

COVID-19
Exposure Control Plan for the
Bureau of State Lottery



REV 6/09/2020

The Bureau of State Lottery (Lottery) is committed to providing a safe and healthy work environment for our entire staff. In pursuit of this endeavor, the COVID-19 Exposure Control Plan (ECP), and COVID-19 Return to Work Plan for Lottery are provided to prevent exposure to COVID-19. These plans are in accordance with Guidance on Preparing Workplaces for COVID-19 in accordance with existing [COVID-19 executive orders](#), and references listed on Appendix B.

These documents are intended to assist our department in implementing and ensuring compliance with qualified standards and guidance, thereby protecting our employees.

This ECP includes but is not limited to:

- Determination of employee exposure
- Implementation of various methods of exposure control, including but not limited to:
 - Universal precautions.
 - Engineering and administrative controls.
 - Standard operating procedures.
 - Personal protective equipment; and,
 - Housekeeping.
- Return to work goals and identification of essential functions
- Post-exposure evaluation and follow-up.
- Procedures for evaluating circumstances surrounding an exposure incident
- Communication of hazards to employees and training.
- Recordkeeping

The methods of implementation of these elements are discussed further in the COVID-19 Return to Work Plan for Lottery.

EXPOSURE CONTROL PLAN & RETURN TO WORK PLAN ADMINISTRATION

The Health and Safety Coordinator, and Agency Safe Start Team are responsible for the implementation of the ECP and Return to Work Plan. The Health and Safety Coordinator will maintain, review, and update plans at least annually, and whenever necessary to include new or modified tasks and procedures. The Health and Safety Coordinator can be reached at 517-335-5683. All employees who could be potentially exposed to COVID-19 or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in the ECP and Return to Work Plan.

***Note:** Lottery’s Emergency Response Team will be the “Agency Safe Start Team.”

The Health and Safety Coordinator, and Agency Safe Start Team will maintain and provide all necessary personal protective equipment (PPE), engineering controls, and work practice controls as required by the ECP and Return to Work Plan. The Health and Safety Coordinator will ensure that adequate supplies of the equipment are available in the appropriate sizes. Contact location/phone number: Lucy Kish, 517-335-5683.

The Health and Safety Coordinator and the Human Resources Director will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and MIOSHA/OSHA records are maintained. Contact location/phone number: Lucy Kish, 517-

335-5683 or Donna Wilson, 313-456-3475.

The Agency Safe Start Team will be responsible for coordinating all training, documentation of training, and making the written ECP and Return to Work Plan available to employees, MIOSHA, OSHA, and state of Michigan representatives. Contact location/phone number: Kristi Thompson, 517-335-2376 or Donna Wilson, 313-456-3475.

I. EMPLOYEE EXPOSURE DETERMINATION

A. A Risk Assessment has been conducted and scored accordingly to determine and prevent exposure (see below).

Conducted By: Lottery Health & Safety Coordinator

Date: 5/20/20

Questions:

1. What is the hazard? Exposure to COVID-19 from employee or taxpayer (e.g., exchange of currency, correspondence)
2. What is the likelihood I could be exposed to the hazard and at what frequency?
3. What is the potential level of injury if exposed?

Considerations:

1. Transmission: The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). <https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html>
2. Close Contact Definition: Close contact is defined as a) being within approximately 6 feet (2 meters) of a COVID-19 case; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case – *or* – b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html>

Definitions

1. Hazard: This can be work materials, equipment, work methods or practices – that has the potential to cause harm.
2. Risk: Is the chance, minimal, low, medium, high or extreme, that somebody may be harmed by the hazard.
3. Likelihood of Occurrence: The likelihood and frequency of exposure to hazard.
4. Severity of Consequences: The potential level of injury due to a hazard.

