Signage will be needed for the following items/areas:

- Bathrooms: Handwashing instructions and spacing guidelines
- Breakrooms: Capacity to maintain social distancing and instructions to cover food and beverages and remind employees to wash before and after eating.
- Other Sinks: Handwashing
- Hallways: Signage or tape on the floor demonstrating how to maintain social distancing
- Conference Rooms: Capacity to maintain social distancing or that they are closed until further notice
- Public Spaces and Service Areas: Signage or tape on the floor demonstrating how to maintain social distancing
- Workstations: Instructions for using personal protective equipment
- Throughout buildings: Cover cough, PPE usage and reminders, and what to do if an employee tests

positive for COVID-19 or shows symptoms.



COVID-19

Exposure Control Plan for the Department of Technology, Management and Budget

The Department of Technology, Management, and Budget (DTMB) is committed to providing a safe and healthy work environment for our entire staff. In pursuit of this endeavor, the COVID-19 Exposure Control Plan (ECP), and the DTMB COVID-19 Safe Return to Work Plan are provided to prevent exposure to COVID-19. These plans are in accordance with the Governor’s latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#), and references listed on Appendix B.

These documents are intended to assist our department in implementing and ensuring compliance with qualified standards and guidance, thereby protecting our employees.

This ECP includes but not limited to:

- Determination of employee exposure
- Implementation of various methods of exposure control, including but not limited to:
 - Universal precautions
 - Engineering and work practice controls
 - Standard operating procedures
 - Personal protective equipment
 - Housekeeping
- Return to work goals and identification of essential functions
- Post-exposure evaluation and follow-up
- Procedures for evaluating circumstances surrounding an exposure incident
- Communication of hazards to employees and training
- Recordkeeping

The methods of implementation of these elements are discussed further in the COVID-19 Preparedness Plan (PP) for DTMB.

EXPOSURE CONTROL PLAN, & PREPAREDNESS PLAN ADMINISTRATION

The Health and Safety Coordinator and Agency Safe Start Team are responsible for the implementation of the ECP and PP. The Health and Safety Coordinator will maintain, review, and update plans at least annually, and whenever necessary to include new or modified tasks and procedures. The Health and Safety Coordinator can be reached at 517-285-2010. All employees who could be potentially exposed to COVID-19 or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in the ECP and PP.

***Note:** DTMB’s Emergency Response Team will be the “Agency Safe Start Team.”

The Health and Safety Coordinator, and Agency Response Team will maintain and provide all necessary personal protective equipment (PPE), engineering controls, and work practice controls as required by the

ECP and PP. The Health and Safety Coordinator will ensure that adequate supplies of the equipment are available in the appropriate sizes.

The Health and Safety Coordinator and the Michigan Civil Service Commission will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and MIOSHA/OSHA records are maintained.

The Health and Safety Coordinator along with Civil Service and the Office of State Employer, will be responsible for coordinating all training, documentation of training, and making the written ECP and PP available to employees, MIOSHA, OSHA, and state of Michigan representatives. Contact location/phone number: Austin Building, 517-241-3824.

I. EMPLOYEE EXPOSURE DETERMINATION

Conducted By: Dan Morgan, Health & Safety Coordinator

Date: 5/1/2020

Questions:

1. What is the hazard? Exposure to COVID-19 from employee, visitor, or contractor.
2. What is the likelihood I could be exposed to the hazard and at what frequency?
3. What is the potential level of injury if exposed?

Considerations:

1. Transmission: The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). <https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html>
2. Close Contact Definition: Close contact is defined as being within approximately six feet (two meters) of a COVID-19 case; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case – or – by having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). <https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html>

Definitions

1. Hazard: This can be work materials, equipment, work methods or practices that has the potential to cause harm.
2. Risk: Is the chance, minimal, low, medium, high, or extreme, that somebody may be harmed by the hazard.
3. Likelihood of Occurrence: The likelihood and frequency of exposure to hazard.

