



**COVID-19 Preparedness Plan and  
Return to Workplace Plan  
November 2020**

## Introduction

The Michigan Department of Education (MDE) is committed to providing a safe and healthy workplace for all workers and customers. To ensure a safe and healthy workplace, this plan was developed in response to the COVID-19 pandemic. Everyone is responsible for complying with the requirements and implementing the plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and communities, and that requires full cooperation among employees, management, and customers. Only through this cooperative effort can we establish and maintain the safety and health of employees and the workplace.

This Coronavirus/COVID-19 Preparedness and Response Plan has been established for MDE in accordance with the Governor's latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#). This plan shall minimally be made available to employees via MDE's intranet and upon request. MDE 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. Please contact Joetta Parker, Human Resources Director at [parkerj2@michigan.gov](mailto:parkerj2@michigan.gov), or Dr. Sherri Reese, at [trices1@michigan.gov](mailto:trices1@michigan.gov) if you have any questions about this plan.

## Exposure Determination

The process includes assessing risks and identifying appropriate controls for administrative, engineered, or personal protective equipment (PPE) prior to returning employees to the workplace. Key activities include:

- Plan must be signed and certified by agency senior management.
- Plan must be posted in workplaces and be available to workers (online, etc.).
- Provide and document necessary training about the plan.
- Supervise workers and ensure adherence to precautions.
- Employees and management must work together to ensure compliance.
- Plan must be made available upon request by regulatory authorities.

A risk assessment for the COVID-19 pandemic emergency was conducted to determine the level of respiratory infection risk for employees performing their job duties at the workplace.

Appropriate measures are included to mitigate the risks. The [Occupational Risk Pyramid](#) for COVID-19 identifies four workplace risk types.

## Occupational Risk Pyramid for COVID-19



### Risk Determinations within MDE:

Determination	Qualifying Factors	Positions/job/task within MDE
Very High Exposure Risk	Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include: <ul style="list-style-type: none"> <li>Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.</li> </ul>	MDE does not have very high-risk employees
High Risk	Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: <ul style="list-style-type: none"> <li>Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.</li> </ul>	MDE does not have high-risk employees
Medium Risk	Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include: <ul style="list-style-type: none"> <li>Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-</li> </ul>	Medium risk jobs include camp consultant, resident care aide, resident care aide supervisor, special education teacher, school principal, department manager, interpreter, audiology/speech consultant, general office

Determination	Qualifying Factors	Positions/job/task within MDE
	volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.	assistant, storekeeper, library technician, library assistant, librarian, library consultant, education field services consultant, department analyst, state administrative manager, state office administrator, superintendent, chief deputy superintendent, and deputy superintendent
Lower Risk	Jobs that do not require contact with people known to be, or suspected of being, infected. • Workers in this category have minimal occupational contact with the public and other coworkers.	Lower risk jobs include all office staff (majority of the department) consultant, secretary, SEMA, manager, analyst, technician, specialist, communication representative, auditor, state assistant administrator, graphic arts designer, supervisor, state office administrator, student assistant, unclassified, student assistant, state worker, buyer.

### Checklist: Controls for Jobs Classified as Medium Risk

For workers who **DO** have regular contact with the public

Type of Control	MIOSHA Guidelines for Consideration	MDE Implementation
Engineered	Install physical barriers, such as clear plastic sneeze guards, where feasible	MDE employees telework from home. Engineering controls will be installed prior to returning to the workplace, where feasible
Administrative	Provide face coverings to ill employees and customers until they can leave the workplace. In the case of face covering shortages, use a reusable face shield that can be decontaminated	MDE employees telework from home. The department will communicate face covering expectations prior to returning to the workplace
Administrative	Keep customers informed about symptoms and ask sick customers to minimize contact with workers	MDE employees work from home. No customers are allowed in the building
Administrative	Where appropriate, limit customer and public access to the worksite	MDE employees work from home. No customers are allowed in the building
Administrative	Implement strategies to limit face-to-face contact, such as through windows, over the phone, or online	MDE employees telework from home
Administrative	Communicate availability of <a href="#">health screening</a> and other worker health resources	MDE employees received information about the health screening process
PPE	May need to wear some combination of a face covering or face shield Consult up-to-date CDC and <a href="#">MIOSHA</a> resources and/or your agency's Safety Coordinator	MDE employees telework from home. This information is communicated in the plan

**Checklist: Controls for Jobs Classified as Lower Risk**

For workers who **DO NOT** have regular contact with the public

Type of Control	Details	MDE Implementation
Engineered	Not recommended	
Administrative	Monitor public health communications about COVID-19 recommendations and ensure workers have access to that information	Information will be available on the department’s Share pointe site
Administrative	Collaborate with workers to designate effective means of communicating important COVID-19 information	Employees received updates via email and virtual staff meetings
PPE	Continue to use the PPE, if any, that is ordinarily used for job tasks	All employees who are medically able are required to wear a nonmedical cloth face covering in accordance with CDC guidance when at MDE work locations. All employees will receive two cloth face coverings.

