



Michigan Department of Labor and Economic Opportunity State Land Bank SARS-CoV-2 Preparedness & Response Plan for Low & Medium Risk Employees

General

The following Coronavirus/COVID-19 Preparedness and Response Plan has been established for the State of Michigan, State Land Bank Authority in accordance with the Governor's latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2. Please also reference the [Department of Labor and Economic Opportunity \(LEO\) Coronavirus/COVID-19 Preparedness and Response Plan](#).

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. The State Land Bank Authority has read these emergency rules carefully, developed the safeguards appropriate based on its type of business or operation, and has incorporated those safeguards into this Coronavirus/COVID-19 Preparedness and Response Plan.

The State Land Bank Authority has moved to a permanent work-from-home setup and will not be "returning to work" in an office environment for the foreseeable future. However, if it is decided that will change, they have designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) is the Executive Director, Operations Manager, or designee. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via Michigan.gov/landbank.

Exposure Determination

The State Land Bank Authority has 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. The Executive Director, Operations Manager, or designee will be responsible for seeing that exposure determination is

performed.

The State Land Bank Authority has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of COVID-19 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. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs**. These jobs are those that require frequent 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. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The State Land Bank Authority has verified there are no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

The State Land Bank Authority has categorized its jobs as follows:

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

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
All employee work minus picking up mail from Landmark Building	Lower	The team is permanently work-from-home
Picking up mail from the Landmark Building	Lower	A staff person wearing a mask does this once a week and does not interact with the public

✔ Engineering Controls

In the event that the State Land Bank Authority returns to work, they have implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. 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.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

The Executive Director, Operations Manager, or designee will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
All employees work-from-home	The team is permanently work-from-home

✔ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. In the event that the State Land Bank Authority returns to work, the Executive Director, Operations Manager, or designee will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for the State Land Bank Authority:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
When picking up mail from Landmark Building	Maintain at least six feet from everyone on the worksite.
All employee work is remote, permanently.	Promote remote work (telecommuting) to the fullest extent possible.
Business travel is suspended until reconsideration in spring 2021	Restrict business-related travel for employees to essential travel only.
Face-to-face meetings are suspended until reconsideration in spring 2021	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
When picking up mail from Landmark Building	Require customers and the public to wear cloth face coverings.
All employee work is remote, permanently.	Keep customers informed about symptoms of COVID-19 while conducting all business electronically.

Hand Hygiene

In the event that the State Land Bank Authority returns to work, the Executive Director, Operations Manager, or designee 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 employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, the State Land Bank Authority shall provide employees with antiseptic hand sanitizers or towelettes. The State Land Bank Authority will provide time for employees to wash hands frequently and to use hand sanitizer.

The State Land Bank Authority shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

✔ Disinfection of Environmental Surfaces

In the event that the State Land Bank Authority returns to work, they will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). The State Land Bank Authority will make cleaning supplies available to employees upon entry and at the worksite.

In the event that the State Land Bank Authority returns to work, the Executive Director, Operations Manager, or designee will be responsible for seeing 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-CoV-2. When choosing cleaning chemicals, the State Land Bank Authority 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.

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

Surface	Method/Disinfectant Used	Schedule/Frequency

In the event that the State Land Bank Authority returns to work, they will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The Executive Director, Operations Manager, or designee will be responsible for seeing that this protocol is followed.

✔ Personal Protective Equipment (PPE)

In the event that the State Land Bank Authority returns to work, they will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

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.
- 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.

In the event that the State Land Bank Authority returns to the workplace, all employees who are medically able are required to wear a nonmedical cloth face covering (cloth face coverings are technically not considered PPE) in accordance with CDC guidance when at any Land Bank workplace. All State Land Bank Authority 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 any Land Bank workplace 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.

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

Job/Task	PPE
When picking up mail from Landmark Building	Require customers and the public to wear cloth face coverings.

Health Surveillance

In the event that the State Land Bank Authority returns to the 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.). When obtainable, a no-touch thermometer will be used for temperature screening of employees. The State Land Bank Authority will similarly screen contractors, suppliers, and any other individuals entering the worksite. All alternative health surveillance methods and processes MUST be approved by OSE prior to implementation.

In the event that the Michigan State Land Bank Authority returns to work, employees will be directed to promptly report any signs and symptoms of COVID-19 to the Executive Director, Operations Manager, or designee before and during the work shift. At that time, the State Land Bank Authority will provide employees with instructions for how to make such a report to the employer.

In the event that the State Land Bank Authority returns to work, they 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:

- 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.

In the event that the State Land Bank Authority returns to work, they will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, the Executive Director, Operations Manager, or designee will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, the State Land Bank Authority will not reveal the name or identity of the confirmed case.

The State Land Bank Authority will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

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.

Return to work health surveillance

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.

Gatherings and Returns to the Workplace, & 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 State Land Bank Authority is 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 State Land Bank Authority Director will submit a written request to the OSE Director for approval. Requests will 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

In the event that the State Land Bank Authority returns to work, the Executive Director, Operations Manager, or designee shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Additionally, the Executive Director, Operations Manager, or designee will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

The Executive Director, Operations Manager, or designee shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

In the event that the State Land Bank Authority returns to work, mandatory OSE-provided “COVID-19: Keeping You Safe at Work” training on the Civil Service Learning Management System will be required. This training is in addition to a review of the agency/department plan and other new procedures and protocols. Note: the OSE-provided training 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

In the event that the State Land Bank Authority returns to work, they will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record

when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Per the [MIOSHA Emergency Rule](#), the State Land Bank Authority must maintain all COVID-19 employee training records, health surveillance records, and records of required notifications for one (1) year from the date of generation. The Executive Director, Operations Manager, or designee will ensure that the records are kept.

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

In accordance with the State of Michigan's Safely Returning Employees to the Workplace, the State Land Bank Authority Safe Start Team, the Return to Work Task Force and the Business Recovery/Quality Assurance Teams shall minimally be comprised of the Director, and Operations Manager. Other State Land Bank Authority employees may be assigned to the special roles. These teams will be responsible for establishing and implementing return to workplace goals, periodically reviewing the State Land Bank Authority Coronavirus/COVID-19 Preparedness & Response Plan and to identify lessons learned, best practices, and improvement needs stemming from agency communications, engineering and administrative work practice controls, and personal protective equipment used during the pandemic.

Resources, Websites and Contacts

- [State of Michigan Executive Orders & Directives](#)
- [State of Michigan Agency/Department Return to Work Plans](#)
- [DHHS Epidemic Orders](#)
- [Michigan.gov/coronavirus](#)
- [MIOSHA COVID-19 Resources](#)
- [MIOSHA Emergency Rules](#)
- [MIOSHA General Industry Safety & Health Standards](#)
- [CDC](#)
- [OSHA COVID-19 Resources](#)

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

Addendums:

- a. Certification of Readiness
- b. Supervisor Checklist
- c. Health Screening Forms