4. Severity of Consequences: The potential level of injury due to a hazard.

Activity	Minimal	Low	Medium	High	Extreme	Mitigation
General Office Environment		X				Workspace spacing, potential barrier, practice social distancing, wear mask at all times (if medically tolerable), especially when social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Voluntary medical screening stations, routine cleaning.
Print & Mail Management, Records, OSS Warehouse		X				Practice social distancing, wear mask at all times (if medically tolerable), especially when social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Voluntary medical screening stations, routine cleaning.
Outdoor Activities – Steeple Jacks, Radio Techs, SFA Grounds Crew		X				Practice social distancing, wear mask when approached by contractors, vendors, a member of the public or other employees, and social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Voluntary medical screening stations, routine cleaning.
Network Control Center, Fleet & Motor Pool Operations, Delivery, OIP Central Control		X (depending on Work Activity)	X (depending on Work Activity)			Practice social distancing, wear mask at all times (if medically tolerable), especially when social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Voluntary medical screening stations, routine cleaning.
Indoor Public Interaction - ORS public-facing Customer Service, OSS Federal and State Surplus, OIP ID/Access Card Services			X			Glass barrier, practice social distancing, wear mask at all times (if medically tolerable), especially when social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Limit travel in lobby, appointments only. Clean sitting area after use.
Building Operations Division – Building staff, OIP Access Control		X				Practice social distancing, wear mask at all times (if medically tolerable), especially when social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Voluntary medical screening stations, routine cleaning.
Design & Construction Division Project Activities – Project Directors, Field Representatives, Surveyors and Environmental Quality Specialists		X				Practice social distancing, wear mask when approached by contractors, vendors, a member of the public or other employees, and social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Voluntary medical screening stations, routine cleaning.
Real Estate - Carpenter Crew		X				Practice social distancing, wear mask at all times (if medically tolerable), especially when social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Voluntary medical screening stations, routine cleaning.

Part-time, temporary, contract and per diem employees are covered by the standards. The provisions of the standards will be met for these employees.

II. METHODS OF IMPLEMENTATION AND CONTROL

A. Universal Precautions

All employees will utilize universal precautions.

B. Exposure Control Plan and Preparedness Plan for DTMB

All employees will receive a copy of the ECP and PP. It will also be reviewed in refresher training as needed. All employees have an opportunity to review these plans at any time during their work shifts and questions are to be directed to the Health and Safety Coordinator, 517-285- 2010. If requested, the employee will receive a copy of the plan and/or assist in review of these plans.

C. Standard Operating Procedures

Standard Operating Procedures (SOP's) provide specific guidance on controls and practices which will be used when performing involving exposure to COVID-19. They will be based on information provided in the ECP, PP, and will be utilized during employee training (see Appendix A1 – A5). These procedures include information on social distancing, personal hygiene, cleaning and disinfecting personal workspaces, and shared tools.

D. Contingency Plans

Where circumstances can be foreseen in which recommended SOP could not be followed, the employer will prepare contingency plans for employee protection, incident investigation, and follow-up as part of the standard operating procedures (see Appendix A1 –A5).

E. Engineering Controls and Work Practices

Engineering controls and work practice controls (e.g., barriers, optimization of building ventilation systems per the manufacturer's recommendations, workspace relocation, access control, additional cleaning, self-screening) will be used to prevent exposure to COVID-19.

The specific engineering controls, work practice controls, and additional administrative controls are described in the PP.

This facility identifies the need for changes in engineering control and work practices through review of MIOSHA/OSHA standards, employee interviews, the CDC, other state agencies.

DTMB evaluates new procedures or new services by employee group meetings in coordination with other state agencies. The following staff are involved in this process: **Department of Technology, Management and Budget Agency Safe Start Team.**

The Health and Safety Coordinator will ensure effective implementation of these recommendations if necessary.

F. Personal Protective Equipment (PPE) - For the purposes of this plan, a non-medical cloth face covering is NOT considered PPE

PPE, two reusable non-medical cloth face coverings and disposable masks, non-latex surgical gloves, and face shields are provided to DTMB employees at no cost to them. Training is provided by the Health and Safety Coordinator or designee on the proper use and care of the appropriate PPE for the tasks or procedures employees will perform.

Face coverings are to be worn by all DTMB employees who are medically able when employees cannot consistently maintain six feet of separation from other individuals whenever in shared spaces (e.g., in-person meetings, hallways, restrooms, breakrooms, elevators, etc.). Employees who cannot consistently maintain three feet of separation from other individuals in the workplace should also consider wearing a face shield.

