

SARS-CoV-2 (COVID-19) Preparedness & Response Plan for Low & Medium Risk Employees

General

This Coronavirus/COVID-19 Preparedness and Response Plan has been established for the Unemployment Insurance Agency (UIA) in accordance with the Governor's latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#). This plan shall minimally be made available to employees via the UIA's intranet and upon request. The UIA 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 Human Resources Director. Agency plans can be found at <https://www.michigan.gov/ose/0,4656,7-143--533755--U,00.html>.

LEO and all agencies and bureaus within LEO must prohibit employees from working in-person to the extent feasible. Recognizing that some employees must report for in-person work. All the following must be applied within return-to-work plans:

- Managers must identify those positions that require in-person work as well as define whether full-time or part-time in-person work is required.
- Managers must include the reason the work must be performed in-person, e.g., database connectivity if VPNs are not possible, physical documents or other physical work, equipment needs, etc.
- Trainings and hearing processes that do not require compliance with the Open Meetings Act must be conducted remotely. Exceptions may be made but a request including why remote use will not work must be submitted to OHR and approved by the Office of State employer.

The Safe Start Team/Return to Work Task Force/Business Recovery/Quality Assurance Team is made up of the following employees which will periodically review and update the plan:

- Kimberly Berry
- Heather Dery
- Angela Williams
- Mohammad Abd-ElSalam
- Fonda Turner-Cavin
- Tina Alagna
- John Arundel
- Steffany Muirhead

Exposure Determination

UIA evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Heather Dery, Executive Office Departmental Analyst, performed exposure determination.

UIA categorized 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).

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

Positions/job/task	Determination	Qualifying Factors (i.e., no public contact, public contact, job task description)
Dept Analyst/Local Offices	Medium Risk	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.
UC Mgr/Local Offices	Medium Risk	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.

UI Exam/Local Offices	Medium Risk	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.
SAM/Local Offices	Low/Medium Risk	May 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.
Acct Tech/Dept. Sup/Accountant/TFAS	Low/Medium Risk	May 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.
Dept Mgr./Reporting	Low Risk	Does 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.
UI and Econ Analysts/Reporting	Low Risk	Does 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.
UC Mgr./UI Analyst/UI Exam/Benefit Payment Control	Low Risk	Does 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.
Reg Agent/Investigations	Medium Risk	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.
Dept Analyst/Student Assistant/ UI Analyst-OEO/ Liability Examiner/Acct. Tech. /Tax & Employer Services	Low Risk	Does 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.

<p>Dept Supervisor/Dept Techs/WOTC</p>	<p>Low Risk</p>	<p>Does 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.</p>
<p>Dept Analyst/Financial Analyst/Field Audit, SUTA, and Determinations</p>	<p>Low Risk</p>	<p>Does 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.</p>
<p>Dept Mgr./Field Audit</p>	<p>Medium Risk</p>	<p>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.</p>
<p>UI Analyst/Reg Mgr./Acct. Exam/Collections</p>	<p>Low Risk</p>	<p>Does 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.</p>

UI Exam/Reimbursing	Low Risk	Does 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.
UC Mgr./UI Exam/Benefit Overpayments	Low Risk	Does 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.
SAM/Audit Spec./Dept Specialist/Compliance & Procedures	Low Risk	Does not require contact with people known to be, or suspected of being, infected with SARS-CoV-
UC Mgr./UI Analyst/Dept. Tech/BAM	Low Risk	Does 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.
Dept Mgr./UI Analyst/Dept. Tech/Policies & Procedures	Low Risk	Does 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.
Dept Tech/Advocacy	Low Risk	Does 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.
Dept Mgr./HR Dev//CLD	Low Risk	Does 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.
UC Mgr./UI Exam/Bankruptcy	Low Risk	Does 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.