Likelihood of Occurrence	Severity of Consequences				
	1. Minor Injuries (No lost time)	2. Significant Injury (up to 7 Days)	3. Serious Injury (7 Day Injury)	4. Major Injury	5. Fatality
1. Very unlikely [hasn't occurred before]	1	2	3	4	5
2 - Slight [rarely occurs]	2	4	6	8	10
3 - Feasible [possible, but not common]	3	6	9	12	15
4 - Likely [has before, will again]	4	8	12	16	20
5 - Very Likely [occurs frequently]	5	10	15	20	25
Risk Rating: Likelihood * Severity	Minimal 1-2	Low 3-9	Medium 10-15	High 16-20	Extreme 25

Activity	Minimal	Low	Medium	High	Extreme	Mitigation
Standard Activity in workplace (general office environment)		X Score: 7				Workspace spacing, potential barrier, practice social distancing, wear mask if medically tolerable or when social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Voluntary medical screening stations, routine cleaning.
Standard Activity in workplace (mail room)		X Score: 8				Practice social distancing, wear mask if medically tolerable or when social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Voluntary medical screening stations, routine cleaning.
Claim Centers (public interaction in enclosed building)			X Score: 11			Plexiglass barrier, practice social distancing, mandatory use of mask if medically tolerable or if social distancing cannot be maintained while interacting with the public, voluntary glove use, frequent hand washing and use of hand sanitizer. Limit customers in lobby to 1 per 6 sq. ft. area. Clean customer counter after use.
Sales Reps, Face to Face with Retailers (public interaction in enclosed buildings)			X Score: 12			Limit interaction, practice social distancing, mandatory use of mask if medically tolerable or if social distancing cannot be maintained while interacting in retail locations, voluntary glove use, frequent hand washing and use of hand sanitizer.
Inspectors, Investigators, Face to Face with Taxpayer			X Score: 12			Limit interaction, practice social distancing, wear mask if medically tolerable, voluntary glove use, frequent hand washing and use of hand

(public interaction in enclosed buildings)						sanitizer, Traveling only if required to resolve investigation.
Drawing Managers, (public interaction with TV studio staff)			X Score: 12			Limit interaction, practice social distancing, wear mask if medically tolerable, voluntary glove use, frequent hand washing and use of hand sanitizer,

Part-time, temporary, contract and per diem employees are covered by the standards. The provisions of the standards will be met for these employees.

II. METHODS OF IMPLEMENTATION AND CONTROL

A. Universal Precautions

All employees will utilize universal precautions.

B. Exposure Control Plan and Return to Work Plan for Lottery

All employees will receive a copy of of the ECP and Return to Work Plan before reentry into the workplace. It will also be reviewed with staff as needed. All employees have an opportunity to review these plans at any time during their work shifts. The plans are available the network in a shared location J:\Covid-19 Resources. If requested, we will provide an employee with printed copies free of charge and within 15 days of the request.

C. Standard Operating Procedures

Standard operating procedures (S.O.P.'s) provide specific guidance on controls and practices that shall be used when performing tasks that may involve exposure to COVID-19. They will be based on information provided in the ECP and Return to Work Plan, and will be emailed to all employees prior to returning to the worksite. (see Appendix A1 – A3). These procedures include information on social distancing, personal hygiene, cleaning and disinfecting personal workspaces, and shared tools.

D. Contingency Plans

Where circumstances can be foreseen in which recommended standard operating procedures could not be followed, the employer shall prepare contingency plans for employee protection, incident investigation, and follow-up as part of the standard operating procedures (see Appendix A1 – A3).

E. Engineering Controls and Administrative Controls

Lottery 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 COVID-19 include:

- Installing physical barriers, such as clear plastic sneeze guards.
- Implementing drive-up customer service.

Michigan Lottery will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

The following engineering controls have been implemented:

Positions/job/task	Engineering Control
Claim Centers	Physical barrier/plexi-glass shields on all claim center counters.
Claim Centers	Appointments will be utilized to limit the number of customers in lobby
Claim Centers	Drive-up customer service for claims larger than \$50,000 and for claim drop offs.

This facility identifies the need for changes in engineering control and work practices through review of MIOSHA/OSHA standards, employee interviews, the CDC, and other state agencies.