Face coverings must be worn by employees and visitors in accordance with CDC and agency guidance as follows:

- Must completely cover the mouth, nose, and chin.
- Must have two or more layers.
- Must be approved by the Office of State Employer.
- May not be an open-chin triangle bandana.
- May not incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling because they allow respiratory droplets to be released into the air.
- Will NOT be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites, etc.
- May represent certain colleges, universities, sports teams, etc. are permissible provided they meet the above-mentioned criteria.
- Gaiter-style face coverings will be permitted going forward under the following conditions: they are at-least 2-layers, and they completely cover the mouth, nose, and chin.

PPE is located in designated lobbies and work areas. Locations may change based on subsequent phased reentry plans. PPE may be obtained through the employee's managers, supervisors, and the Health and Safety Coordinator.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- Used PPE may be disposed of in a standard trash container.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves or disposable masks for reuse.

- If the employee can medically tolerate the use of, always wear appropriate face protection and especially (personal or disposable mask) when less than six feet of social distancing cannot be maintained.
- Wear face shield when social distancing of less than three feet cannot be maintained.
- Remove immediately or as soon as feasible any mask, gloves or face shields known to be contaminated by other potentially infectious materials (OPIM), in such a way as to avoid contact with the outer surface. The procedure for handling used PPE is described in the standard operating procedure for assigned workareas.

G. Housekeeping

DTMB will manage the coordination of cleaning and disinfecting activities.

- Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling. This activity will be conducted by an approved DTMB service provider.
- The handling of other regulated waste is conducted by an approved DTMB service provider.

H. Monitor and Assess the Exposure Control Plan and Preparedness Plan for DTMB

The Agency Safe Start Team will monitor implementation of the return to work plan and perform necessary functions to mitigate issues and irregularities.

III. Labels

The following labeling method(s) is used in this facility: DTMB, or an approved service provider will ensure warning labels are affixed or red bags are used as required for regulated waste and contaminated equipment if necessary. Employees are to notify the Health and Safety Coordinator if they discover regulated waste containers without proper labels.

IV. RETURN TO WORK GOALS AND IDENTIFICATION OF ESSENTIAL FUNCTIONS

The Agency Safe Start Team will establish workplace goals and identify essential functions as noted in the PP. DTMB will update these goals as conditions change and as additional services can return to normal.

V. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an employee test positive or be confirmed as coming in close contact with another person who has tested positive, that employee should contact their supervisor/manager, Human Resources, and their healthcare professional immediately.

Additionally, the employee should complete the [DTMB-3567 Incident/Non-Injury Accident Report](#) and

submit it to the Health and Safety Coordinator.

The administration of post-exposure evaluation, follow up, and coordination of proper cleaning and disinfecting activities will be conducted by the Michigan Civil Service Commission.

VI. SUGGESTED PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Health and Safety Coordinator will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Work practices followed
- Description of protective equipment or clothing that was used at the time of the exposure incident (*gloves, masks, etc.*)
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training

If it is determined that revisions need to be made, the Health and Safety Coordinator will ensure that appropriate changes are made to the ECP and PP. (*Changes may include an evaluation of safer devices, revision of SOP's, etc.*)

VII. GATHERINGS AND RETURNS TO THE WORKPLACE & THE RELATED AUTHORIZATION PROCESS

Per the MIOASHA Emergency Rule 5.8, the employer has restricted in-person work for employees to the extent their work activities can feasibly be completed remotely. If an event, defined as return to the office, in-person gatherings (e.g., conferences, meetings, trainings, testing, audits, inspections, etc.) is 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.
- Whether the event will be held at a State of Michigan owned or operated location, or other venue; information must include location name, address, location telephone number.
- Reason(s) why the event cannot be held remotely and the importance of the event.
- If the event is being held or attended pursuant to a statutory provision, enforcement action, permitting requirement, etc. and include a description.
- Whether the event is required or critical to the agency's/department mission and the related consequences if the request is not approved.

- 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.
- 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.

VIII. EMPLOYEE TRAINING

All employees must receive training conducted by the Health and Safety Coordinator or designee prior to returning to the workplace. This training includes, but not limited to the following elements:

- DTMB Exposure Control Plan, and Preparedness Plan for DTMB (virtual overview).
- OSE-provided “COVID-19”: Keeping You Safe at Work” training on the Civil Service Learning Management System.
- The routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- 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.
- Measures that the facility is taking to prevent worker exposure to the virus.
- Rules that the employee must follow in order to prevent exposure to and spread of the virus.
- An explanation of PPE, including steps for putting PPE on and taking it off.

