

**FINANCE AND OPERATIONS DIVISION  
DEPARTMENT OF NATURAL RESOURCES  
COVID-19 PREPAREDNESS AND RESPONSE PLAN FOR LOWER AND MEDIUM  
EXPOSURE RISK**

**GENERAL**

This Coronavirus/COVID-19 Preparedness and Response Plan has been established for the Finance and Operations Division (FOD) of the Department of Natural Resources (DNR) in accordance with the Governor's latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#). This plan shall be made available to employees via the DNR's intranet site and upon request. The Department and divisions plans are available [here](#). FOD does not plan to transition its employees back to the office in the immediate future and this plan may be further expanded and developed in collaboration with staff and building management. The purpose of this program is to minimize or eliminate employee exposure to COVID-19. Please direct employees with questions to their Quality of Life Human Resources (QOL HR), **Amy Abdo at 517-282-6891**.

FOD provides budgeting, federal aid coordination, real estate services, procurement, grant programs, mineral leasing, and support services to the resource divisions and customer service to the public. FOD is committed to providing customer service to our internal and external customers in a manner that safeguards our employees and the public from the spread of COVID-19.

**EXPOSURE DETERMINATION**

The vast majority of the FOD staff work in office settings and have successfully transitioned to telework. FOD facilities remain closed to the public. FOD has area managers charged with delivering COVID 19 supplies and monitoring facilities. Their remaining time is spent teleworking. Employees have continued to provide mail delivery in Constitution Hall. Each is assigned a day of the week and the remainder of the time they telework. FOD has maintenance mechanics who have been returned to work to prepare buildings for employees' safe return and perform tasks such as lawn mowing, HVAC, plumbing, landscaping, and snow removal. FOD has an employee who has been returned to work to validate pipelines in the field with state issued easements and inspect sand and gravel pits. FOD does have employees who may periodically make brief trips into the offices for supplies, copying materials, processing, and distributing mail, or picking up or dropping off work materials.

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

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

| <b>Job/Task</b> | <b>Exposure Risk Determination (Lower or Medium)</b> | <b>Qualifying Factors (For Example, No Public Contact, Public Contact)</b> |
|-----------------|--|--|
| Outdoor work    | Lower  | No public contact  |
| Telework        | Lower  | No public contact  |
| Telework/office | Medium   | Public contact   |
|                 |  |  |

### **ENGINEERING CONTROLS**

The following engineering controls have been implemented:

| <b>Job/Task</b> | <b>Engineering Control</b> |
|-----------------|----------------------------|
| Telework/office | Sneeze guards              |
|                 | Physical barriers          |
|                 |                            |
|                 |                            |
|                 |                            |
|                 |                            |

### **ADMINISTRATIVE CONTROLS**

#### Facilities

- Staff shall continue to telework and shall not be working or entering a DNR-managed building, Constitution Hall or the Michigan Library and Historical Center unless approved by division chief or designee for a brief trip in for supplies, copying materials, processing or distributing mail, picking up or dropping off work product, or has been approved through the request to return to work process
- Teleworking and virtual meetings are the preferred work method
- Conference room use is prohibited unless authorized and approved by the Office of the State Employer.
- DNR staff approved to return to their work location in an office or indoor space must adhere to the following guidelines:
  - Minimize the number of staff in one area at one time.
    - Use rotating schedules, plans, or calendars to minimize staff cross-over.
    - Staff must minimize the amount of face-to-face interaction with other staff that might be in the building at the same time.
  - Minimize touching of shared surfaces.
  - Maintain proper social distancing as required.

