

Michigan Department of Environment, Great Lakes, and Energy (EGLE)

Reassemble Plan

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TABLE OF CONTENTS

I. Introduction	2
II. Phased Approach to Reassembling	3
III. Planning, Leadership & Responsibilities	5
IV. Communications Plan.....	6
V. Health Screening	7
VI. Feeling Sick and Work-Related Post Exposure Evaluation & Follow-Up	8
VII. Cleaning	9
VIII. Facility Health and Safety Guidelines	10
IX. Field Work & Travel	14
X. Exposures Response	18
XI. Public Access and Meetings... ..	19
XII. Additional On-line Information	22
Appendix A: Certification of Readiness to Return Employees to Workplace...	23
Appendix B: Supervisor Checklist	24
Appendix C: Exposure Control Plan	25

I. Introduction

Executive directives and health and safety orders from the Michigan Executive Office of the Governor (EOG), Michigan Department of Health and Human Services (DHHS), Michigan Occupational Safety and Health Administration (MIOSHA), and the Michigan Office of the State Employer (OSE) will guide the Michigan Department of Environment, Great Lakes, and Energy's (EGLE's) phased return to greater in-person work.

As we implement our EGLE Reassemble Plan—and as it evolves to reflect on-the-ground realities—the department's **two goals** throughout this pandemic period will continue to guide our decisions and work together:

- **Protecting EGLE employees and the Michiganders we serve** by following health and safety measures and helping to slow the spread of COVID-19; and
- **Continuing to pursue our mission** to protect Michigan's environment and public health to the greatest extent possible given these unprecedented circumstances.

Additional support and resources for all employees can be found here:

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

EGLE's most effective tool in slowing the spread of the virus remains teleworking.

The following provides a framework for working cautiously and deliberately as a team to reach 100% operating capacity, while in no way rushing back to in-person work prematurely or unnecessarily.

This plan will be maintained and posted on [InsideEGLE](#) and available for all staff to review, if you need a copy sent directly to you please send an email to EGLE-Reports@michigan.gov.

Any questions regarding this plan may be sent to EGLE-Reports@michigan.gov. For questions regarding reporting a COVID-19 exposure or positive test, contact Mary Beth Estrada at EstradaM@michigan.gov.

II. Phased Approach to Reassembling

The Office of the State Employer (OSE) has set May 1, 2021 as a “no sooner than” date for returning state employees to in-person work on a larger scale. That does not mean EGLE’s reassembling will commence then. It means that it will not occur before then. Decisions on when to reassemble and to what extent will be based on COVID-19 data or metrics and direction from EOG, MDHHS, MIOSHA, and OSE.

When in-person/in-office work is more generally permitted, EGLE will begin to transition employees back to in-office work on a limited, phased-in basis using strictly managed schedules to ensure social distancing and other safety measures can be maintained.

A. Notification. EGLE employees can expect 10 business days of advance notice prior to transitioning to greater in-office work. Timing decisions will be made by the department director based on guidance from the State of Michigan. Supervisors will communicate those decisions to employees on an individual basis (See *III. Communications Plan*).

Communication between supervisors and employees will be critical as we work to align the need for in-person work with the need to minimize the number of people in our facilities.

Please maintain open dialogue with the people who report to you and the people to whom you report. If you wish to raise questions or concerns to the executive office level, please use the EGLE-Reporting@michigan.gov email address.

B. People. EGLE will return employees to greater in-person work in an incremental manner based on guidance and direction from MDHHS, MIOSHA, and OSE, which has set a “no sooner than” date of May 1, 2021, for loosening the current restrictions on in-person work for State of Michigan employees.

As we phase team members back to greater in-person work when the time comes, EGLE will set schedules for individual employees based on health and safety considerations and their need to work in-person at EGLE facilities to fulfill their job responsibilities.

Vulnerable Employees. Employees who meet the Centers for Disease Control (CDC) definition of “[people who are at higher risk for severe illness](#)” with COVID-19—or who live with or care for such a person—may voluntarily request temporary designation as a vulnerable employee by email to their supervisor.

These requests **should not** be made until notice has been given to EGLE employees that a phased return to greater in-person work will commence at a date certain in the future.

Decisions on vulnerable employee designations will be made by division directors in coordination with Human Resources. Employees designated as vulnerable will telework full-time until further notice from EGLE and OSE.

Non-Vulnerable Employees. All employees not designated as “vulnerable” will be deemed “non-vulnerable.” In-person work schedules for non-vulnerable employees will reflect the level to which in-person work is necessary for employees to fulfill their job responsibilities at 100% capacity. In making those decisions, supervisors and division leaders will consider their teams in three categories using that full-work-capacity lens.

- **Category 1.** Employees whose in-office presence at least one day per week **IS NECESSARY** to fulfill some/all of their job responsibilities. EGLE loses functional capacity when these employees cannot work in-office regularly.
- **Category 2.** Employees who do not fit neatly in Category 1 or 3. They are able to fully fulfill job responsibilities via teleworking but interacting in-person with colleagues enhances their productivity and effectiveness in meaningful ways.
- **Category 3.** Employees whose in-office presence at least one day per week **IS NOT NECESSARY** to operate at 100% capacity in fulfilling job responsibilities. Effectiveness in fulfilling responsibilities is largely unaffected by teleworking.

C. Schedules. Using the above categories and following department guidance, EGLE supervisors will work with employees to set in-person work schedules that ensure workspace capacity limitations are respected. Per the responsibilities summarized in the next section, facilities staff in the Environmental Support Division (ESD) will work with division and district office leaders to provide oversight of how schedules are translating into workday realities in various EGLE spaces.