Training materials for this department are available on the State of Michigan Learning Center.

IX. RECORDKEEPING

A. Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least **three years** on the State of Michigan Learning Center.

The training records include:

- The dates of the training sessions.
- The contents or a summary of the training sessions.
- The names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Health and Safety

Coordinator.

B. MIOSHA/OSHA Recordkeeping

An incident is evaluated to determine if the case meets MIOSHA's/OSHA's Recordkeeping Requirements. This determination and the recording activities are done by the Health and Safety Coordinator and the Disability Management Office.

C. Health Screening Recordkeeping

Health screening records/questionnaires will be maintained for 1 year from date of generation per MIOSHA Emergency Rule.

APPENDIX A1: Standard Operating Procedure for COVID-19 Control Measures (General Office Environment)

Task/Procedure: General Office Environment.

Exposure Risk Potential: Low (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable mask. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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. Wear a face covering at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable masks. Personal cloth or face masks should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: Optimization of building ventilation systems per the manufacturer's recommendations, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Wear a personal cloth or disposable mask at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a mask.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using [Disinfectants for Coronavirus \(COVID-19\)](#)

General Work Practice Controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Self-Screening.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A2: Standard Operating Procedure for COVID-19 Control Measures (Print & Mail Management, Records, OSS Warehouse)

Task/Procedure: **Print & Mail Management, Records, OSS Warehouse**

Exposure Risk Potential: Low (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable mask. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable masks. Personal cloth or face masks should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: Optimization of building ventilation systems per the manufacturer's recommendations, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Wear a personal cloth or disposable mask at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a mask.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using [Disinfectants for Coronavirus \(COVID-19\)](#)

General Work Practice Controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Self-Screening.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A3: Standard Operating Procedure for COVID-19 Control Measures (Outside Activities – Steeple Jacks, Radio Techs, SFA Grounds Crew)

Task/Procedure: **Outdoor Activities – Steeple Jacks, Radio Techs, SFA Grounds Crew**

Exposure Risk Potential: Low (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable mask. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable masks. Personal cloth or face masks should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: N/A.

Work Practice Controls:

- Wear a personal cloth or disposable mask at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a mask.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using [Disinfectants for Coronavirus \(COVID-19\)](#)

General work practice controls:

- Limit interaction

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A4: Standard Operating Procedure for COVID-19 Control Measures (Network Control Center, Fleet & Motor Pool Operations, OSS Delivery)

Task/Procedure: Network Control Center, Fleet & Motor Pool Operations, OSS Delivery

Exposure Risk Potential: Low to Medium (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable mask. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable masks. Personal cloth or face masks should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: Physical Barrier (glass), optimization of building ventilation systems per the manufacturer's recommendations, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Wear a personal cloth or disposable mask at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a mask.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using [Disinfectants for Coronavirus \(COVID-19\)](#)

General work practice controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A5: Standard Operating Procedure for COVID-19 Control Measures (Indoor Public Interaction – ORS, OSS State and Federal Surplus)

Task/Procedure: Indoor Public Interaction - ORS public-facing Customer Service, OSS State and Federal Surplus

Exposure Risk Potential: Medium (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable mask. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable masks. Personal cloth or face masks should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: Physical Barrier (glass), optimization of building ventilation systems per the manufacturer's recommendations, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Wear a personal cloth or disposable mask at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a mask.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using [Disinfectants for Coronavirus \(COVID-19\)](#)

General Work Practice Controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees a revised SOP is developed to address any hazards identified.

APPENDIX A6: Standard Operating Procedure for COVID-19 Control Measures (Building Operations Division – Building Staff)

Task/Procedure: **Building Operations Division – Building staff**

Exposure Risk Potential: Low (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable mask. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable masks. Personal cloth or face masks should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: Optimization of building ventilation systems per the manufacturer’s recommendations, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Wear a personal cloth or disposable mask at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a mask.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using [Disinfectants for Coronavirus \(COVID-19\)](#)

General Work Practice Controls:

- Practice Social Distancing (six or more feet of distance from another employee)

- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Self-Screening.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A7: Standard Operating Procedure for COVID-19 Control Measures (Design & Construction Division Project Activities)

Task/Procedure: Design & Construction Division Project Activities – Project Directors, Field Representatives, Surveyors and Environmental Quality Specialists

Exposure Risk Potential: Low (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable face covering. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable face coverings. Personal cloth or face coverings should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: N/A.

