

Michigan Civil Service Commission (MCSC) COVID-19 Preparedness and Response Plan (Rev. 11/20/20)

General

The following COVID-19 preparedness and response plan was established for the Michigan Civil Service Commission (MCSC) in accordance with MIOSHA Emergency Rules for Coronavirus Disease 2019 (COVID-19). The MCSC is committed to providing a safe workplace for workers and visitors. To ensure this during the COVID-19 pandemic, we have developed this plan to mitigate the potential for exposure to SARS-CoV-2 and transmission of COVID-19 in our workplaces and communities.

This requires full cooperation among our workers, management, and visitors. The MCSC does not plan to transition its staff back to offices in the immediate future but has developed this interim plan, which will be further expanded and developed in collaboration with staff and building management. Additional information and training will be provided before transitioning back to state offices. This plan has been established in accordance with the latest [executive directives](#), [MIOSHA emergency rules](#), [DHHS epidemic orders](#), and [CDC guidance](#). This plan is available to employees on the MCSC's intranet and upon request.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. The MCSC has read these emergency rules, developed the safeguards appropriate to the MCSC based on its type of business or operation, and incorporated those safeguards into this plan.

All employees are responsible for implementing and complying with all aspects of this plan. MCSC supervisors have our full support in enforcing this plan. Under the plan, MCSC employees working in the Capitol Commons Center will follow the safety protocols described below in this plan. Under current operations, all employees at the Capitol Commons Center fall within lower-exposure-risk jobs based on the lack of frequent close contact with the general public. MCSC employees providing HR services for other agencies will follow the safety protocols established by their host agencies for their worksites. All worksites will have individual plans to reduce the spread of COVID-19 that reflect their unique situations.

The MCSC has designated its HR director, Stephanie Lenneman to implement, monitor, report on, and ensure compliance with the COVID-19 control strategies and requirements in this plan. Please direct questions on the plan to the HR director or HR office.

Exposure Determination

The MCSC 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 MCSC 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 MCSC has 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 MCSC 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	Qualifying Factors
Career Services Staff	Low or Medium	No Public Contact/Public Contact
Hearings Offices Staff	Low or Medium	No Public Contact/Public Contact
Training Staff	Low or Medium	No Public Contact/Public Contact
Examination Staff	Low or Medium	No Public Contact/Public Contact
All other staff	Low	No Public Contact

Engineering Controls

The MCSC has 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. Due to the limited public-contact and lower exposure risk faced by most MCSC employees, the majority of controls implemented are administrative controls detailed below. The primary engineering control implemented is the introduction of plastic shields at the information desk where public visitors are greeted.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The following administrative controls have been established for the MCSC:

Applicability	Administrative Control
Everyone	Maintain at least six feet from everyone on the worksite.
Everyone	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others and observe other policies.
Everyone	Promote remote work to the fullest extent possible.
Everyone	Promote flexible work hours to minimize the number of employees in the facility at once.

Everyone	Restrict business-related travel for employees to essential travel only.
Everyone	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
Everyone	Restrict the number of visitors in the office at any given time.
Everyone	Minimize the sharing of tools, equipment, and items.
Everyone	Provide employees non-medical grade face coverings.
Everyone	Require visitors to wear cloth face coverings.
Everyone	Provide customers and the public with tissues and trash receptacles.
Everyone	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
Everyone	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
Everyone	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
Everyone	Limit passengers in elevators.
Everyone	Dedicate traffic to up in NE stairwell and down in SW stairwell.
Everyone	Prop open doors to business areas during business hours.

Hand Hygiene

The MCSC will ensure 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 MCSC shall provide employees antiseptic hand sanitizers or towelettes. The MCSC will provide time for employees to wash hands frequently and use hand sanitizer.

The MCSC shall promote frequent and thorough hand washing and provide workers, customers, and worksite visitors places to wash their hands. If soap and running water are not immediately available, the MCSC will provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

The MCSC will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces and parts, products, and shared equipment. The MCSC will make cleaning supplies available to employees upon entry and at the worksite. Disinfecting wipes will be provided at multifunction copiers and other equipment used by multiple employees for disinfection between users.

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 MCSC will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens that 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
Door Handles		
Elevator Buttons		
Multi-function Machines	Wipes	When used
Meeting Room Tables and Chairs	Wipes	When used
Break Room Tables and Counters		
Restrooms		

The MCSC 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 under the direction of the HR director.

Disinfection of State-Owned Equipment and Furniture Returned to the Facility

Staff has been informed to notify the MCSC’s HR office of any state-owned equipment and furniture removed from the facility. These items have been tracked on inventory sheets. Upon returning to work at the facility, staff will report to the HR office on all state-owed equipment and furniture being returned. Staff will be instructed to sanitize all such equipment and furniture with provided disinfecting products referred to above.