III. Planning, Leadership & Responsibilities

A. Reassemble Team. The EGLE Reassemble Team, which consists of the nine members listed below, developed this plan with advice and support from executive office leaders, division directors, and other EGLE team members. This Team will provide day-to-day leadership, decision making, and resource support in the implementation of this plan. It will serve as an on-call resource for the district and division leaders who will execute this plan on a space-by-space, unit-by-unit basis.

- Dana Bradt
- Andy Draheim
- Jay Eickholt
- Amy Epkey
- Mary Beth Estrada
- Mary Kay Hawes
- Patricia Hines
- Michael McClellan
- Brad Pagratis

With the Reassemble Task Force (below) and Director Clark, the Team will complete and post the *Certification of Readiness to Return Employees to the Workplace* (Appendix A).

B. Reassemble Task Force. EGLE will form an ad hoc **EGLE Reassemble Task Force** with 20-25 members who represent various divisions, professional backgrounds, seniority levels, and perspectives within the department, including a union member chosen by the members bargaining unit. The Task Force will support the Team by bubbling up feedback from team members throughout the department, helping to refine this plan over time, and serving as a source of consistent information and communications.

C. Supervisors. EGLE managers/supervisors are responsible for ensuring their direct reports understand this plan and follow the work rules and guidelines it lays out. That process starts with completing the Supervisor Checklist (Appendix B) with each of their direct reports. It will also entail creating work schedules for employees that ensure capacity limitations in EGLE workspaces are honored and providing feedback and reporting to division directors on the implementation of this plan.

D. Division Directors. Division directors will provide active oversight and support to their managers/supervisors as they implement this plan. They will also provide feedback to the Reassemble Team and executive office leaders on the challenges their teams are encountering and the corresponding solutions they are deploying.

E. District Office Leaders. District supervisors will work with ESD district office personnel, the Reassemble Team, and division directors to ensure effective implementation of this plan in the facilities where they work.

F. Employees. EGLE team members are responsible for staying current on the content of this plan and the guidelines in effect for in-person and field work during its various phases. Employees may route questions or concerns to the Reassemble Team and Task Force, through their division leaders, or to EGLE-Reporting@michigan.gov.

IV. Communications Plan

In advance of adjusting its telework status or making other significant changes to the guidance in this plan, the department will follow the following communications steps. In addition to this series of conversations, EGLE will continue to post and update relevant information and documents on its Inside EGLE site, which is accessible to all Team members.

- A. Division Directors.** The EGLE Reassemble Team and Task Force will work through revised rules and guidelines—and how to best message them to managers/supervisors and employees—with division directors and executive office leaders.
- B. All Supervisors.** The EGLE Reassemble Team will host Teams Live meetings for all EGLE supervisors to review and answer questions related to the rules and procedures that will be in place during the upcoming phase of the plan.
- C. All Employees.** Director Clark will provide updates and answer questions on the upcoming new phase of the plan at her bi-weekly All Employee Teams Live meetings.
- D. Division Meetings.** Each division will host a meeting of its managers/supervisors to address topics related to the new phase of the plan that are unique to that division.
- E. Supervisor Conversations.** Each manager/supervisor will connect with her/his team either as a group or with each employee individually.

EGLE facilities, including district offices, the lab, and Filley Street facilities, are also encouraged to host their own individual information sessions at transition points in the plan to address the unique characteristics of those spaces.

A description of the procedures for communicating about potential COVID-19 exposures at EGLE facilities is covered in *Section IX. Exposure Response*.

V. Health Screening

Upon an employee's return to their workplace, they are 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.

Currently, all EGLE staff are required to complete the online EGLE COVID-19 [Workplace Health & Safety Assessment](#) form before entering an EGLE facility or beginning a day of field work (or other work that will take them away from their home). The assessment asks team members a series of questions about possible COVID-19 exposures and symptoms. If a team member answers "Yes" to any of the screening questions or symptoms in the form, they are to stay home and contact their supervisor.

The State of Michigan is eventually expected to adopt uniform protocols and technologies for conducting health assessments. These health screenings can occur through one or more ways (e.g., attest they are fever and symptom-free each time they log in 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.). EGLE will continue to use our internal COVID-19 Health and Safety Assessment for all staff who are working on-site, in the field, or visiting any location outside their telework location.

VI. 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 are to contact EGLE's Human Resources Director, Mary Beth Estrada, at 517-898-7497 or EstradaM@michigan.gov 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 EGLE's Office of Human Resources

VII.Cleaning

The EGLE facilities team in ESD will work with agency colleagues, DTMB, and others who serve as primary points of contact with cleaning service providers to develop enhanced cleaning and disinfection plans and schedules for all EGLE facilities.

Those plans will describe how and when service providers will clean and disinfect common spaces, surfaces, and frequently touched objects. They will also summarize additional steps that will be taken to clean and disinfect spaces where COVID-19 exposures may have occurred. Per EGLE's Hazard Communication plan and MIOSHA Hazard Communication Standards Part [92 & 430](#), Safety Data Sheets (SDS) for each of the chemicals used can be found on the department's intranet.

Cleaning and disinfecting plans, which will be based on the following CDC and Environmental Protection Agency (EPA) guidance, will be posted on Inside EGLE for employee viewing.

- [CDC: Cleaning and Disinfecting Your Facility](#)
- [CDC: Cleaning and Disinfecting for Community Facilities](#)
- [EPA: Disinfectants to Use Against SARS and COVID-19](#)

Employee Work Area Responsibilities. Employees will wipe down work areas thoroughly at the beginning and end of each shift using EGLE-provided cleaning wipes or other EPA approved disinfectants. Areas to be cleaned include keyboards, countertops, computer mice, door handles, critical surfaces, chair arm rests, and any other relevant surfaces that may have been exposed to the operator's germs.