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Health and Safety Coordinator will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

The following administrative controls have been established for Lottery:

Positions/job/task	Administrative Control Type (workplace distancing, remote work, notifying customers)
General Office Environment	Workplace & social distancing. Masks, gloves, hand sanitizer, cleaning supplies provided. Detailed guidance and policies provided to all employees on appropriate workplace safety measures.
Mail Room	Workplace & social distancing. Masks, gloves, hand sanitizer, cleaning supplies provided. Detailed guidance and policies provided to all employees on appropriate workplace safety measures.
Claim Centers	Face-to-face contact by appointment. Workplace & social distancing. Masks, gloves, hand sanitizer, cleaning supplies provided. Detailed guidance and policies provided to all claim center employees on appropriate claim center safety measures.
Sales Reps	Social distancing. Masks, gloves, hand sanitizer, cleaning supplies provided. Detailed guidance and policies provided to all employees on appropriate workplace safety measures.
Inspectors, Investigators	Social distancing. Masks, gloves, hand sanitizer, cleaning supplies provided. Detailed guidance and policies provided to all employees on appropriate workplace safety measures.
Drawing Managers	Social distancing. Masks, gloves, hand sanitizer, cleaning supplies provided. Detailed guidance and policies provided to all employees on appropriate workplace safety measures.

The Lottery evaluates new procedures or new services by employee group meetings in

coordination with other state agencies. The following staff are involved in this process:
Lottery Agency Safe Start Team.

The Health and Safety Coordinator will ensure effective implementation of these recommendations if necessary.

F. Personal Protective Equipment (PPE)

At this time PPE is not required for use at Lottery. The Commissioner or designee will provide employees with PPE for the protection from COVID-19 appropriate to the exposure risk associated with the job following CDC and OSHA guidance and in accordance with the latest [COVID-19 executive orders](#).

Safety Supplies/ are provided to our employees for optional use at no cost to them. Guidance is provided to employees in the Lottery Return to the Workplace Employee Guidelines.

The types of safety supplies available to employees are as follows: **cloth and disposable face masks, non-latex surgical gloves, hand sanitizer (of greater than 60% alcohol), countertop protective shields (claim centers only).**

Supplies are located in Department Services at Lottery Central and with the Regional Sales Managers in the regional claim centers. As well as employee work areas. Locations may change based on subsequent phased reentry plans. Supplies may be obtained through the employee's managers, supervisors, and the Health and Safety Coordinator.

All employees must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- Used supplies may be disposed of in a standard trash container.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves or disposable masks for reuse.
- If the employee can medically tolerate the use of, wear appropriate face protection (cloth or disposable face mask) when less than six feet of social distancing cannot be maintained.
- Wear face masks when social distancing of less than three feet cannot be maintained
- Remove immediately or as soon as feasible any garment known to be contaminated by other potentially infectious materials (OPIM), in such a way as to avoid contact with the outer surface.

G. Housekeeping

The Department of Technology, Management and Budget (DTMB), and the Real Estate Division (SFA), will manage the coordination of cleaning and disinfecting activities.

Employees will be responsible for cleaning their personal workspace. For more information on cleaning and disinfecting, please see the Lottery COVID-19 Return to Work Plan.

H. Monitor and Assess the Exposure Control Plan and Return to Work Plan for Lottery

The Agency Safe Start Team will monitor implementation of the return to work plan and perform necessary functions to mitigate issues and irregularities.

III. Labels

The following labeling method(s) is used in this facility:

DTMB, or an approved service provider will ensure warning labels are affixed or red bags are used as required for regulated waste and contaminated equipment if necessary. Employees are to notify the Health and Safety Coordinator if they discover regulated waste containers without proper labels.

IV. RETURN TO WORK GOALS AND IDENTIFICATION OF ESSENTIAL FUNCTIONS

The Agency Safe Start Team will establish workplace goals and identify essential functions as noted in the Return to Work Plan. Lottery will update these goals as conditions change and as additional services can return to normal.

V. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, employees should contact their healthcare professional immediately, the Health and Safety Coordinator at 517-335-5683 and the Human Resources Director, Donna Wilson at 313-456-3475.

The administration of post-exposure evaluation, follow up, and coordination of proper cleaning and disinfecting activities will be conducted by the Health and Safety Coordinator and the Human Resources Office.

VI. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Health and Safety Coordinator will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Work practices followed
- Description of protective equipment or clothing that was used at the time of the exposure incident (*gloves, masks, etc.*)
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training

If it is determined that revisions need to be made, the Health and Safety Coordinator will ensure that appropriate changes are made to the ECP and Return to Work Plan. (*Changes may include an evaluation of safer devices, revision of SOP's, etc.*)

VII. EMPLOYEE TRAINING

All employees will receive training conducted by the Agency Safe Start Team or designee.

This training includes, but not limited to the following elements:

- Lottery Exposure Control Plan, and Return to Work Plan for Lottery (virtual overview)
- The 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 employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus.
- Rules that the employee must follow to prevent exposure to and spread of the virus.
- An explanation of PPE, including steps for putting PPE on and taking it off.

Training materials for this department are available on the Lottery network in a shared location.

VIII. RECORDKEEPING

A. Training Transcripts & Reports

Training in the State of Michigan Learning Center (SOMLC) and/or the Human Resources Office is documented on a transcript for the employee. A report may be obtained from the State of Michigan Learning Center for additional information including, content, name, job title, and date.

For training not on the SOMLC, a training record will be provided by the Human Resources Office for documentation, and will include content, name, job title, and date. All records will be maintained by Human Resources for proper record retention upon completion of training

Employee training records can be accessed on the SOMLC by the employee and supervisor. Training record requests not available on the SOMLC should be addressed to the Human Resources Director, Donna Wilson.

B. MIOSHA/OSHA Recordkeeping

An incident is evaluated to determine if the case meets MIOSHA's/OSHA's Recordkeeping Requirements. This determination and the recording activities are done by the Health and Safety Coordinator, and the Disability Management Office.

APPENDIX A1 (General): STANDARD OPERATING PROCEDURE (SOP) FOR COVID-19 CONTROL MEASURES

Task/Procedure: General Office Activities.

Exposure Risk Potential: Low (references: OSHA, CDC, Lottery Risk Assessment).

Personal Protective Equipment: Voluntary Use of Safety supplies - surgical mask, personal cloth face covering, disposable non-latex exam gloves.

Use: Voluntarily don safety supplies.

Maintenance/Disinfection: Do not reuse disposable gloves or surgical masks. Personal cloth face coverings should be washed daily.

Disposal:

- Discard supplies in standard trash can.

Engineering Controls: Increased ventilation and air exchange, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Voluntarily wear provided equipment/supplies as noted above
 - Employees must be able to medically tolerate wearing a mask.
 - Wear mask if social distancing cannot be maintained.
 - Wear mask in enclosed public spaces.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other supplies.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

General work practice controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening Questionnaire.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A2 (Mail Room): STANDARD OPERATING PROCEDURE (SOP) FOR COVID-19 CONTROL MEASURES

Task/Procedure: General Office Activities – Mail Room

Exposure Risk Potential: Low (references: OSHA, CDC, Lottery Risk Assessment).

Personal Protective Equipment: Voluntary Use of Safety Supplies - surgical mask, personal cloth face covering, disposable non-latex exam gloves.

Use: Voluntarily don safety supplies .

Maintenance/Disinfection: Do not reuse disposable gloves or surgical masks. Personal cloth face coverings should be washed daily.

Disposal:

- Discard supplies in standard trash can.

Engineering Controls: Increased ventilation and air exchange, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Voluntarily wear provided equipment/supplies as noted above
 - Employees must be able to medically tolerate wearing a mask.
 - Wear mask if social distancing cannot be maintained.
 - Wear mask in enclosed public spaces.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other supplies.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

General work practice controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening Questionnaire.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

APPENDIX A3 (Claim Centers): STANDARD OPERATING PROCEDURE (SOP) FOR COVID-19 CONTROL MEASURES

Task/Procedure: Claim Centers

Exposure Risk Potential: Medium (references: OSHA, CDC, Lottery Risk Assessment).