**Infection Prevention Measures**

Type of Control	Details	MDE Implementation
Isolation	Initiate processes for prompt identification and isolation of sick persons in the workplace	MDE employees telework from home. Isolation measures will be implemented prior to returning to the workplace
Face Coverings	Initiate processes to provide face coverings to employees or allow employees to bring face coverings into the workplace	MDE will initiate a process for provided face coverings to staff
Screening	Initiate health and/or temperature screening prior to entering the workplace	MDE communicated self-screening and self-reporting instructions to employees
Screening	Encourage employee self-screening and self-reporting procedures (temperature checks at home, use symptoms application, if developed)	MDE communicated self-screening and self-reporting instructions to employees

Spaces and Workflow

*Spaces and Workflow Resources*

- [State of Michigan: COVID-19 Guidance for Business](#)
- [State of Michigan: COVID-19 Guidance for Individuals](#)
- [AG's Guidance to Help Determine Whether a Worker is a "Critical Infrastructure Worker"](#)
- [OSHA: Guidance on Preparing Workplaces for COVID-19](#)
- [CDC: Environmental Infection and Control Guidelines for Air Handling](#)
- [ASHRAE: Technical Resources for COVID-19 Preparedness](#)

**Checklist: Space and Workflow – [Social Distancing](#)**

Space	Controls	MDE Implementation
Workstations	Ensure workstations allow for workers to be at least 6 feet apart. If unable, consider relocation, remote work, or physical barriers	MDE employees telework from home. Measures will be implemented prior to returning to the workplace

Space	Controls	MDE Implementation
Meeting and Conference Rooms	Post signage clearly stating the number of people who can occupy a room while maintaining social distancing	MDE employees telework from home. Measures will be implemented prior to returning to the workplace
Meeting and Conference Rooms	Remove or stack chairs more than the indicated occupancy for social distancing	MDE employees telework from home. Measures will be implemented prior to returning to the workplace
Hallways and walkways	In areas where 6 feet of distance cannot be maintained, instruct employees not to congregate	MDE employees telework from home. Measures will be implemented prior to returning to the workplace
Hallways and walkways	Use signage and/or marking tape to demonstrate 6 feet of distance within the space	MDE employees telework from home. Measures will be implemented prior to returning to the workplace
Breakrooms	Close breakrooms where social distancing is not possible	MDE employees telework from home. Measures will be implemented prior to returning to the workplace
Breakrooms	Post signage clearly stating the number of people who can occupy a room while maintaining social distancing	MDE employees telework from home. Measures will be implemented prior to returning to the workplace
Restrooms	Post signage encouraging limiting the number of users to the number that allows for social distancing	MDE employees telework from home. Measures will be implemented prior to returning to the workplace
Other spaces: workshops, storage rooms, and others	Rearrange workstations and/or time the use of adjacent stations to maintain 6 feet of distance, or implement engineering controls or administrative controls where necessary	MDE employees telework from home. Measures will be implemented prior to returning to the workplace
Elevators	Evaluate the capacity of riders that can comfortably fit with social distancing, encourage people to take the stairs	DTMB posted signage for elevators
Entrances	Schedule arrival and exit times of the workforce to allow for social distancing	MDE employees telework from home. Measures will be implemented prior to returning to the workplace

### Hand Hygiene

MDE will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees’ hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, MDE shall provide employees with antiseptic hand sanitizers or towelettes. MDE will provide time for employees to wash hands frequently and to use hand sanitizer.

MDE shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are

not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

## Disinfection of Environmental Surfaces

### *Cleaning and Sanitizing Resources*

- [CDC: Cleaning and Disinfecting Your Facility](#)
- [CDC: Cleaning and Disinfection for Community Facilities](#)
- [CDC: Cleaning vehicles from the CDC](#)
- [CDC: Cleaning and Disinfecting Your Home](#)
- [EPA: Disinfectants to use against SARS and COVID-19](#)

MDE will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). MDE will make cleaning supplies available to employees upon entry and at the worksite.

MDE will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, MDE will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

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

### **Checklist: Cleaning and Sanitizing**

Space	Controls	MDE Implementation
Shared equipment	Enhanced cleaning and disinfecting procedures for shared copiers, workspaces, conference telephones, remotes, vehicles, breakroom fridges, etc.	MDE will communicate procedures to employees
Shared spaces	Enhanced cleaning and disinfecting procedures for shared workspaces, breakrooms, bathrooms, hallways, conference rooms, etc.	MDE will communicate procedures to employees
Workspaces	Direct employees to and provide supplies for employees to clean and disinfect their workspace and equipment twice daily (keyboards, counter tops, computer mouse, etc.). If shared, provide supplies for cleaning and disinfecting after each user.	MDE will communicate procedures and provide supplies to employees
Personal hygiene	Post signage and provide guidance reminding employees about appropriate hygiene practices, and provide adequate supplies, including soap, paper towels, hand sanitizer, tissues, etc.	MDE will post signage and provide guidance to employees

Space	Controls	MDE Implementation
Entire facility	Work with facilities staff to develop a shared understanding for what the cleaning and disinfecting procedures are after a positive COVID-19 case has been identified. Educate employees so they know what to expect before it happens.	MDE will work with facility staff and educate employees

MDE 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. MDE will be responsible for seeing that this protocol is followed.