SAM/Special Programs	Low Risk	Does 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.
Dept Analyst/Internal Controls	Low Risk	Does 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.
Admin Law Specialist/Internal Controls	Low Risk	Does 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.
SDA/Internal Controls	Low Risk	Does 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.
Dept Mgr./Dept Analyst/Storekeeper/Other/MSC	Low Risk	Does 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.
Machine Supervisor/Machine Operator/MSC	Low Risk	Does 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.
Office Supervisor/GOA/Storekeeper/WDC	Low Risk	Does 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.
SAM/Tech & Data	Low Risk	Does 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.
UC Mgr./UI Analyst/Acct Tech/Benefit System	Low Risk	Does 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.
Dept Mgr./UI Analyst/Employer System	Low Risk	Does 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.
SDA/Agency Services	Low Risk	Does 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.
Dept Analyst/Benefits	Low Risk	Does 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.
UC Mgr./UIE/CRT	Low Risk	Does 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.
SAM/Customer Service	Low Risk	Does 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.
Dept Analyst/Dept. Specialist/Special Programs	Low Risk	Does 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.

<p>UC Mgr./UI Exam /Student Assistants /Correspondence</p>	<p>Low Risk</p>	<p>Does 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.</p>
<p>UC Mgr./UI Analyst/UI Exam/EFC</p>	<p>Low Risk</p>	<p>Does 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.</p>
<p>UC Mgr./UI Analyst/UI Exam/Federal Programs</p>	<p>Low Risk</p>	<p>Does 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.</p>
<p>UC Mgr./UI Exam/Protests</p>	<p>Low Risk</p>	<p>Does 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</p>

		the public and other coworkers.
SAM/Claims	Low Risk	Does 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.
UC Mgr./Dept Analyst/UI Exam/Claims	Low Risk	Does 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.
SAM/Adjudication	Low Risk	Does 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.

UC Mgr./UI Exam/Dept Analyst/Adjudication	Low Risk	Does 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.
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Engineering controls

UIA 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. John Arundel, State Administrative Manager 15, is responsible for ensuring that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

The following engineering controls will be implemented.

Positions/job/task	Engineering Control
UI Exam/Local Offices	Sneeze guards and/or, plexiglass will be installed to prevent the spread of SARS-CoV-2.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Kimberly Berry, Deputy Director, is responsible for ensuring that the correct administrative controls are chosen, implemented, and maintained effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

Additional engineering controls are not recommended for workers in the lower exposure risk group. Low exposure risk group employers should public health communications about COVID- 19

recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov, the MIOSHA website: https://www.michigan.gov/leo/0,5863,7-336-94422_11407---,00.html, and the MDHHS website: <https://www.michigan.gov/mdhhs/>, for more information.

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. Neck gaiters, face coverings with valves, and open chin bandanas are not acceptable.
- 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).
- Designation of a COVID-19 safety coordinator for each one or more worksite, who will monitor and report compliance with COVID-19 control strategies.
- All travel requests must be submitted to OHR and approved by OSE.

The following administrative controls have been established for UIA.

Positions/job/task	Administrative Control Type (workplace distancing, remote work, notifying customers)
Internal Controls	Social distancing, working remotely when possible, staggering shifts, notifying customers, and encouraging the practice of staying home if employees are ill.
Tax and Employer Services	Social distancing, working remotely when possible, staggering shifts, notifying customers, and encouraging the practice of staying home if employees are ill.
Finance and Reporting	Social distancing, working remotely when possible, staggering shifts, notifying customers, and encouraging the practice of staying home if employees are ill.
Agency Services	Social distancing, working remotely when possible, staggering shifts, notifying customers, and encouraging the practice of staying home if employees are ill.

Benefits	Social distancing, working remotely when possible, staggering shifts, notifying customers, and encouraging the practice of staying home if employees are ill.
Investigations	Social distancing, working remotely when possible, staggering shifts, notifying customers, and encouraging the practice of staying home if employees are ill.

Hand Hygiene & Disinfection of Environmental Surfaces

Fonda Turner-Cavin, State Administrative Manager 15, is responsible for ensuring 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.

Fonda Turner-Cavin, State Administrative Manager 15, is responsible for ensuring that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV2-19. When choosing cleaning chemicals, UIA consults 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. Fonda Turner-Cavin, State Administrative Manager 15, is responsible for ensuring 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
Desks/Chairs	Wipe and disinfect using EPA-approved disinfectant/Sani-Cloth, Lysol, Clorox disposable wipes	At least twice daily
Doorknobs/light switches	Wipe and disinfect using EPA-approved disinfectant/Sani-Cloth, Lysol, Clorox disposable wipes	At least twice daily
Phones/Keyboards	Wipe and disinfect using EPA-approved disinfectant/Sani-Cloth, Lysol, Clorox disposable wipes	At least twice daily
Toilets	Janitorial Service/EPA-approved cleansers	At least daily