- Follow current guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC regarding visitors in a state-owned facility.
- Follow current guidance, regulations, and orders from the MDHHS, MIOSHA, and CDC regarding personal protective equipment (PPE) while working.
- Masks are to be worn when workers cannot consistently maintain six feet of separation from other individuals in the workplace and consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.
- Staff are prohibited from gathering or congregating where proper social distancing of six feet cannot be employed including break room(s).
- In-person group meetings are not allowed.
- Facilities must post appropriate employee safety message signage: [State of Michigan COVID-19 Signage](#)
- Drinking fountains will not be used during this time. However, staff may use the water dispensing feature to fill up water bottles if the fountain is equipped with such a feature.
- Copy machines and printers will be disinfected by the employee before and after each use.
- Sharing of pens, pencils or staplers is prohibited.
- Restrooms may be occupied by only 1 person at a time. The public will not be allowed to use restrooms. All handles are to be sanitized with an approved disinfectant both before and after each use by the employee.
- Non-DNR staff, unless they are tenants at our facility, will not be allowed to use the buildings. Contractors, work staff, or vendors given approval to enter by the owning division designee must comply with these protocols,
- If a person who is known to have tested positive has entered a state-owned building, or vehicle, this staff member should immediately contact **Quality of Life Human Resources (QOL HR), Amy Abdo at 517-282-6891** for further instructions.

### Equipment and Vehicles

Equipment cleaning between operators should follow the same or similar process as the vehicle cleaning guidance below. Staff shall strictly follow the vehicle use, clean-in and clean-out, use of cloth face covering, and social distancing guidance.

- Common touch points in motor vehicles and equipment must be sanitized between users.
- Hand sanitizer must be placed in vehicles and in areas where equipment is located.
- Prior to using a vehicle or equipment use a sanitizing wipe to clean all surfaces that may be touched. Surfaces that could be touched include:
  - Steering wheel
  - Door handles
  - Turn signals and wiper controls
  - Climate control knobs
  - On board control panel/FM radio controls
  - 800 MHz radio controls and mic
  - Keys

- Shift handle
  - Brake lever (if present)
  - Sun visor
  - Dashboard
  - Glove box handle
  - Center console
  - Gas Card
- Upon departing the vehicle, wipe down door handles and keys before placing them in their designated location.
  - Purchase sanitizing wipes (60% + alcohol) for vehicles in the fleet.
  - When sanitizing wipes are getting low, replace them before they run out.
  - Sanitize any tools or equipment taken in and out of the vehicle.
  - Avoid multiple employees riding to job sites in the same vehicle. Have employees drive separately to the work site to avoid being confined to the same compartment.
  - If there is more than one person in a vehicle, cloth face coverings must be worn. Listed below are some exceptions to the single rider requirement:
    - Pick up of an employee in the event their vehicle or equipment they are operating breaks down and becomes immobilized.
    - An employee injury or other type of emergency involving staff or the public.
    - Staff must stay 6 feet apart while performing tasks, unless impossible to do.
    - Activity has been approved by Executive
  - Utility vehicles such as gators will be single rider only, with or without a cab.
  - Gas cards will be sanitized after each use.

### Interactions with third parties

Employees should hold meetings as conference calls or virtual meetings whenever possible. When it is necessary to meet with vendors, contractors, or other non-state employees at their work location, employees must:

- Hold meetings outside and keep 6' distance from one another.
- Wear face coverings if unable to maintain 6' distance from one another.
- All paperwork should be electronically signed and exchanged when possible.
- Avoid sharing pens, clipboards, etc. with others and wear appropriate PPE during the meeting.
- Wash hands after returning indoors and wipe all surfaces immediately. If hand washing cannot be done, use hand sanitizer.

### **HAND HYGIENE**

Facility managers will make sure adequate handwashing facilities and/or hand sanitizer are available in the workplace. Staff should wash hands with soap and water after using a vehicle or equipment. Hand sanitizer must be placed in vehicles and in areas where equipment is located.

During and after fueling of equipment or vehicles or if entry into a business location is necessary, appropriate PPE must be worn and proper sanitization of hands must occur.