VIII. Facility Health and Safety Guidelines

EGLE will follow the Governor's latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#), local health department, in setting COVID-19-related health and safety training and rules that employees must follow. Per the [MIOSHA Emergency Rule 5.8](#), EGLE is only allowing staff who have completed the Request for Authorization process (as outlined in Section 10 of this document) and have been approved by OSE to be able to work in an office or in the field. The following are current minimum rules for all EGLE employees. Further details are provided in *Appendix C SARS-CoV-2 Preparedness & Response Plan for Low & Medium Risk Employees*.

A. Handwashing and Cleaning. Staff are reminded and encouraged to wash their hands for 20 seconds frequently throughout the day. Hand sanitizer is available at various spots around EGLE facilities, as well as in the department's pooled vehicles, for additional hand cleaning.

As mentioned in *Section VI. Cleaning*, employees will wipe down work areas thoroughly at the beginning and end of each shift using EGLE-provided cleaning wipes. Areas to be cleaned include keyboards, counter tops, computer mice, door handles, and critical surfaces, chair arm rests, and any other relevant surfaces that may have been exposed to the operator's germs.

B. Social Distancing. Staff must follow 6-foot social distancing guidelines to the maximum extent possible and limit in-person interactions while in the office and in the field, including:

- Refraining from un-planned or unannounced visits to colleague workstations;
- Continuing to utilize Microsoft Teams to interact with coworkers;
- Limiting in-person meetings/conversations to designated common areas, including consideration of socially distanced outdoor interactions;
- Following signage designed to direct foot traffic and limit corridor interactions; and
- Maximizing physical distance when passing others in hallways or other common areas.

C. Face Coverings. As outlined below and in accordance with [MIOSHA Emergency Rules](#), EGLE requires face coverings to be worn when employees are away from their desk area/personal work station, cannot consistently maintain 6 feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain 3 feet of separation from other individuals in the workplace.

EGLE has established a process for **distributing masks** to employees currently conducting in-person work. ESD will continue to monitor the department's statewide mask inventory and coordinate with contacts in each of the offices to provide adequate supplies.

In complying with this face covering requirement, EGLE employees must wear **face coverings** consistent with MIOSHA, MDHHS, and OSE requirements. The OSE has provided the following additional requirements:

- 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 Dana Bradt, BradtD@michigan.gov, EGLE's Health and Safety Coordinator with any questions.
- 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.
- Neck gaiter tube-style face scarves and 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.

Employees that **cannot wear a face covering** for health reasons must request a reasonable accommodation from Human Resources to be provided a face shield to wear in place of a mask. As it relates to face shields, the OSE has provided the following guidance on wearing a face shield when approved and explaining why they are not broadly permitted (outside of the reasonable accommodation process).

According to both the CDC and OSHA, face shields were and are intended to protect the eyes or portions of the face from impact hazards like flying fragments, etc. It is not known what level of protection, if any, they provide against respiratory droplets. The CDC does not currently recommend use of face shields as a substitute for masks. If a person wears a face shield, it should be in addition to the mask requirement. Face shields should wrap around the sides of the wearer's face and extend below the chin OR be hooded face shields. Face shields should be cleaned and disinfected after each use.

Non-medical grade masks or homemade masks are not subject to required training, fit testing, cleaning, storage, and other provisions of the EGLE Respiratory Protection Program. However, employees should clean face coverings with soap and water after each day's use, in cases when the face covering can be so cleaned without being destroyed. EGLE employees should begin each day of in-person work with a clean face covering.

D. Gloves. The use of gloves is not recommended as a strategy for protecting oneself and others from COVID-19 infection unless gloves are disposed after every use/touch point. As described above, EGLE encourages frequent handwashing and will provide hand sanitizer as a more practical means to prevent hand-to-face transmission.

E. EGLE COVID-19 Office Safety Coordinator. When two or more EGLE staff are going to be in an EGLE office, one individual must be designated as a COVID-19

Office Safety Coordinator, in accordance with [MIOSHA Emergency Rule 7](#). EGLE's ESD Facilities and Operations staff have developed a basic schedule of individuals who have approved Alternative Work Schedules and will fulfill this role during their assigned times. This list has been shared via email and will be posted in each office. A COVID-19 Office Safety Coordinator must be identified and on-site at all times when two or more employees are present. To be a COVID-19 Office Safety Coordinator you must have completed [EGLE's Safety Coordinator Training](#), reviewed and understood the [EGLE Reassemble Plan](#), and completed the Civil Service COVID-19 Safety Training in the [State of Michigan Learning Center](#). If staff requesting to go into the office during a time when no COVID-19 Office Safety Coordinator is pre-selected then that staff shall assume the role of the COVID-19 Office Safety Coordinator.

F. Common Areas. Decisions on use restrictions for common areas and corresponding communal equipment will be made space-by-space by divisions, district offices, and other facilities based on their unique environments or spaces. The following EGLE- wide guidelines must be followed in the process:

- **Capacity or occupancy limits** that ensure social distancing can be maintained should be established for each conference room, break room, copy area, and other common space. Guidance will be posted at the entrance to each space stating the occupancy limits.
- **Available seating in conference rooms.** Conference room use is prohibited without prior OSE approval. If approval is given all [MDHHS](#) rules for gathering sizes must be followed. To obtain approval please complete the [Authorization Request](#) online form. Employees should use Microsoft Teams on their state-issued laptops or phones to share content and connect to participants joining remotely.
- Per *Section XI. Public Access and Meetings*, meetings should continue to be held virtually in the vast majority of cases.
- **Cleaning supplies will be provided** for staff to clean common area surfaces and communal equipment after each use (i.e., refrigerators, microwaves, conference room equipment, etc.).
- **Elevator** guidelines have been established to comply with a 6-foot physical separation. Signage will be posted outside elevators as to maximum capacity. In Constitution Hall, elevators will have limited occupancy as posted. Face coverings are required.