Work Practice Controls:

- All new projects shall require a COVID19 Plan from both the PSC and Contractor (include requirement in bid spec) and said plans shall be reviewed by all team members (DCD PD, FR, agency reps, PSC), reviewed in the Construction Safety portion of the Preconstruction Meeting and final version (no remaining team member questions shall be available on site and stored on DCD Z drive files for record).
- For existing projects being re-started, a restart meeting shall include submittal of Contractor COVID19 plan subject to review by all team members, availability, and record filing. No work on site shall commence until a final COVID19 Plan is reviewed by all team members and distributed.
- Wear a personal cloth or disposable face covering at all times on construction sites and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a face covering.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Wash or sanitize hands upon arriving and leaving a location and do not touch hands to face.

- Follow the Contractor’s COVID-19 plans and site-specific plans while on the construction site.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Clean pool vehicles with disinfectant before and after use.
 - Wipe down common surfaces including, door handle, steering wheel, gear shift, radio, seat controls, gas card, etc.
- If an employee is not comfortable utilizing a pool vehicle, they should use their personal vehicle and they will be reimbursed at the standard mileage rate.
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.
- Meetings:
 - Minimize in person meetings where possible. In person meetings are to be conducted as necessary for team engagement and are to follow these guidelines:
 - Meetings (pre-proposal, pre-bid, progress, other) should continue to be video conference to the extent possible. For meetings that must be in person, on site, have non-essential members join by video conference and:
 - Choose meeting location to allow ample space/distancing (outdoors preferred) – trailer meeting process for minimum 6-foot
 - Maintain social distance of 6-feet or more, wear face coverings.
 - One person take attendance, no circulating sign in sheet.
 - Provide “hand out” type material in advance electronically; attendees bring their own copy, no passing around material in meeting.

General Work Practice Controls:

- Limit interaction
- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you
 - cough or sneeze or the inside of your elbow.
- Self-Screening.
- DCD staff shall review and follow the DTMB Building COVID Safe Start plan requirements or the COVID Safe Start requirements of the controlling agency if in a leased space utilized or owned primarily by another state agency.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A8: Standard Operating Procedure for COVID-19 Control Measures (Real Estate Division – Carpenter Crew)

Task/Procedure: Real Estate Division - Carpenter Crew

Exposure Risk Potential: Low (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable mask. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable masks. Personal cloth or face masks should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: Optimization of building ventilation systems per the manufacturer's recommendations, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Wear a personal cloth or disposable mask at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a mask.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using [Disinfectants for Coronavirus \(COVID-19\)](#)

General Work Practice Controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Self-Screening.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A9: Standard Operating Procedure for COVID-19 Control Measures (Central Control - Operators)

Task/Procedure: **Central Control - Operators**

Exposure Risk Potential: Low (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable mask. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable masks. Personal cloth or face masks should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: Optimization of building ventilation systems per the manufacturer's recommendations, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces, installation of Plexi-glass barriers between work areas.

Work Practice Controls:

- Wear a personal cloth or disposable mask at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a mask.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.
- Central Control Operators will be offered a face shield for optional use when station one and station two are both occupied. Face shields are required when employees are working within 3 feet of each other.

**Cleaning and Disinfecting supplies should be purchased using [Disinfectants for Coronavirus \(COVID-19\)](#)

General Work Practice Controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Self-Screening.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A10: Standard Operating Procedure for COVID-19 Control Measures (Access Control – Locksmiths)

Task/Procedure: Access Control – Locksmiths

Exposure Risk Potential: Low (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable mask. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable masks. Personal cloth or face masks should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: Optimization of building ventilation systems per the manufacturer's recommendations, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Wear a personal cloth or disposable mask at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a mask.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using [Disinfectants for Coronavirus \(COVID-19\)](#)

General Work Practice Controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- All Locksmiths have access to a state vehicle and tools. Any driving completed in a State-owned vehicle with two or more staff will require a face mask and face shield to be worn at all times.
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow
- Self-Screening

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A11: Standard Operating Procedure for COVID-19 Control Measures (ID/Access Card Services)

Task/Procedure: ID/Access Card Services

Exposure Risk Potential: Medium (references: OSHA, CDC, DTMB Risk Assessment).