Personal Protective Equipment: Mandatory Use of Safety supplies - surgical mask, personal cloth face covering when working with public, Non-Mandatory Use - disposable non-latex exam gloves.

Use: Don safety supplies.

Maintenance/Disinfection: Do not reuse disposable gloves or surgical masks. Personal cloth face coverings should be washed daily.

Disposal:

- Discard supplies in standard trash can.

Engineering Controls: Physical Barrier (plexiglass), increased ventilation and air exchange, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Wear provided equipment/supplies as noted above
 - Employees must be able to medically tolerate wearing a mask.
 - Wear mask if social distancing cannot be maintained.
 - Wear mask in enclosed public spaces.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other supplies.
- Frequent cleaning and disinfecting of personal workspaces, counters and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

General work practice controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening Questionnaire.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The Health and

Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

**APPENDIX A4 (Indoor Public Interaction): STANDARD OPERATING PROCEDURE
(SOP)
FOR COVID-19 CONTROL MEASURES**

Task/Procedure: District Sales Representatives Face to Face Interaction with Retailers, Inspectors and Investigators interactions with retailers/charity game operators

Exposure Risk Potential: Medium (references: OSHA, CDC, Lottery Risk Assessment).

Personal Protective Equipment: Mandatory Use of Safety supplies - surgical mask, personal cloth face covering, Non-Mandatory use - disposable non-latex exam gloves.

Use: Don safety supplies.

Maintenance/Disinfection: Do not reuse disposable gloves or surgical masks. Personal cloth face coverings should be washed daily.

Disposal:

- Discard supplies in standard trash can.

Engineering Controls: N/A.

Work Practice Controls:

- Wear provided equipment/supplies as noted above
 - Employees must be able to medically tolerate wearing a mask.
 - Wear mask if social distancing cannot be maintained.
 - Wear mask in enclosed public spaces.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other supplies.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

General work practice controls:

- Limit interaction
- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening Questionnaire.

Contingency Plan: If employees determine that this procedure cannot be followed, they should

stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

**APPENDIX A5 (Indoor Public Interaction): STANDARD OPERATING PROCEDURE
(SOP)
FOR COVID-19 CONTROL MEASURES**

Task/Procedure: Drawing Manager interactions with WDIV staff

Exposure Risk Potential: Medium (references: OSHA, CDC, Treasury Risk Assessment).

Personal Protective Equipment: Use of Safety supplies: Surgical mask, personal cloth face covering. Voluntary Use - disposable non-latex exam gloves.

Use: Don safety supplies.

Maintenance/Disinfection: Do not reuse disposable gloves or surgical masks. Personal cloth face coverings should be washed daily.

Disposal:

- Discard supplies in standard trash can.

Engineering Controls: Physical Barrier (glass), increased ventilation and air exchange, workspace distancing, removal of trash can lid where applicable, regulating multipurpose rooms and meeting spaces.

Work Practice Controls:

- Voluntarily wear provided equipment/supplies as noted above
 - Employees must be able to medically tolerate wearing a mask.
 - Wear mask if social distancing cannot be maintained.
 - Wear mask in enclosed public spaces.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

General work practice controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening Questionnaire.

Contingency Plan: If employees determine that this procedure cannot be followed, they should

stop the procedure/work activity and consult their manager or supervisor. The Health and Safety Coordinator will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

Appendix B: Resources, Websites, and Contacts

General

www.cdc.gov/coronavirus/2019-nCoV

<https://www.michigan.gov/mdhhs/>

<https://www.michigan.gov/coronavirus>

<https://www.michigan.gov/leo/>

<https://www.michigan.gov/>

<https://www.michigan.gov/whitmer/>

www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

IN PROCESS: OSE/Treasury Training

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>