G. Signage. The EGLE facilities team in ESD will work to develop and implement a plan for posting appropriate notices and other indicators at all department facilities. Drawing from [State of Michigan COVID-signage resources](#), posted notices will include (among others):

- Handwashing reminders in and near restrooms;
- Floor markers to indicate appropriate social distancing in areas where employees may cue or line up;

- Maximum occupancy signs at elevator banks and outside common areas;
- Directional indicators in corridors designated for one-way foot traffic; and
- General reminders about health and safety measures like social distancing and face coverings.

H. PPE Disposal. PPE potentially contaminated with COVID-19 is considered a solid waste for practical purposes and does not need to be handled through a separate waste protocol. EGLE facilities team in ESD will work to develop and implement a plan for facilitating proper PPE disposal, including:

- The tops of **communal trash and recycling receptacles** will be removed for easy, touch-free access. Consistent with ADA codes, receptacles will be placed outside of bathrooms for depositing paper towels used to open bathroom doors without touching the handle.

IX. Field Work & Travel

Decisions about when and how to conduct inspections, incident investigations, sampling, and other field work will be made program-by-program at the division level consistent with the following EGLE-wide guidance. Please consult supervisors and/or division leaders for program-specific procedures.

A. Allowable Field Work. Field work that can be conducted according to the health, safety, and other measures included in this plan—and EGLE’s other health and safety programs—is permitted. However, as of November 13, 2020, all in-person field work must be approved in advance by OSE—via either blanket approval secured by the department or on a case-by-case basis using the Request Authorization form and process. Division leaders and supervisors will provide individual team members guidance on whether their field work is OSE approved or will require use of the Request Authorization process.

In making decisions about if, when, and how to perform in-person field work, divisions should apply more caution to “inside” field work, in which employees may encounter others in enclosed spaces, than to “outside” in-person work which is more broadly allowable under State of Michigan executive orders.

B. Facility Notification and Other Prep Work. Until further notice, EGLE employees will notify staffed facilities in advance of arriving for inspections or investigations. Employees may request supervisor permission on a case-by-case basis to conduct unannounced visits if deemed necessary to protect public health. Division directors or their designees will make final decisions on such requests.

Additional guidance on engaging regulated entities regarding necessary field work include:

- Communicating with regulated entities before entering staffed facilities to establish a plan for conducting the site visit while following the health and safety protocols described below (as well as division-specific field guidance).
- Respecting and following facility health and safety guidelines that apply to visitors to the extent possible.
- Engaging supervisors and division leaders—and ultimately the executive office if necessary—to develop responses/solutions when regulated entities cite COVID-19 reasons for refusing to allow necessary EGLE site visits.
- Backing away from situations and calling supervisors for guidance in cases in which an EGLE employee feels unsafe while conducting field work.

C. Health Screening. Per the health assessment section of this plan, all EGLE team members are required to complete the online EGLE [COVID-19 Workplace Health & Safety Assessment](#) form before a day of field work (or other work that will take them away from their home). The assessment asks team members a series of questions about possible COVID-19 exposures and symptoms. If a team member answers

"Yes" to any of the screening questions or symptoms in the form, they are to stay home and contact their supervisor.

- D. COVID-19 Field Safety Coordinator.** When two or more EGLE staff are going to be onsite at any location, one individual must be designated as a COVID-19 Field Safety Coordinator, in accordance with [MIOSHA Emergency Rule 7](#). The COVID-19 Field Safety Coordinator must remain on-site while EGLE employees are present. To be a COVID-19 Field Safety Coordinator, you must have completed [EGLE's Safety Coordinator Training](#), reviewed and understood the [EGLE Reassemble Plan](#) and completed the Civil Service COVID-19 Safety Training in the [State of Michigan Learning Center](#). This individual must be pre-selected and named as part of the daily [COVID-19 Workplace Health and Safety Assessment](#).
- E. Health Monitoring Program Physicals.** EGLE employees who are part of the EGLE Health Monitoring Program due to potential exposure to hazardous environments may schedule and complete annual Health Monitoring Program physicals without restriction. To the extent possible and consistent with program rules and timelines, employees are encouraged to complete their physicals as soon as possible in case restrictions on non-essential medical procedures are reinstated at some future point in response to changing pandemic circumstances.
- F. Health and Safety Measures.** Employees shall abide by the following rules when conducting field work. As mentioned above, field work that cannot be completed according to these rules should be postponed/rescheduled unless it is necessary to protect public health (in which case these rules should be followed to the greatest extent possible).
 - 1. Hand washing.** Wash hands for at least 20 seconds with soap and warm water between field visits as necessary to protect others and slow the spread of COVID-19. If this is not feasible, apply hand sanitizer containing at least 60% alcohol as an alternative. EGLE will work to supply employees and/or state vehicles with hand sanitizer for field work use.
 - 2. Social distancing.** Maintain social distancing of at least 6 feet from others when conducting field work, including during travel to and from site visits. When 6 feet of social distancing cannot be maintained while conducting field work, face coverings must be worn as described below.
 - 3. Face coverings.** All the guidance provided above in Section VII.C. regarding face coverings applies to field work.

