



COVID-19 Preparedness & Response Plan

Introduction

As the Michigan Department of Labor & Economic Opportunity's Office of Employment and Training (LEO-E&T) begins the initial planning phase to resume on-site operations, the health, safety and wellbeing of our employees and customers is our highest priority. The public-facing staff will return to the workplace in collaboration with our key partners in LEO-Unemployment Insurance, Michigan Works! Agencies and the Michigan Department of Health and Human Services to ensure consistency in serving our collective customers. The non-public facing staff will remain in a telework status for the foreseeable future with no date to return them back to the workplace.

This Coronavirus/COVID-19 Preparedness and Response Plan has been established by LEO-E&T in accordance with the Governor's latest Executive Directives, MIOSHA Emergency Rules, DHHS Epidemic Orders, and CDC guidance. This plan is in conjunction with the guidance and requirements outlined in the [LEO Return to Work Plan](#). This plan will be available electronically on the [LEO-E&T intranet](#) and to employees or their representatives upon request.

This is a working document and will be updated to reflect changes in directives and introduce new recommended practices, as they become available. This guidance provides pertinent information and instruction to keep staff and visitors who enter our facilities safe. Questions may be directed to LEO-E&T Operations at Employment-and-Training-Operations@michigan.gov or LEO-Human Resources.

Prohibiting In-Person Work

LEO-E&T employees are prohibited from working in person to the extent that is feasible. To employees that must report for in-person work, the following must be applied:

- 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 that the work must be performed in-person, i.e., database connectivity if VPN's are not possible, physical documents or other physical work, equipment needs.
- Any work-related 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 LEO-Human Resources and approved by the Office of State Employer.

Such services and plans must be submitted to OHR and approved by the Office of State Employer prior to implementation.

LEO-E&T IN-PERSON WORK		
Positions/Job/Task	Reason	Time Required
SEMA/Executive Secretary/Departmental Analyst/Specialist/Managers	Accessing/processing mail, accessing central files, printing, obtaining office supplies	Part-time; Minimum hours necessary; less than 1-2 hours/visit
Compliance Staff	Accessing/rotating files; copying/scanning documents	1-2 hours/visit
Information Technology support	Connection to state network, departure tasks, assisting with IT/technical issues	1-2 hours or less/visit

Exposure Determination

LEO-E&T will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to COVID-19. LEO-E&T Executive Leadership, in conjunction with the LEO-E&T Operations, will be responsible for seeing that exposure determination is performed.

It has been determined the following positions/jobs/tasks have the following exposure risk determination(s).

Positions/Job/Task	Determination	Qualifying Factors (i.e. no public contact, public contact, job task description)
On-site Office Staff	Low Risk	Limited public contact
Public-facing staff	Medium Risk	Public contact

Engineering controls

Feasible engineering controls have been identified and will be implemented to prevent employee exposure to COVID-19. 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.

LEO-E&T Executive Leadership, LEO-E&T Operations and LEO Facilities 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 identified to be implemented.

Positions/Job/Task	Engineering Control
Receptionist Desk – all locations	Sneeze guard

Administrative Controls

Administrative controls are workplace policies, procedures and practices that minimize or eliminate employee exposure to the hazard. LEO-E&T Executive Leadership, in conjunction with the LEO-E&T Operations, will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained effectively in order to minimize or eliminate employee exposure to COVID-19. For the foreseeable future, LEO-E&T will promote telework to the maximum extent practical. COVID-19 Safety Coordinators will be identified for each worksite to implement, monitor, and report on COVID-19 control strategies as staff return to the workplace.