Personal Protective Equipment (PPE)

The MCSC will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The MCSC will 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.

The MCSC will provide two non-medical grade face coverings (cloth face coverings) to all employees and instructions on how to properly wash them. For purposes of this plan, non-medical cloth face coverings are not considered PPE. Employees may provide and use their own masks if they are

approved, completely cover the mouth and nose, and are at least as effective as the masks provided to all staff. Face coverings worn at work cannot contain or depict political, offensive, vulgar, obscene, abusive, or confrontational gestures, language, pictures, or websites. Face coverages representing colleges, universities, sports teams, etc. are permitted if they meet the criteria above. Face coverings or masks with a valve or other opening to facilitate exhaling are not sufficient because they allow release of respiratory droplets. Neck gaiters, tube-style face scarves, and open-chin triangle bandanas are also not allowed.

The MCSC will require employees who are medically able to wear non-medical face coverings in accordance with CDC guidance when at the workplace. Face coverings are to be worn when employees cannot consistently maintain six feet of separation from others when in shared spaces (meetings, hallways, restrooms, breakrooms, elevators, etc. Employees who cannot consistently maintain three feet of separation should also consider wearing a face shield.

Visitors to the Capitol Commons Center will be provided a disposable mask.

Please contact your Human Resources Director or [Agency Safety Coordinator](#) with any questions. Employees or visitors with disabilities who are medically unable to wear a cloth face covering must contact the agency [Reasonable Accommodation Coordinator](#) to initiate the accommodation process. Please contact the agency [Reasonable Accommodation Coordinator](#) with any questions.

Health Surveillance

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 HR 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 at work. The HR director will evaluate work-related exposure incidents, follow up, and coordinate proper cleaning and disinfecting activities.

The MCSC will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. Screenings may alternatively include attestation that the employee is symptom-free each time the employee logs in to state-issued electronic devices, swipes an employee access card to enter a parking lot or work area, or through a smart-device app. These latter screening options will depend on technology being made available by the Department of Technology, Management and Budget. When obtainable, a no-touch thermometer will be used for temperature screening of employees. The MCSC will similarly screen contractors, and any other visitors entering the worksite. Persons exhibiting [signs of illness](#) or having a fever of 100.4 or above will not be permitted into the building.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to the HR Director before and during the work shift. The MCSC has provided employees with instructions for how to make such a report to the employer. MCSC has also instructed employees to stay home if they have a fever, cough, or other symptoms, or believe they may have COVID-19. Employees returning to work will be instructed to contact their HR director if they 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 at work.

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

The MCSC 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.

The MCSC will not discharge, discipline, or otherwise retaliate against employees who stay home or 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 HR director will notify the local public health department immediately, and any coworkers, contractors, or visitors 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 visitors, the MCSC will not reveal the name or identity of the confirmed case.

The MCSC 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.

Gatherings and Workplace Return Policy

The MCSC will create a policy prohibiting in-person work for employees to the extent their work can be completed remotely. If a return to the office or in-person gatherings for official state business functions are necessary, the MCSC will submit a written request to the OSE for approval. Requests will include the following:

- The location, time, and duration of the event.
- The total number of people expected to attend, limited to the extent possible.
- Whether the event will be held at a state-operated location or other venue, including the location name, address, telephone number.
- Why the event cannot be held remotely and importance of event or statutory mandate.
- Whether the return to the workplace or event is required or critical to the MCSC's mission and the related consequences if the request is not approved.
- Employees' transportation arrangements, including number of state vehicle occupants.
- How the MCSC intends to keep employees and attendees safe.
- If the event is held outside a state-owned or -operated facility, include confirmation that the venue complies with applicable MIOSHA and MDHHS Rules and CDC guidance.
- Whether the State Personnel Director supports the request.
- Names of the persons responsible for responding to COVID-related concerns, and how attendees

may contact that individual.

Training

The MCSC 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.

Offered training will include the OSE-produced information in the SOM Learning Center on “COVID-19: Keeping You Safe at Work” for assignment before initially returning to the state worksite. The MCSC shall create a record of training that includes the name of the employee trained and date of training.

Recordkeeping

The MCSC will maintain records of the following requirements:

- The MCSC shall maintain records of all COVID-19 employee training for at least one year.
- The MCSC shall maintain records of screening for employee or visitor entering the workplace for at least 30 days.
- The MCSC shall maintain records for at least one year of notification to the local public health department, coworkers, contractors, or other visitors who may have come into contact with a person who was a confirmed case of COVID-19.

Support and Resources

The MCSC Safe Start Team and Return to Work Task Force consists of the director, deputy directors, and HR director.

Support and Resources

- [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](#)