Personal Protective Equipment: Required Use - personal cloth or disposable mask. Optional use - disposable non-latex exam gloves. Encourage personal hygiene and handwashing according to CDC guidelines.

Use: 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.

Maintenance/Disinfection: Do not reuse disposable gloves or disposable masks. Personal cloth or face masks should be washed regularly.

Disposal:

- Discard PPE in standard trash can.

Engineering Controls: Physical Barrier (glass), optimization of building ventilation systems per the manufacturer's recommendations, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Wear a personal cloth or disposable mask at all times in common areas and when an employee cannot consistently maintain a six-foot social distance in their work area.
 - Employees must be able to medically tolerate wearing a mask.
 - Reasonable accommodation request must be submitted to HR.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.
- Office staff will ask employees to present their Drivers License's rather than handing them over to avoid additional contact

**Cleaning and Disinfecting supplies should be purchased using [Disinfectants for Coronavirus \(COVID-19\)](#)

General Work Practice Controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Floor stickers will be placed in the Hannah office customer area to indicate social distancing requirements
- If staff are providing photos and do not require a new photo. The ID office staff can print cards prior to a scheduled appointment and activate the card upon arrival to expedite time and minimize customer contact.
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow
- Self-Screening

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX B: Resources, Websites & Contacts

General

Employee Service Program/ESP: Confidential program to assist employees with personal and work-related concerns: www.mi.gov/esp, 800-521-1377, or MCSC-ESP@mi.gov

[Coronavirus \(COVID-19\)](#)

[Learn About the October 29 Epidemic Order](#)

[COVID-19 Resources for Employees and Employers](#)

[Michigan.gov](#)

[Governor Gretchen Whitmer](#)

[OSHA COVID-19 Resources](#)

Handwashing

[When and How to Wash Your Hands](#)

[Handwashing: Clean Hands Save Lives](#)

[What You Need to Know About Handwashing](#)

Respiratory Etiquette: Cover Your Cough or Sneeze

[How to Protect Yourself & Others](#)

Social Distancing

[Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\)](#)

Housekeeping

[Cleaning and Disinfecting Your Facility](#)

[Cleaning and Disinfecting Your Home](#)

[Disinfectants for Coronavirus \(COVID-19\)](#)

[Cleaning and Disinfection for Community Facilities](#)

Employees Exhibiting Signs and Symptoms of COVID-19

[What to Do If You Are Sick](#)

Training

IN PROCESS: OSE/DTMB Training

[Prepare Your Small Business and Employers for the Effects of COVID-19](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

APPENDIX C: Certification of Readiness to Return Employees to the Workplace

Agencies must implement the following items to ensure they are ready to recall their priority services and employees to the workplace.

- My agency has identified priority services operations (prioritized, operational requirements enumerated, cost and revenue considered). This includes identifying the percentage or number of employees:
 - Required to work on premises.
 - Who will remain remote on a short term, medium term, and long-term basis?
- My agency has social distancing plans in place for work areas, elevators, meeting rooms, and common spaces.
- My agency has a plan to conduct [health screenings](#) for all employees and may do so for all vendors, contractors, and visitors. (Some facilities may require body temperature screenings.)
- My agency has communicated [infection control protocols](#), including [handwashing](#), health screening, temperature taking, face covering wearing, and [respiratory etiquette](#), to anyone who is in the workplace.
- My agency has plans in place for telework, flextime, and staggered schedules in areas where social distancing is not possible.
- My agency has communicated travel restrictions and policies for remote meetings.
- My agency has consulted with facilities management, the DTMB, or the landlord to ensure extra cleaning and sanitizing schedules, needed layout changes, etc.
- My agency has appropriate and sufficient signage posted denoting social distancing requirements, hygiene reminders, restrictions on public access, required conference room seating, maximum number of people allowed in each space, what to do if employees become ill, etc.
- My agency has made cleaning and disinfecting supplies available for employees to maintain their workspaces and equipment, along with adequate hygienic products such as soap, towels, and tissues.
- My agency has a process for employees and supervisors to report, inventory, and sanitize all state-owned equipment and office furniture removed from the agency and subsequently returned.
- My agency has employee communication plans that include notifying employees of information needed BEFORE they return to the site.
- My agency has notified all employees how to contact the [Employee Service Program \(ESP\)](#) if necessary.
- My agency has mechanisms in place to report and resolve compliance issues with safety protocols. These mechanisms are widely known to [employees](#), either through signage or frequent verbal or written communication.
- My agency has protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID 19 symptoms while working.