## **DISINFECTION OF ENVIRONMENTAL SURFACES**

- Where staff have been approved to return to their work location, the facility first should be cleaned per CDC and DTMB guidelines.
- Facility managers must be notified prior to staff returning to a specific building.
- Employees are to clean-in and clean-out of facilities, vehicles, and equipment
- All frequently touched surfaces such as door handles, keypads, work surfaces, tools, machines, microwaves, refrigerators, coffee pots and light switches must be sanitized with approved disinfectant before and after use by the employees.
- When staff enter a building, all surfaces that were touched must be sanitized with an approved disinfectant prior to departing the building.
- Prior to using a vehicle or equipment clean all surfaces that may be touched with a sanitizing wipe.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING**

For the purposes of this plan, a nonmedical cloth face covering is NOT considered PPE. All employees who are medically able are required to wear a nonmedical cloth face covering in accordance with CDC guidance when at Constitution Hall, Michigan Library and Historical Museum, and DNR managed buildings and facilities. All FOD employees will be provided two reusable nonmedical cloth face coverings and instructed on how to properly wash them. Employees may provide and use their own masks if they are approved; completely cover the mouth, nose, and chin; and are at least as effective as the nonmedical cloth face covering provided to all employees. Face coverings worn in the workplace shall NOT be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites, etc. Face coverings representing certain colleges, universities, sports teams, etc. are permissible provided they meet the above-mentioned criteria. Visitors to Constitution Hall, Michigan Library and Historical Museum, and DNR managed buildings and facilities building/location will not be provided a disposable mask. Face coverings or masks that incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling are NOT sufficient face coverings because they allow respiratory droplets to be released into the air. **Gaiter-style face coverings are permitted if they are 2-layers and completely cover the mouth, nose, and chin.** Face coverings are to be worn when employees cannot consistently maintain 6' of separation from other individuals whenever in shared spaces (e.g., in-person meetings, hallways, restrooms, breakrooms, elevators, etc.). Employees who cannot consistently maintain 3' of separation from other individuals in the workplace should also consider wearing a face shield. Please contact your Human Resources Director or the [agency Safety Coordinator](#) with any questions. Employees who are medically unable to wear a cloth face covering MUST contact the agency [Reasonable Accommodation Coordinator](#) to initiate the reasonable accommodation process. Reasonable accommodations are available to qualified

applicants and employees with disabilities. Please contact the agency [Reasonable Accommodation Coordinator](#) with any questions.

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

## **HEALTH SURVEILLANCE**

Upon a FOD employee's return to their workplace, they will be required to participate in daily health screenings. These health screenings are typically comprised of COVID-related questions about symptoms, testing positive, and submitting to a temperature reading. Employees exhibiting [signs of illness](#) or having a fever of 100.4 or above will not be permitted into the building. These health screenings can occur through one or more ways (e.g., completion of a questionnaire; attest they are fever and symptom-free each time they login to their state-issued electronic devices e.g., computers, notebooks, tablets, cell phones, etc.) or swipe their employee identification badge/access card to enter restricted areas (e.g., parking lot, buildings, rooms, locked storage areas, etc.); or some other alternative method (e.g., MI Symptoms app, etc.). All alternative health surveillance methods and processes MUST be approved by OSE prior to implementation.

## **FEELING SICK AND WORK-RELATED POST-EXPOSURE EVALUATION & FOLLOW-UP**

Employees should **stay home** and contact their immediate supervisor and healthcare provider if they have a fever, cough, or other symptoms, or believe they might have COVID-19. Employees should contact their Human Resources Director if they, a family member, or someone they live with tests positive for COVID-19 so they can trace and monitor others with whom they have been in close contact while at work. The evaluation of a work-related exposure incident, follow up, and coordination of proper cleaning and disinfecting activities will be conducted by Human Resources.

## **GATHERINGS AND RETURNS TO THE WORKPLACE, & THE RELATED AUTHORIZATION PROCESS**

Gatherings and returns to the workplace and the related authorization process includes hosting an in-person event and attending an event hosted by an outside entity. Per the [MIOSHA Emergency Rule 5.8](#), the employer shall create a policy prohibiting in-person work for employees to the extent their work activities can feasibly be completed remotely. If a return to the office, in-person gatherings (e.g., conferences, meetings, trainings, testing, audits, inspections, etc.) are necessary, then the agency/department must submit a written request to the OSE Director for approval. Requests should be comprehensive, submitted well in advance, and minimally include the following:

- When, where, the time and duration of the event.