In addition to following all ongoing EGLE rules related to Personal Protective Equipment (PPE) and the Respiratory Protection Program, EGLE employees conducting field work must wear face coverings when social distancing of 6 feet cannot be maintained. Before using an N95 filtering facepiece, employees should consult their division health and safety coordinator.

In cases in which employees who conduct field work cannot medically tolerate a face covering for health or similar reasons, EGLE will provide employees a face shield after

the employee completes a reasonable accommodation process through EGLE's Office of Human Resources.

Before conducting field work in which maintaining 6 feet of social distancing may not be possible, employees should put on clean face coverings while still in their vehicles, wear face coverings throughout the site visit, and take off face coverings when they have completed the site visit and returned to their vehicle.

Employees should clean face coverings with soap and water after each day's use, in cases in which the face covering can be so cleaned without being destroyed. Whenever possible, EGLE employees should begin each site visit for which a face covering is necessary with a clean face covering.

NOTE: EGLE secured a supply of non-medical grade and/or cloth face coverings for employee use. Other face coverings consistent with [MDHHS guidelines](#) and EGLE policies on professional attire may also be used based on need or employee preference. Non-medical grade masks or homemade masks are not subject to required training, fit testing, etc., provisions of the Respiratory Protection Program.

State regulations require employees to be trained, complete a fit test, and be medically cleared before wearing a respirator. Employees must abide by provisions of EGLE's Respiratory Protection Program in requesting or wearing a respirator.

4. Additional measures. In addition to following division-specific guidance covering aspects of field work unique to specific programs, the following are additional general health and safety measures to follow:

- As appropriate after each site visit or day of field work, deposit all disposable items in a solid waste receptacle.
- Using an appropriate disinfectant, ensure all equipment is cleaned thoroughly before and after each visit, including testing equipment, coolers and/or sampling buckets, administrative tools, laptops, cellular phones, mobile devices, and other items.
- Clean surfaces you plan to touch or have touched with a disinfecting wipe.
- If you must cough or sneeze, do not remove your face covering to do so. Without removing your face covering, cough or sneeze into your upper sleeve.
- Consistent with social distancing requirements, avoid handshakes.

G. Vehicle Use. The following are minimum guidelines for vehicle use while conducting field work. Divisions may supplement these guidelines.

1. Occupancy. EGLE employees traveling to conduct field work (and for other purposes) should drive singly—one person per vehicle. If it is not possible or feasible to ride separately, employees must get supervisor approval and wear a face covering when 6 feet of social distancing cannot be maintained between vehicle occupants. When traveling in a vehicle with others, employees should

open a window approximately 3 inches, if weather permits, to promote air ventilation.

2. Cleaning. DTMB will provide wipes/cleaner for state-owned vehicles but not for department pool vehicles. EGLE is working to keep our 184 pooled vehicles stocked with disinfecting wipes and/or other cleaning supplies. Disinfecting wipes or other provided cleaning supplies must be used to clean high-touch areas of state vehicles upon returning the vehicle to departmental pool, including those below. Please do not use spray disinfectants inside the vehicles. Spray it on a cloth for cleaning instead.

- ✓ Keys
- ✓ Steering wheel
- ✓ Gear shift
- ✓ Console
- ✓ Door handles (interior and exterior)
- ✓ Arm rests
- ✓ Seatbelt hardware
- ✓ Power window/lock buttons
- ✓ Mirror adjusting knobs
- ✓ Rearview mirror top and bottom
- ✓ Seat adjuster buttons/knobs
- ✓ Radios

3. Personal vehicle use. During this period, the Office of the State Employer has provided EGLE the following guidance on personal vehicle use: "(In cases in which) a state vehicle is available, but an employee would rather use her/his own vehicle and personal vehicle use is approved by the agency, the employee is entitled to standard mileage as provided in the Administrative Guide to State Government Procedure 0410.07." Usage of personal vehicles must be supervisor approved.

4. Mileage reimbursement. Mileage reimbursement for employees who leave from home to conduct field work will be based on round-trip mileage from the home to the field assignment. As is always the case, no reimbursement will be provided for travel between the employee's home and office workstation.

H. Travel, Meals, and Overnights. Until further notice, out-of-state travel is prohibited. and all in-state travel must be approved by OSE. This approval is NOT required for travel within your assigned district to conduct regular field work. All travel requests are to be routed through division directors to Senior Deputy Director, Amy Epkey.

X. Exposure Response

Mary Beth Estrada is the EGLE Human Resources Director and can be contacted at 517-898-7497 or EstradaM@michigan.gov.

Employees who test positive for COVID-19 or have been exposed to the virus should contact Mary Beth immediately. She will inform employees of the steps they are required to take to protect themselves, their colleagues, and others from infection, including any time they may be required to stay away from the office.

Mary Beth has received guidance from the Office of the State Employer on how to handle conversations with employees and disseminate information regarding positive COVID-19 tests or possible exposures, while ensuring confidentiality is maintained.

Per that guidance, Mary Beth will manage incoming conversations with staff who test positive, may have been exposed, or demonstrate COVID-19 symptoms. She will also direct outgoing notices to fellow building occupants and people internal and external to the State of Michigan who may have been exposed. These communications will include steps that employees should take to protect themselves and others, based on their level of likely exposure.

EGLE employees and supervisors must allow Human Resources to handle communications related to COVID-19 in the workplace and show maximum discretion when it comes to fellow employees or others who have (or may have) tested positive for COVID-19, been exposed to the virus, or shown symptoms.

Employees who test positive for COVID-19 may voluntarily disclose that fact to their colleagues.

