

Safe Restart Plan for MDARD

Coronavirus/COVID-19 Preparedness and Response Plan has been established for the Michigan Department of Agriculture and Rural Development (MDARD) in accordance with the Governor's latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#). This plan will be made available to employees via the MDARD intranet and upon request. The Michigan Department of Agriculture & Rural Development does not plan to transition its employees back to the office in the immediate future and this plan may be further expanded and developed in collaboration with staff and building management. The purpose of this program is to minimize or eliminate employee exposure to COVID-19.

MDARD is committed to providing a safe and healthy workplace for all our staff. Staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among all staff. Only through this cooperative effort can we establish and maintain the safety and health of everyone. All staff are responsible for implementing and complying with all aspects of this Safe Restart Plan.

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 MDARD Safe Start Team, the Return to Work Task Force and the Business Recovery/Quality Assurance Teams shall minimally be comprised of the Director, Deputy Director and the Department Safety Coordinator. Other MDARD employees may be assigned to the special roles as needed. These teams will be responsible for establishing and implementing return to workplace goals, periodically reviewing MDARD's Safe Restart 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.

MDARD Safe Start Team:

Director – Gary McDowell
Chief Deputy Director - Ken McFarlane
QOL HR Director – Hillary Fabus
Safety Coordinator – Jon Kujat
Acting Deputy Director and Safe Start Team Leader: Jamie Zmitko-Somers

These leaders will ensure plans to return employees to the workplace are implemented consistently across MDARD, with consideration to unique operations. Three priority areas have been established for MDARD’s Safe Restart Plan:

- Employee Communication
- Employee Phased Return
- Employee Safety – Control Plan

A return to work taskforce, represented by multiple MDARD divisions, was created to develop and implement return to work protocols with a lead selected for each priority.

Employee Phased Return Team	
Steve Carlson	Lead – PPPM
Cheri Ayers	EXO
Heather Brewer	FDD
Jim Padden	FDD
Jordan Polaskey	LAB
Torri Mills	EXO
Employee Communication	
Elizabeth Weier	Lead – EXO (EM)
Jessy Sielski	EXO (OC)
Jamie Zmitko-Somers	EXO
Michelle Kusnier	FDD
Employee Safety – Control Plan	
Kevin Bambenek	Lead – EXO (OOI)
Jon Kujat	EXO (OOI)
Terry Philibeck	FDD
Jeff Schaner	AID
Jason DeChene	LAB

Health Surveillance

Staff have been informed of and are required to self-monitor for signs and symptoms of COVID-19.

The State of Michigan has implemented leave policies that promote staff staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

At the beginning of each day all MDARD staff are required to complete and submit a health screening before entering an MDARD facility or beginning a day of field work that will take staff into the public.

During days where staff are telecommuting from their home, or if field staff are not entering the public, MDARD staff will not be required to complete the health screening.

MDARD has created a Microsoft Forms online health screening form available on the [MDARD SharePoint site](#). The form will automatically generate an email for any “yes” responses that will go directly to the MDARD HR Director. The HR Director will immediately follow-up with the staff person to discuss their situation and determine appropriate next steps and work for the day. Division Directors and Deputy Directors will have access to the data gathered and will work to ensure staff are completing the forms as required. Questions in the health screening form will be based on guidance from OSE and will be updated as guidance changes.

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.

Employee Phased Restart

MDARD will work to notify employees approximately one month prior to the requirement to return to their official workstation. This document is intended to be guidance for all MDARD staff, as well as lay the foundation for divisions to tailor division-specific processes, procedures, and activities. It will be up to division discretion to evaluate telework options at the division, section, and work unit levels. Supervision of staff in and out of the office will fall to the individual divisions and the work units within.

The MDARD plan will be the overarching document to guide our decisions and procedures with each division’s priorities fitting into the department’s guidelines. Divisions will implement additional plans to keep staff safe based on the type of inspection and activities they are required to do but will fit into the overall plan.

Return to Work Phase	Employees Included	Conditions
Tier 1	Field Staff – staff that need to return to routine work to complete required activities that require limited in person interaction.	MI Safe Start Plan Phase 4

		Ensure social distancing and adherence to MDARD’s Exposure Control Plan for field staff.
Tier 2	<p>Constitution Hall, Atlanta Office, Labs – Only staff that need to be in the facility to complete their work and have received OSE approval.</p> <p>Field Staff – that are not required to conduct in person visits should continue to use virtual options.</p>	<p>MI Safe Start Plan Phase 4</p> <p>Ensure social distancing and adherence to MDARD’s Exposure Control Plan for applicable location.</p>
Tier 3	<p>Constitution Hall, Atlanta Offices, Labs – continue teleworking with option to return staff at 50 percent capacity within the building.</p> <p>Field Staff – that are not required to conduct in person visits should continue to use virtual options when available but may conduct in person meeting.</p>	<p>MI Safe Start Plan Phase 5</p> <p>Ensure social distancing and adherence to MDARD’s Exposure Control Plan for applicable location.</p>
Tier 4	All employees return to their official workstation	MI Safe Start Plan Phase 6

Communications

MDARD will strive for consistency in communications across divisions. The messaging products noted in this plan will address key pieces of the Safe Restart Plan, seeking to address employee questions and concerns before employees are requested to return to an MDARD work site. The Safe Restart Communications Committee will be available to support divisions with their internal communications to staff. Communication will be created and shared with employees prior to their expected return to their workstation or interaction with the public.