- The total people, to include employees, expected to attend. **Note:** attendance should be limited to the extent possible, and gathering sizes must comply with the [DHHS Epidemic Order](#); OSE may impose more stringent criteria.
- Whether the event will be held at a State of Michigan owned or operated location, or other venue to include the location name, address, telephone number, etc.
- Reason(s) why the event cannot be held remotely, importance of the testing, necessary to protect public health, etc.
- Is the event being held or attended pursuant to a statutory provision, enforcement action, permitting requirement, etc. and include a description.
- Whether the return to the workplace, meeting, training, examination, audit, fieldwork, investigation, etc. is required or critical to the agency's/department mission and the related consequences if the request is not approved.
- How employees will get to and from, to include number of occupants in a state vehicle, if appropriate.
- How the agency/department intends to keep employees and attendees safe (e.g., registration process, available sanitizers or related disinfecting procedures, post event cleaning procedures, enforcement of social distancing and face covering protocols, health screening protocols, what happens if someone becomes sick or experiences COVID-related symptoms, etc.).
- If the event is held outside the workplace (e.g., hotel, etc.), include confirmation that the venue is in compliance with applicable MIOSHA/DHHS Rules and related CDC guidance plus the total number of restrooms available, and how schedule breaks and lunches will be conducted to minimize gatherings, congregation, etc.
- Whether the Agency/Department Director is supportive of the request.
- Person(s) responsible for responding to all COVID-related situations and concerns, and how attendees contact that individual.

**Note:** an after-action review must also be provided to OSE upon conclusion of the event to include facts, practices that worked, lessons learned, etc.

## TRAINING

### Division Chief Responsibilities

Teleworking is still the primary means to accomplish FOD work. The FOD Chief will submit return to work requests which will include any necessary in state travel associated with the work and their division plan to Director Dan Eichinger, Resource Deputy Shannon Lott, and Administrative Deputy Mark Hoffman. Upon Director's approval, the return to work request along with the division plan will be sent to the Office of the State Employer for review and approval. Once approval is received, FOD can then begin to return the employees to work. The Division Chief will inform the supervisor an employee has been approved to return to work. The supervisor will work with the training

advisory representative for FOD and safety coordinator to ensure the employee completes all training and adheres to the safety measures put in place. It is important that incidental contact such as breaks, meals, entrance to the building, or exit from the building also maintain the safety standards for distancing beyond six feet apart, frequent washing or use of sanitizer, and the wearing of masks at all times while on the premises. Division chief is expected to ensure compliance with these requirements.

All in or out-of-state travel requests beyond what was included and approved in any return to work requests, must be sent via email with employee name, classification, dates, destination, reason for travel and describe setting of meeting or destination in relation to Covid 19 safety protocols to the FOD division chief for review. If division chief concurs, the request will be sent to Director Dan Eichinger, Resource Deputy Shannon Lott, and Administrative Deputy Mark Hoffman for review and consideration prior to any travel commencing. Upon Director's approval, the travel request will be sent to the Office of the State Employer for review and approval. Once approval is received, the FOD will be notified, and travel may commence.

All requests for conference room use must be sent via email with the number of attendees, dates, location, reason for use, and describe setting in relation to Covid 19 safety protocols to the division chief for review. If division chief concurs, the request will be sent to Director Dan Eichinger, Resource Deputy Shannon Lott, and Administrative Deputy Mark Hoffman for review and consideration prior to any use of conference rooms. Upon Director's approval, the conference room request will be sent to the Office of the State Employer for review and approval. Once approval is received, FOD will be notified, and the conference room may be used for the approved purpose.

### Supervisor Responsibilities

Supervisors will provide employees instructions on how to conduct their work safely under the DNR COVID-19 Preparedness and Response Plan and FOD's plan. Supervisors will work with FOD's safety coordinator and Training Advisory Team representative to coordinate, develop, and determine method of delivery of training materials including "COVID-19: Keeping You Safe at Work" training on the Civil Service Learning Management System, site specific training, and distribution of appropriate personal protective equipment prior to employees return to work.