XI. Public Access & Meetings

Until further notice, EGLE facilities will remain closed to the public with two exceptions:

A. Document Review. EGLE staff have resumed processing Freedom of Information Act (FOIA) records requests according to pre-pandemic rules and protocols. In doing so, they must follow all relevant guidance in this document, including limiting their in-person work to the greatest extent possible.

EGLE will work to process all records/documents requests via the online FOIA Request Center. If an EGLE employee determines that it is necessary to allow members of the public to review documents in person in an EGLE facility, our department will allow these reviews **by appointment only**. A request can be made to division leadership to do so. Division directors or their designees shall make decisions on such requests. Such appointments should be rare, until buildings are open to the public.

Members of the public who visit EGLE facilities by appointment to review documents must:

- Complete Health Screening Assessment form confirming they do not have symptoms or been exposed to COVID-19;
- Limit their presence to the document review area established for each EGLE office to the greatest extent possible;
- Wear a face covering for the entire time they are inside an EGLE facility;
- Maintain 6 feet of social distancing from other persons in the facility and follow all posted health and safety information;
- Clean their hands with EGLE-provided hand sanitizer before and after handling documents and/or touching surfaces; and
- Use EGLE-provided disinfectant wipes to clean surfaces in the document review area before and after handling documents, as well as door handles and other objects they touch during their visit.

Please direct inquiries related to this policy and processes to EGLE-FOIA@michigan.gov.

B. Necessary In-Person Meetings (attending or hosting). In-person meetings in EGLE facilities involving individuals who are not State of Michigan employees are generally prohibited until further notice.

However, if an EGLE employee determines that hosting an in-person meeting, attending/hosting trainings, attending/hosting examinations, and certification classes involving members of the public is necessary for the department to protect public health, the employee may request permission to do so by completing the online [Authorization Request](#) form.

The following questions are included in the Authorization Request form. These questions must be answered in detail if we are hosting or attending an event. Please note that these questions are subject to change and update as needed.

- What type of request are you seeking approval for? (In-person work, attend or host a meeting, use of a conference room, set-up a reoccurring office visit)
 - If attending an event, please provide the name of the event and the entity hosting it.
- When is the event(s) scheduled to be held?
- How long is the event scheduled (i.e., 1 hour, 1/2 day, 2 days, etc.)?
- How many EGLE staff will be attending the event in-person?
- Name all EGLE staff that are expected to be attending the event in-person?
- Please break down the total as follows: Total number = number from an outside entity plus number of EGLE staff.
- Is the event being held at a State of Michigan owned facility?
 - If you answered yes, please provide which State of Michigan owned facility the event will take place in?
 - If you answered no, please provide name and address where the event will be held?
- Can the facility confirm the area to be used has been appropriately cleaned? What is their plan for people entering the buildings? Have they marked off the elevators and common area spaces, etc.? This information may be found in the facilities COVID mitigation plan.
- How is hosting (or attending) this in-person event necessary for the department to protect public health?
- Is this event being held or attended pursuant to a statutory provision, enforcement action, or permitting requirement? If yes, please describe.
- If not, is there an alternative legal-, policy-, or programmatic-justification for holding/attending it in-person now? If so, please describe.
- If this meeting/training/examination is required or critical to EGLE's mission, how often does it need to be held? Is a lapse or backlog in training, certifications, etc. likely to occur if this gathering is not held/attended in the short term? If yes, please explain.
- How will social distancing be maintained at the meeting/training/examination (i.e., reduced seating capacity, multi-room set ups, etc.)? Please be as detailed as possible.

- What safety processes/requirements are you planning to use (i.e., facemasks, sanitizer, non-reusable writing utensils, wiping down surfaces, etc.)?
- What attestation are we using that participants are healthy enough to participate?
- Will EGLE staff still be working from home other than for those elements required to conduct the meeting/training/examination?
- By submitting this form, I attest that this request has been approved by my supervisor and division director.

ESD will work with the submitter to complete and refine the information provided in the form before forwarding the request to the executive office for department approval.

Requests approved by the executive office for attending/hosting an event will be forwarded to the OSE, which must authorize all in-person meetings hosted/attended by State of Michigan employees. Please submit requests at least ten (10) business days before the event (a longer period for larger or more complicated gatherings).

Requests for more information or clarification about this process should be directed to Dana at BradtD@michigan.gov.

C. Public Meetings and Hearings. In response to the COVID-19 emergency, Governor Whitmer signed [Public Act 228 of 2020](#), effective October 16, 2020 authorizing "remote participation in public meetings and hearings" and providing guidance for ensuring sufficient public notice, access, and participation is offered for public meetings held electronically. Public bodies are also required to consider postponing meetings or agenda items that may be deferred.

XII. Additional On-line Information

If you are interested in more information on how you can protect yourself, please use these sites for information.

- [State of Michigan Executive Orders & Directives](#)
- [State of Michigan Agency/Department Return to Work Plans](#)
- **Employee Service Program/ESP:** A confidential program to assist employees with personal and work-related concerns. www.mi.gov/esp, 800-521-1377, or MCSC-ESP@michigan.gov
- [DHHS Epidemic Orders](#)
- Michigan.gov/coronavirus
- [MIOSHA COVID-19 Resources](#)
- [MIOSHA Emergency Rules](#)
- [MIOSHA General Industry Safety & Health Standards](#)
- [CDC](#)
- [OSHA COVID-19 Resources](#)

Appendix A: Certification of Readiness to Return Employees to the Workplace

EGLE verifies as a department—including its divisions, district offices, and other facilities/unique operating environments taken individually—that it has:

- ✓ Identified essential services, operational requirements and prioritized movement of staff back into onsite work. This includes identifying employees required to work on premises and those who will remain remote on a short-term, medium-term, and long-term basis.
- ✓ Established procedures for monitoring/reporting staff performance when working remotely.
- ✓ Put social distancing plans in place for work areas, elevators, meeting rooms, and common spaces.
- ✓ Established health screening protocols for employees, vendors, and visitors entering its facilities (or for conducting field work in the case of employees) and notified employees that it will adopt all such protocols set by the State of Michigan as they evolve.
- ✓ Communicated infection control protocols including handwashing, health screening, face cover wearing, and respiratory etiquette to anyone who is in the workplace.
- ✓ Created staggered schedules that limit employee presence in facilities and ensure social distancing can be practiced at all times in each workspace.
- ✓ Communicated travel restrictions and policies for remote meetings.
- ✓ Coordinated with DTMB facilities and landlords (leased facilities) to ensure extra cleaning and sanitizing schedules are in place, and appropriate modifications to the workplace have been completed.
- ✓ Posted appropriate and sufficient signage 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, and any other that may be required in accordance with this plan.
- ✓ 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.
- ✓ Established a process for employees and supervisors to report, inventory, and sanitize all state-owned equipment and office furniture removed from the section and subsequently returned.
- ✓ Implemented steps in Communications Plan before returning employees to work sites.
- ✓ Notified all employees how to contact the Employee Service Program if necessary.
- ✓ Established mechanisms to report and resolve compliance issues with safety protocols. Ensured these mechanisms are widely known to employees per the Communications Plan.
- ✓ Supplied facilities with face coverings and relevant employees with face shields.
- ✓ Implemented protocols to comply with executive orders allowing the safe return of employees to the workplace.



Appendix B: EGLE Supervisor Checklist

Supervisors must have each employee complete the following form on the employee's first day back in the workplace. You must review your agency 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 confirm which 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 Printer USB Flash Drive
- Building Keys Procurement Card Office Chair
- Other (please specify) _____

Yes No – I verify the state-owned equipment marked above has been cleaned and sanitized according to guidelines.

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.
- I may be required to disinfect high touch areas and participate in daily health screenings.
- 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.
- Yes No – I have completed all required COVID-19 Health and Safety Training.

I VERIFY AND UNDERSTAND THE EXPECTATIONS FOR PERFORMING MY JOB IN THE WORKPLACE UNDER OUR NEW COVID-19 PREPAREDNESS PROTOCOLS.

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

Appendix C:

SARS-CoV-2 Preparedness & Response Plan for Low & Medium Risk

Employees General

This plan is a supplement to the health and safety policies that exist for EGLE, including the Chemical Hygiene Plan, Health Monitoring Program, Personal Protective Equipment Program, and Respiratory Protection Program.

The following SARS-CoV-2 Preparedness & Response Plan has been established for the Michigan Department of Environment, Great Lakes, and Energy (EGLE) in accordance with the latest [MDHHS Epidemic Orders](#), [MIOSHA Emergency Rules](#), and all requirements therein.

This program must be available at all EGLE work sites. The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this program will be available on the Inside EGLE SharePoint site and shall be provided to employees upon their request. Refer to the MIOSHA Emergency Rule on Preparing Workplaces for COVID-19 therein for specific requirements.

Exposure Determination

EGLE will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. EGLE's Executive Office in conjunction with the EGLE Health and Safety Team will be responsible for seeing that exposure determination is performed.

An employer shall categorize all its employees' jobs into the following risk categories:

Lower exposure risk jobs. These jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Medium exposure risk jobs. These jobs include those that require frequent and/or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. 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 and coworkers (for example, schools, high-population-density work environments, high-volume retail settings).

EGLE has determined that the following positions/jobs/tasks have been determined to have the following exposure determination(s).

(**NOTE:** Some employees may have more than one type of exposure determination in the workplace depending on the evaluation of each positions/jobs/tasks in the workplace. Likewise, employees may perform tasks that have differing exposure determinations depending on assignment or need.)

Positions/job/task	Determination	Qualifying Factors (i.e., no public contact, public contact, job task description)
EGLE Field Work	Low risk	Limited public contact, field work outside EGLE office
EGLE Office Work	Low risk	No public interaction, only works in office setting
EGLE Laboratory Work	Low risk	Limited public contact in the laboratory facility's area

Engineering controls

EGLE has implemented feasible engineering controls to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Engineering controls for SARS-CoV-2 include:

- Installing physical barriers, such as clear plastic sneeze guards.
- Installing a drive-through window for customer service.

NOTE: Additional engineering controls are not recommended for low exposure risk employees. The EGLE Executive Office in conjunction with the EGLE Health and Safety Team will be responsible for seeing that the correct engineering controls are chosen, installed, and maintained and serviced for effectiveness as often as required.

The following engineering controls have been implemented. (Example: specify the engineering control for each of the positions/job/task listed in the exposure determination, and how each engineering control is intended to function to prevent the spread of SARS-CoV-2.)

Positions/Job/Task	Engineering Control
EGLE Laboratory	Installed physical barriers at public interaction areas

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The EGLE Executive Office in conjunction with the EGLE Health and Safety Team will be responsible for seeing that

the correct administrative controls are chosen, implemented, and maintained effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

Examples of administrative controls for SARS-CoV-2 in medium risk groups include:

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

The following administrative controls have been established for EGLE. Example: specific the administrative control for each of the positions/job/task listed in the exposure determination, and how each engineering control is intended to function to prevent the spread of SARS-CoV-2.)