Positions/Job/Task/Other	Administrative Control Type
On-site staff	Rotational on-site shifts ensuring 6' social distance standards; when not on-site, staff will continue telework.
On-site staff	Reusable/disposable face mask to be worn when social distancing is not practicable and in common areas; masks will be provided (staff may opt to wear their own).
Field Staff	Field staff check list will be created/distributed in conjunction with MIOSHA guidelines
Customers/visitors	Limit customers/visitors to mail and deliveries only during initial rotational return to work; for those entering suites and work areas, signage will be posted related to COVID-19 risks and precautions. Customers/visitors will undergo a health screening to ensure they are free from known infection.
COVID-19 Safety Coordinators	For locations that are not open to the public, a COVID-19 Safety Coordinator is designated to implement, monitor, and report on COVID-19 control strategies.
On-site meetings	Suspend on-site meetings during initial rotational on-site schedule.
Non-essential travel	Restrict non-essential travel for all staff.
Conference room access	Conference rooms will not be accessible during initial on-site rotational schedule.
Break rooms/kitchen areas	Break rooms and kitchen areas will not be accessible during the initial on-site rotational schedule.
High-touch office equipment	Regular disinfecting of high-touch office equipment; minimize use of shared equipment to the extent possible.
Drinking fountains	Request bottle filler stations on all drinking fountains where they do not exist.
Travel requests	All travel requests must be submitted to LEO-Human Resources and approved by the Office of State Employer.

Hand Hygiene & Disinfection of Environmental Surfaces

LEO-E&T Executive Leadership, LEO-E&T Operations and LEO Facilities will be responsible for seeing that adequate handwashing facilities are available in the workplace and highly encourage regular handwashing. 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 COVID-19. When handwashing is not feasible, antiseptic hand sanitizer will be provided in common areas.

LEO-E&T staff in collaboration with individual(s) responsible for executing facility cleaning protocols 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 COVID-19. When choosing cleaning chemicals, LEO-E&T 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 COVID-19 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 (i.e., concentration, application method and contact time, and personal protective equipment).

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. LEO Facilities, in conjunction with the E&T Director of Operations and LEO-Human Resources, 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
Desk worksurfaces/equipment	EPA-approved disinfectant	At least daily
Supply/copy areas	EPA-approved disinfectant	Before/after every use
Kitchen/break rooms	EPA-approved disinfectant	After every use
Bathrooms*		
High-touch point areas (elevators, vending areas)*		

*Will work with LEO Facilities, DTMB Facilities and/or building lessor in establishing an appropriate cleaning and disinfecting method and schedule of these areas.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) will be provided for employees for protection from COVID-19 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 2020-114. All PPE will be:

- Selected based upon the hazard to the employee.
- 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 6 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.

For the purposes of this plan, a non-medical cloth face covering is NOT considered PPE. All employees who are medically able are required to wear a non-medical cloth face covering in accordance with CDC guidance when at the LEO-E&T building/location. 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:

Positions/Job/Task	PPE
All staff	All LEO-E&T employees will be provided two reusable non-medical 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 non-medical cloth face covering provided to all employees.
Visitors	Disposable masks will be made available for customers/visitors to our facilities; customers/visitors may choose to wear their own.

Face coverings worn in the workplace shall not be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites. Face coverings representing certain colleges, universities or sports teams are permissible provided they meet the above-mentioned criteria. 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 (i.e., in-person meetings, hallways, restrooms, breakrooms, elevators). Employees who cannot consistently maintain 3' of separation from other individuals in the workplace should also consider wearing a face shield.

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.

Screening protocol will be implemented to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. LEO-E&T Executive Leadership, in conjunction with LEO-E&T Operations, will be responsible for ensuring all required health screening protocols are followed as required.

At the beginning of each work day or at the start of each work shift, LEO-E&T staff will use the COVID-19 Health Screening form located on the LEO-E&T Intranet to screen themselves for signs and symptoms of COVID-19. Screening protocol and tool may change based on guidance provided by the Office of the State Employer (OSE). If an employee is unable to access the online health screening form, they may download a copy of the [COVID-19 Workplace Health Screening](#) form and submit it to their direct supervisor via email prior to performing their work duties or going onsite.