Faucets/Sinks	Clean using soap & water, then disinfect using EPA-approved disinfectant/Sani-Cloth, Lysol, Clorox disposable wipes	Several times a day
Countertops/Tables	Clean using soap & water, then disinfect using EPA-approved disinfectant/Sani-Cloth, Lysol, Clorox disposable wipes	Between each use
Copiers/Printers	Wipe and disinfect using EPA-approved disinfectant/Sani-Cloth, Lysol, Clorox disposable wipes	Once before and once after use

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

- Clean and disinfect area using EPA- approved disinfectant
- Vacuum area

Common office space will need to be cleaned and disinfected by staff on a routinely scheduled basis by staff. Public computer workstations will be cleaned and disinfected after each use.

Personal Protective Equipment (PPE)

For the purposes of this plan, a nonmedical cloth face covering is NOT considered PPE. All employees who are medically able are required to wear a nonmedical cloth face covering in accordance with CDC guidance when at any UIA location. All UIA 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 UIA locations will be provided a disposable mask. Face coverings or masks that incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling are NOT sufficient face coverings because they allow respiratory droplets to be released into the air. Neck gaiter tube-style face scarves and open-chin triangle bandanas are also not allowed. 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.

Mohammad Abd-ElSalam, Agency Services Departmental Analyst, 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 the latest Michigan Department of Health and Human Services (MDHHS) Emergency Orders, Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules and updated CDC guidance.

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.

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

Positions/job/task	PPE
Internal Controls	Face mask, gloves, hand sanitizer and sanitizing wipes
Tax & Employer Services	Face mask, gloves, hand sanitizer and sanitizing wipes
Finance and Reporting	Face mask, gloves, hand sanitizer and sanitizing wipes
Agency Services	Face mask, gloves, hand sanitizer and sanitizing wipes
Benefits	Face mask, gloves, hand sanitizer and sanitizing wipes
Investigations	Face mask, gloves, hand sanitizer and sanitizing wipes

Health Surveillance

UIA has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. Angela Williams, State Administrative Manager 15, is responsible for ensuring that all required health surveillance provisions are performed as required. Additional managers will assist within each Division and/or unit to act as liaisons to ensure the most accurate information has been reported regarding an employees’ illness or suspicion of illness to their managers and their Health Surveillance monitor. These individuals will take a short training course and provide sign off that training has been completed. A database will be developed to track these reports and FAQs will be available on the UIA intranet regarding the process.

UIA will create and provide a checklist for those employees that are in the field. Field Auditors and Regulation Agents will have a checklist on how to interact with the employers they are visiting and/or auditing.

At the beginning of each work shift, UIA (in conjunction with DTMB) will screen employees for signs

and symptoms COVID-19 as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to LEO-Human Resources before and during the work shifts and UIA has provided employees with instructions for how to make such a report to the employer.

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

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

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

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

This section 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

Steffany Muirhead, State Administrative Manager 15, shall coordinate SARS-CoV2 training and ensure compliance with all training requirements. At a minimum, employees will be trained on:

- Mandatory OSE-provided "COVID-19: Keeping You Safe at Work" training on the Civil Service Learning Management System.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air

and on environmental surfaces.

- Symptoms of COVID-19.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures the facility is taking to prevent worker exposure to the virus.
- Rules that the worker must follow to prevent exposure to and spread of the virus.
- The use of personal protective equipment (PPE), including the proper steps for putting it on and taking it off.

Note: the OSE-provided training is in addition to a review of the agency/department plan and other new procedures and protocols and is intended to be completed just prior to an employee's return to their pre-COVID assigned workplace to ensure they receive the latest information and guidance.

Recordkeeping

Tina Alagna, State Administrative Manager 15, will coordinate SARS-CoV2 required recordkeeping and ensure compliance with all such requirements as specified in the latest Michigan Department of Health and Human Services (MDHHS) Emergency Orders, Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules and updated CDC guidance.

The following records are required to be maintained and kept for one year:

- Required training
- 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
- When an employee is identified with a confirmed case of COVID-19.

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, 800-521-1377, or MCSC-ESP@mi.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](#)