Positions/Job/Task	Administrative Control Type (workplace distancing, remote work, notifying customers)
All EGLE Staff	Provided two reusable face masks
All EGLE Staff	Staff must answer health questions daily before beginning work
All EGLE Staff	Following guidance from DTMB and OSE on building operations
All EGLE Staff	Prohibited large in person gatherings
All EGLE Staff	Teleworking until required to report to fulfill job duties
Field Staff	Prohibited from making unannounced site inspections, unless exception granted by division director or designee
Field Staff	Allowed if conducted in accordance with health and safety measure per EGLE procedures and EGLE's Safe Start Plan
All EGLE Locations	Limited access to communal space
All EGLE Locations	Limited public access in some EGLE work locations
All EGLE Locations	Set-up to adopt social distancing and best practices
State Vehicle Transportation	No more than one person in a state vehicle, exceptions granted when one person travel is not reasonable and travel requirements per EGLE Safe Start Plan are met

Hand Hygiene & Disinfection of Environmental Surfaces

EGLE Environmental Support Division in coordination with DTMB will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employee's hands are potentially exposed to SARS-CoV2-19. When provision of handwashing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or towelettes.

The EGLE Environmental Support Division will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV2-19. When choosing cleaning chemicals, EGLE will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens.

Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

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

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

Surface	Method/Disinfectant Used	Schedule/Frequency
Vehicles	Disinfection wipes	Before and after each use
Office surfaces	Disinfection wipes	Twice per day, minimum
Common surfaces	Disinfection wipes or spray	Twice per day

The following methods will be used for enhanced cleaning and disinfection:

*(LIST ENHANCED METHODS) **Awaiting DTMB guidance***

Personal Protective Equipment (PPE)

EGLE will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with EO 2020-91.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable.

- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- Require masks 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.

Each site specific health and safety plan must provide specific instructions for the distribution of personal protective equipment at the site and designate on-site locations for soiled masks.

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

Positions/Job/Task	PPE
All EGLE staff	Re-usable face coverings and disposable face coverings are provided.
EGLE staff unable to wear face covering	EGLE staff must complete a reasonable accommodation request to determine an alternative to the face covering (i.e., face shield).
All EGLE staff	Access to hand sanitizer throughout office spaces.
All EGLE staff	Access to sanitizing wipes for work surfaces.
EGLE visitors	Access to disposable masks if they do not have one, hand sanitizer and sanitizing wipes, as needed.

Health Surveillance

EGLE has implemented a screening protocol in accordance with guidance from the Michigan Office of State Employer to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. The EGLE Executive Office in conjunction with the EGLE Health and Safety Team will be responsible for ensuring that all required health surveillance provisions are performed as required.

Upon an employee's return to their workplace, they are 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.

Currently, all EGLE staff are required to complete the online [EGLE Health and Safety Screen Self- Assessment Form](#) before entering an EGLE facility or beginning a day of field work (or other work that will take them away from their home). The assessment asks team members a series of questions about possible COVID-19 exposures and symptoms. If a team member answers "Yes" to any of the screening questions or symptoms in the form, they are to stay home and contact their supervisor.

The State of Michigan is eventually expected to adopt uniform protocols and technologies for conducting health assessments. These health screenings can occur through one or more ways (e.g., 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. EGLE will replace our department-specific online form with the state's model at that time and team members will be required to follow the instructions and guidance it provides.

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 are to contact EGLE's Human Resources Director, Mary Beth Estrada at 517-898-7497 or EstradaM@michigan.gov 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 EGLE's Office of Human Resources

Manufacturing facilities must also conduct a daily entry screening protocol for workers, contractors, suppliers, and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening as soon as no-touch thermometers can be obtained. EGLE staff will comply with measures that are in place at these facilities. EGLE employees will to the best of their ability pre-schedule any in-person work inside facilities with the facility prior to their arrival.

Businesses or operations in the construction industry must also: Conduct a daily entry screening protocol for workers, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. EGLE staff will comply with measures that are in place at these facilities.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

EGLE will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- A. Not allowing known or suspected cases to report to or remain at their work location.
- B. Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.

Training

The EGLE Health and Safety Team shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

Train workers on and ensure they are aware of the information, at a minimum:

- A. [Routes by which the virus causing COVID-19 is transmitted from person to person.](#)
- B. [Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.](#)
- C. [Symptoms of COVID-19.](#)
- D. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

**If you test positive for COVID-19,
please contact Human Resources Director
Mary Beth Estrada immediately.**

**If you show symptoms, you must report it
to your immediate supervisor
and disclose it prior to entry into any EGLE facility.**

- E. Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under section 11(a) of this order.
 - This plan and the supporting EGLE plan will fulfill this requirement.
- F. Rules that the worker must follow in order to prevent exposure to and spread of the virus.
 - This plan will be shared with all EGLE staff.
- G. The use of personal protective equipment, including the proper steps for putting it on and taking it off.
 - [Face covering guidance is provided on Inside EGLE SharePoint](#)

NOTE: All records of employee training be maintained by EGLE for one (1) year from the date of generation. At a minimum document the name(s) of employee(s) trained, date of training, name of trainer, and content of training.

Recordkeeping

The EGLE Information Management Division (IMD), EGLE Executive Office/Human Resources, and EGLE Health and Safety Team shall coordinate SARS-CoV2 required recordkeeping and ensure compliance with all such requirements as specified in MIOSHA Emergency Rules.

The following records are required to be maintained for at least one (1) year from the date of generation:

- A. Required training (EGLE Health and Safety Team)
 - Reference Training Section above.

- B. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. (IMD)
 - Will be accomplished by utilizing a web application or hard copy forms.

- C. When an employee is identified with a confirmed case of COVID-19. (Executive Office/ Human Resources)
 - EGLE Office of Human Resources is the only entity that may have knowledge of employees who have tested positive and are the only authorized figure to share that information.