LEO-E&T will also conduct a daily health screening protocol for contractors, suppliers and any other individuals entering the worksite to include a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. This form can be found on the [LEO-E&T intranet](#) and submitted to Employment-and-Training-Operations@michigan.gov prior to visiting the worksite.

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

- LEO-E&T management will confirm each person entering the building has completed and passed the MI Symptoms Tracker application or that individual attests to having no symptoms in the past 24 hours and has not been in contact with a known or suspected COVID-19 infected person in the past 14 days.
- The flow of individuals into the area will be moderated to ensure social distance can be achieved. All people entering the facility will be asked to complete the screening protocol.
- Employees must wear a face covering, including the person assisting with entry screenings.
- Consideration for barriers to be installed, where feasible, so the person taking the temperatures or facilitating the screening is not exposed via a COVID-19 asymptomatic or symptomatic person.
- Individuals conducting the screenings will be trained to include proper manufacturer-guideline described use of the touchless thermometers.

If an employee identifies on the health screening form as having COVID-19 like symptoms, they will be asked to stay home, monitor their symptoms, contact their personal healthcare provider for further direction/advice, as needed, and meet specific criteria before returning to the workplace.

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.

Any employee with known or suspected COVID-19 will be physically isolated from the remainder of the workforce, using measures such as, but 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 will self-isolate during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Gatherings and Return to the Workplace Authorization Process

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

All LEO-E&T employees must complete the mandatory OSE-provided “COVID-19: Keeping You Safe at Work” training on the State of Michigan Learning Center. 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.

In addition, LEO-E&T will develop a COVID-19 education/training to ensure compliance with all training requirements. Training will include:

Audience	Topic/Content
All staff	Overview of LEO-E&T Safe Start Plan <ul style="list-style-type: none"> • Roles/Responsibilities • PPE • Cleaning/Disinfecting Protocols <ul style="list-style-type: none"> ○ Workstations ○ Building/facility ○ High-touch equipment/common areas • Health Screening and Daily Self-Screening Protocol <ul style="list-style-type: none"> ○ Notification protocol • Isolation Protocol • Self-Quarantine and Return to Work Protocol • Social Distancing Protocol • Visitors/Contractors Health Screening Protocol • Signage • Resources Available <ul style="list-style-type: none"> ○ CDC ○ EPA ○ MIOSHA ○ ESP
LEO-E&T on-site volunteers	Health Screening Protocol <ul style="list-style-type: none"> • Roles/Responsibilities • Safety Protocol • PPE for screeners/volunteers • Self-Screening (at home and on-site) • Self-Quarantine and Return to Work Protocol • Visitors/Contractors Health Screening Protocol
LEO-E&T leaders/managers	Virtual in-depth review of: <ul style="list-style-type: none"> • Protocols Related to Employee Attendance • Isolation Protocol • Self-Quarantining and Return to Work Protocol • Visitors and Contractors Screening

Employees will be required to sign and submit an acknowledgement of training after it has occurred.

Recordkeeping

LEO-E&T's Records Management Liaison shall coordinate COVID-19-required recordkeeping and ensure compliance with all such requirements as specified in applicable orders, guidelines and directives. Per the [MIOSHA Emergency Rule](#), the agency/department 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 following records are required to be maintained:

- Required training.
- 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.
- When an employee is identified with a confirmed case of COVID-19.
- The notification of a known case of COVID-19 to the local public health department and any co-workers, contractors, or suppliers who may have come into contact with the person.