When employees return to work, FOD supervisors must have each employee complete the Return to Workplace Checklist and retain it in compliance with the recordkeeping section of this plan. Supervisors are expected to implement, monitor, and report on the COVID-19 control strategies. It is important that incidental contact such as breaks, meals, entrance to the building, or exit from the building also maintain the safety standards for distancing beyond six feet apart, frequent washing or use of sanitizer, and the wearing of masks at all times while on the premises. Supervisors are expected to ensure compliance with these requirements.



### Employee Responsibilities

FOD employees will participate in all training and review any training materials provided including site specific training. Employees will wear personal protection equipment as directed and will abide by other protocols set forth in this plan. Employees will be required to participate in daily health screenings, disinfect high touch areas, and stay home if sick.

The FOD chief and supervisors must stress the importance of social distancing and proper hygiene practices and educate employees on policies, procedures, and protocols. It is important that incidental contact such as breaks, meals, entrance to the building, or exit from the building also maintain the safety standards for distancing beyond six feet apart, frequent washing or use of sanitizer, and the wearing of masks at all times while on the premises. Employees are expected to comply with these requirements.

- Notify all employees and provide them direction, whether they are to resume working from home or return to the work location.
- Managers of the facility must be notified prior to staff returning to a DNR specific building.
- Communicate specific instructions and expectations to supervisors when employees are returning to work locations.
- Communicate overall plan, instructions, and training on safety requirements, protocols, and expectations of employees to help mitigate the spread of COVID-19 in the workplace including:
  - [Infection control protocols.](#)
  - Spending restrictions and policies for remote meetings.
  - Inform employees that all in and out-of state travel must be approved by the Office of the State Employer that is beyond what is approved in the return to work requests
  - Mechanisms to report and resolve compliance issues with safety protocols.
  - Protocols to isolate anyone who becomes ill with COVID-19 symptoms while working.
- Post plan in workplaces and make available to workers (online, etc.).
- Provide and document necessary training about the plan including site specific training.
- Post appropriate employee safety message signage: [State of Michigan COVID-19 Signage.](#)
- Remind employees of support available through the state Employee Service Program (ESP)
- Obtain, complete, and sign the Return to Workplace Checklist. Turn forms into division designee.

### **RECORDKEEPING.**

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

Supervisors must retain COVID-19 employee training records, health surveillance records, and records of required notifications for one (1) year from the date of the generation. If employees fail to follow the safety protocols and guidance, **QOL HR, Amy Abdo at 517-282-6891** should be notified and appropriate action may be taken by the DNR. This may include informal conversations, corrective action up to and including dismissal. If an employee feels their supervisor is not monitoring safety protocols, they should follow chain of command and report any concerns to their next level supervisor.

## **RESOURCES, WEBSITES AND CONTACTS**

- [State of Michigan Executive Orders & Directives](#)
  - [State of Michigan Agency/Department Return to Work Plans](#)
  - **Employee Service Program/ESP:**  
Confidential program to assist employees with personal and work-related concerns.  
[www.mi.gov/esp](http://www.mi.gov/esp), 800-521-1377, or [MCSC-ESP@mi.gov](mailto:MCSC-ESP@mi.gov)
  - [DHHS Epidemic Orders](#)
  - [Michigan.gov/coronavirus](http://Michigan.gov/coronavirus)
  - [MIOSHA COVID-19 Resources](#)
  - [MIOSHA Emergency Rules](#)
  - [MIOSHA General Industry Safety & Health Standards](#)
  - [CDC](#)
  - [OSHA COVID-19 Resources](#)
  - [Department of Natural Resources and Division COVID Preparedness and Response Plans](#)
- g) **Certification of Readiness** signed by the Agency/Department Director (attached)
- h) [Supervisor Checklist](#)
- i) [Health Screening Forms](#)