- 1) Messaging from Director/Chief Deputy Director prior to return to work:
 - To Supervisors:
 - Expectations of supervisor communications to employees
 - Constitution Hall requirements vs. other workstation requirements
 - Reiterate requirement for daily health screenings and supervisor responsibilities
 - Reminder of availability of Employee Services (ESP) Program
 - To Staff:
 - How you will be notified that you need to return to work. Notification to the employee will take place approximately **one month** before the need to return to their workstation

- Communications regarding infection control protocols, including handwashing, health screening, temperature taking, wearing face coverings, and respiratory etiquette to those returning to the workplace
 - Who you should contact if you have questions about your return to work status
 - Daily health screening requirement
 - Those who can still telework should continue to do so
 - Staggered work schedules
 - Travel restrictions and remote meetings
 - Reminder of availability of Employee Services (ESP) Program
- 2) Specific return to work communications will be created for each group based on the exposure control plan for their location:
- Constitution Hall
 - Atlanta Office
 - Geagley Lab
 - Heffron Lab
 - Field Work
- 3) MDARD's SharePoint Site – will be used to house all communication regarding the Safe Start Plan and training documents, as well as all return to work communications.

Training

All employees must complete safety training prior to returning to their workstation or before conducting field work that involves the public. Training will be conducted by MDARD's safety coordinator as well as supervisors. The training will cover workplace infection control practices, proper use of PPE, Steps employees must follow to report COVID-19 symptoms or a suspected or confirmed case of COVID-19 and how to report unsafe working conditions. Training will consist of MDARD specific training as well as training provided by OSE. All staff are required to complete the mandatory OSE training "COVID-19: Keeping You Safe at Work" training available on the Civil Service-Learning Management System. The OSE training should be completed prior to entering one of MDARD's facilities or before beginning field work. Additional training will be provided based on new information that becomes available about the transmission on COVID-19 or updated safety procedures and protocols. Staff will be required to take additional updated training as it becomes available.

- 4) Supervisor Checklist – an electronic version of the checklist will be provided to supervisors that employees must complete before leaving their home work station or before their first day back to their official workstation.
- 5) Safety Concerns – staff should follow the current MDARD Incident Reporting Process to report any safety concerns due to Covid-19. The process for reporting a concern is available on the [MDARD SharePoint site](#). Staff can also contact their supervisor or MDARD Occupational Health and Safety Specialist.

Recordkeeping

As directed by the [MIOSHA Emergency Rule](#), the department will maintain all COVID-19 employee training records, health surveillance records, and records of required notifications for one (1) year from the date of generation.

Gatherings and Return to 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 for 2 hours or more, in-person gatherings (e.g., conferences, meetings, trainings, testing, audits, inspections, etc.) are necessary, then the department will submit a written request to the OSE Director for approval. MDARD will create a request process that includes the information. 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 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 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.

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](#)

The [FFCRA Employee Guidance](#) document provides more information on these new benefits, including what SARS-CoV-2 related reasons may allow use, what conditions may apply, what notice may be required, what pay benefits federal law may provide, and what payroll codes must be used during time entry.

Questions on Emergency Paid Sick leave should be directed to QOL Human Resources at QOL-Human-Resources@michigan.gov. Questions on FMLA leave for childcare should be directed to the [Disability Management Office](#) at 877-766-6447.

[Civil Service Regulation 5.10 Sick Leave](#) provides additional information on appropriate use of sick leave and emergency paid sick leave options.

- Staff with fears that impact their return to routine field work are encouraged to use the services provided by the Employee Service Program (ESP).
 - Appointments with an ESP Counselor are available by phone or video meeting and can be requested via 800-521-1377 or email to MCSC-ESP@michigan.gov.
 - Updated and specialized resources are available at www.michigan.gov/esp
 - ESP's [StressStop](#) Tool with a new eight-part "Coping with COVID-19" webinar series and weekly resiliency articles.

- Consideration of any assistance or accommodation: Staff can reach out directly to Sarah Rankin in QOL Human Resources, rankins@michigan.gov, for more information on the reasonable accommodation process, if applicable.

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 Signature on file

DATE November 6, 2020

SELF-IMPLEMENTED HEALTH SCREENING TEMPLATE

Note: This template has self-implemented questions to be used by employees each day prior to entering the workplace. Each employee shall work with their supervisor to establish a log to track those days they are in the workplace (aka building or going into the field).

Health Screening Questions		
	YES	NO
1) In the past 14 days, have you or a family member been diagnosed with COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
If the employee answers “YES”, stay home and talk to your supervisor.		
2) Do you have any newly developed or worsening symptoms? Check all that apply.		
One of these symptoms	OR	Two of these symptoms
<input type="checkbox"/> Shortness of breath <input type="checkbox"/> Cough <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> Loss of smell <input type="checkbox"/> Loss of taste	OR	<input type="checkbox"/> Feverish <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Chills <input type="checkbox"/> Diarrhea <input type="checkbox"/> Muscle aches <input type="checkbox"/> Fatigue <input type="checkbox"/> Headache <input type="checkbox"/> Congestion or runny nose <input type="checkbox"/> Sore throat
If an employee selects any one of these symptoms, stay home and talk to your supervisor.	OR	If an employee selects any two of these symptoms, stay home and talk to your supervisor.
Measurement of Temperature		
	YES	NO
3) Is your body temperature above 100.4 °F?	<input type="checkbox"/>	<input type="checkbox"/>
If the employee answers “YES”, stay home and talk to your supervisor.		

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 _____