Return to Work Task Force

Task Force Focus	Participants	Representing
Leased Facilities <ul style="list-style-type: none"> • Victor • Pierpont 	Mike Wurminger Joe Billig Katie Belknap Sigrid Adams Jenny Piatt Malinda Huffman Tonia Peterson	WD WD BSBP MRS – Pierpont MRS – Pierpont MRS – Pierpont MRS – Pierpont
DTMB Managed Facilities <ul style="list-style-type: none"> • Elliott Larsen • BTBL 	Scott Norris Malinda Huffman Jonathan Bischoff	Braille and Talking Book Library (BTBL) MRS – Elliott-Larsen MRS – Elliott-Larsen
Partner/Co-Located (MWA/HHS)	Crystal Bersche Shawnese Laury Phyllis Marshall Anne Smith Venita King Eric Bachmann Malinda Huffman	WD – Veterans BSBP – Detroit BSBP – Flint BSBP – Grand Rapids MRS – SE Division MRS – West/Central/Northern MRS – HHS/MWAs/Private Leases
BSBP Training Center/MCTI	Juan Ortiz Rose Beville-Sprinkle Jennifer Zuniga Malinda Huffman	BSBP – Training Center (BSBPTC) BSBP – Training Center (BSBPTC) MRS – Michigan Career & Technical Institute (MCTI) MRS – Michigan Career & Technical Institute (MCTI)

Standing Participants:

1. Heather McBrien, LEO-E&T Operations
2. Michelle Manikowski, LEO-E&T Operations
3. Elyse Walter, LEO-E&T Communications
4. Teri Martin, LEO Facilities
5. Union Representation, as applicable

Resources, Websites and Contacts

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

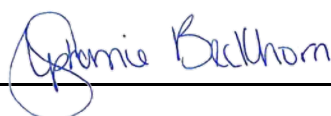
Certification of Readiness to Return Employees to the Workplace

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

- My agency has identified priority services operations (prioritized, operational requirements enumerated, cost and revenue considered). This includes identifying the percentage or number of employees:
 - Required to work on premises.
 - Who will remain remote on a short-term, medium-term, and long-term basis.
- My agency has social distancing plans in place for work areas, elevators, meeting rooms, and common spaces.
- My agency has a plan to conduct [health screenings](#) for all employees and may do so for all vendors, contractors, and visitors. (Some facilities may require body temperature screenings.)
- My agency has communicated [infection control protocols](#), including [handwashing](#), health screening, temperature taking, face covering wearing, and [respiratory etiquette](#), to anyone who is in the workplace.
- My agency has plans in place for telework, flextime, and staggered schedules in areas where social distancing is not possible.
- My agency has communicated travel restrictions and policies for remote meetings.
- My agency has consulted with facilities management, the DTMB, or the landlord to ensure extra cleaning and sanitizing schedules, needed layout changes, etc.
- My agency has appropriate and sufficient signage posted denoting social distancing requirements, hygiene reminders, restrictions on public access, required conference room seating, maximum number of people allowed in each space, what to do if employees become ill, etc.

- My agency has made cleaning and disinfecting supplies available for employees to maintain their workspaces and equipment, along with adequate hygienic products such as soap, towels, and tissues.
- My agency has a process for employees and supervisors to report, inventory, and sanitize all state-owned equipment and office furniture removed from the agency and subsequently returned.
- My agency has employee communication plans that include notifying employees of information needed BEFORE they return to the site.
- My agency has notified all employees how to contact the [Employee Service Program \(ESP\)](#) if necessary.
- My agency has mechanisms in place to report and resolve compliance issues with safety protocols. These mechanisms are widely known to [employees](#), either through signage or frequent verbal or written communication.
- My agency has protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working.
- If applicable, my agency has the necessary Personal Protective Equipment (PPE) on hand to distribute to employees when necessary.
- I certify my agency has protocols in place to comply with executive orders allowing the safe return of employees to the workplace. By signing this certification, I attest my agency has followed all applicable guidance in this document, and has communicated or will communicate all relevant standards and policies to employees before they return or immediately as they return to the workplace.

AGENCY DIRECTOR SIGNATURE _____



DATE _____

11/20/2020

Return to Workplace Checklist

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

Welcome back! We are glad you are here.

Employee Name and ID	
Supervisor/Manager	

A. State Property

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

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

Yes No N/A - Not returning equipment

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

Specify: _____

B. Communications

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

C. Training

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

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

Employee Signature _____ DATE _____

Supervisor Signature _____ DATE _____