- If applicable, my agency has the necessary Personal Protective Equipment (PPE) on hand to distribute to employees when necessary.
- I certify my agency has protocols in place to comply with the Centers for Disease Control and Prevention (CDC) and Michigan Department of Health and Human Services (MDHHS) guidelines, and MIOSHA standards related to COVID-19 allowing the safe return of employees to the workplace. By signing this certification, I attest my agency has followed all applicable guidance in this document and has communicated or will communicate all relevant standards and policies to employees before they return or immediately as they return to the workplace.

AGENCY DIRECTOR SIGNATURE

Brom Stibitz

DATE 4/20/21

APPENDIX D: Return to Workplace Checklist

Return to Workplace Checklist

Supervisors must have each employee complete the following form prior to the employee returning back to the workplace or field. You must review your workplace specific protocols with your employees before they sign this form.

Welcome back! We are glad you are here.

Employee Name and ID	
Supervisor/Manager	

A. State Property

Please indicate any of the following state-owned equipment you are returning to the office

- Key card/security badges
- Mobile device (e.g. cellphone, notebook) asset #
- Laptop/desktop – asset #
- Computer Monitor
- USB flash drive
- Building keys
- Purchasing card
- Office Chair
- Other (please specify)

Yes No N/A - Not returning equipment

I verify the state-owned equipment marked above has been cleaned and sanitized according to [guidelines](#) and returned to my agency.

Specify: _____

B. Communications

- Remove any modified service message on your voicemail and record a new personal greeting.
- Remove any modified services delivery message on your internal and external email.
- My supervisor and I have discussed, and I understand expectations for social distancing, hand hygiene, cleaning, cloth face coverings, and other protocols to reduce the spread of COVID-19. I understand that I need to stay home if I am sick.

C. Training

I reviewed COVID-19 Training for State of Michigan Employees presentation from the Office of State Employer and understand the information within.

I VERIFY THAT I WILL COMPLETE A DAILY HEALTH SCREENING TO BEGIN MY WORKDAY. I VERIFY I HAVE REVIEWED MY WORKPLACE'S EXPOSURE CONTROL PLAN AND RETURN TO WORKPLACE PLAN AND UNDERSTAND THE EXPECTATIONS FOR PERFORMING MY JOB IN THE WORKPLACE UNDER NEW COVID-19 PREPAREDNESS PROTOCOLS.

Employee Signature _____ DATE _____

Supervisor Signature _____ DATE _____

Revised July 14, 2020

APPENDIX E: Health Screening Form

SELF-IMPLEMENTED EMPLOYEE HEALTH SCREENING TEMPLATE

Note: To reduce the potential for a COVID-19 exposure, this template has self-implemented health screening questions to be used by employees each day prior to entering the workplace. Each employee shall work with their supervisor to establish a log to track those days they are in the workplace (aka building or going into the field).

Health Screening Questions		
	YES	NO
1) In the past 14 days, have you or a household member been diagnosed with COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
If the employee answers “YES”, stay home and talk to your supervisor.		
2) Do you currently have pending COVID-19 test results?	<input type="checkbox"/>	<input type="checkbox"/>
If the employee answers “YES”, stay home and talk to your supervisor.		
3) Do you have any newly developed or worsening symptoms? Check all that apply.		
One of these symptoms	OR	Two of these symptoms
<input type="checkbox"/> Shortness of breath <input type="checkbox"/> Cough <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> Loss of smell <input type="checkbox"/> Loss of taste		<input type="checkbox"/> Feverish <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Chills <input type="checkbox"/> Diarrhea <input type="checkbox"/> Muscle aches <input type="checkbox"/> Fatigue <input type="checkbox"/> Headache <input type="checkbox"/> Congestion or runny nose <input type="checkbox"/> Sore throat
If an employee selects any one of these symptoms, stay home and talk to your supervisor.	OR	If an employee selects any two of these symptoms, stay home and talk to your supervisor.
Measurement of Temperature		
	YES	NO
4) Is your body temperature above 100.4 °f?	<input type="checkbox"/>	<input type="checkbox"/>
If the employee answers “YES”, stay home and talk to your supervisor.		

Revised: 1/11/2021