## Signage

### *Signage Resources*

- [CDC: signage](#) and printer friendly versions of their guidelines online
- [State of Michigan: COVID-19 Signage](#)

### **Checklist: Signage**

Location	Content	MDE Implementation
Bathrooms	Handwashing instructions and spacing guidelines	DTMB posted signage
Breakrooms	Capacity to maintain social distancing	MDE employees telework from home. Signage will be posted prior to returning to work.
Breakrooms	Instructions to cover food and beverages and remind employees to wash before and after eating.	MDE employees telework from home. Instructions will be provided prior to returning to work
Other Sinks	Handwashing	MDE employees telework from home. Signage will be posted prior to returning to work.
Hallways	Signage or tape on the floor demonstrating how to maintain social distancing	MDE employees telework from home. Signage will be posted prior to returning to work.
Conference Rooms	Capacity to maintain social distancing	MDE employees telework from home. MDE will determine capacity to maintain social distancing
Public Spaces and Service Areas	Signage or tape on the floor demonstrating how to maintain social distancing	MDE employees telework from home. Signage will be posted prior to returning to work
Workstations	Instructions for using personal protective equipment	MDE employees telework from home. Instruction will be provided prior to returning to work
Throughout	Cover your cough	MDE employees telework from home. Signage will be posted prior to returning to work
Throughout	What to do if an employee falls ill	MDE employees telework from home. Signage will be posted prior to returning to work



## Personal Protective Equipment and Clothing

For the purposes of this plan, a nonmedical cloth face covering is NOT considered PPE. All employees who are medically able are required to wear a nonmedical cloth face covering in accordance with CDC guidance when at MDE work locations. All MDE employees and contractors will be provided two reusable nonmedical cloth face coverings and instructed on how to properly wash them. Employees may provide and use their own masks if they are approved; completely cover the mouth, nose, and chin; and are at least as effective as the nonmedical cloth face covering provided to all employees. Face coverings worn in the workplace shall NOT be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites, etc. Face coverings representing certain colleges, universities, sports teams, etc. are permissible provided they meet the above-mentioned criteria. Visitors to any MDE work locations will be provided a disposable mask. Face coverings or masks that incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling are NOT sufficient face coverings because they allow respiratory droplets to be released into the air. Neck gaiter tube-style face scarves and open-chin triangle bandanas are also not allowed. Face coverings are to be worn when employees cannot consistently maintain 6' of separation from other individuals whenever in shared spaces (e.g., in-person meetings, hallways, restrooms, breakrooms, elevators, etc.). Employees who cannot consistently maintain 3' of separation from other individuals in the workplace should also consider wearing a face shield. Please contact Joetta Parker, Human Resources Director at [parkerj2@michigan.gov](mailto:parkerj2@michigan.gov) or Dr. Sherri Reese, safety coordinator at [trices1@michigan.gov](mailto:trices1@michigan.gov) with any questions. Employees who are medically unable to wear a cloth face covering MUST contact Dr. Sherri Trice, [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.

## 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.

Health screenings that attest employees are fever and symptom free can occur in multiple ways as indicated below.

1. Completion of a questionnaire
2. Login to state-issued electronic devices, including but not limited to computers, notebooks, tablets or cell phones
3. Swipe identification badge/access cards to enter restricted areas, including but not limited to parking lot, buildings, rooms, or locked storage areas
4. Other alternative methods, including but not limited to MI Symptoms app

## Feeling Sick and Work-Related Post-Exposure Evaluation and 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.

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Employees were notified to contact the HR Director, Joetta Parker, and report any confirmed or presumed positive COVID-19 tests. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and during their shift. All employees and contractors with access to the SOM network will complete a computer attestation and health screening form (see Attachment B) and notify their supervisor of the results before entering the building. Contractors without access to the SOM network will complete a health screening form (see Attachment C)

## Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

MDE has implemented State of Michigan leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

MDE has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

- It has been determined that you may have had close personal contact with an individual at work who has tested positive for the COVID-19 virus.
- If you do not experience symptoms of COVID-19 (fever, cough, or shortness of breath), you should not report to work until 14 days after the last close contact and should stay home and avoid contact with others.
- If you get sick with symptoms, contact a healthcare provider, tell them about your contact, and follow all instructions you are given. Most people have mild illness and can recover at home. If you have trouble breathing or think it is an emergency, get medical attention right away.
- If you exhibit symptoms and are tested for COVID-19 please notify your Human Resource Director, Joetta Parker, who can be contacted at 517-719-4843.
- If you experience symptoms, you should not return to work until (1) at least 3 days (72 hours) pass since symptoms resolved without fever-reducing medication and (2) 7 days pass since symptoms first appeared or your first positive test result, if tested.
- If there is any way the department can assist you during this time, please do not hesitate

to contact Human Resources. And as always, the state's Employee Service Program (ESP) offers a variety of confidential services to state employees to help them address personal, professional, and family issues. ESP can be contacted at 1-800-521-1377 or [www.mi.gov/esp](http://www.mi.gov/esp).

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. MDE is prohibited from discharging, disciplining, or otherwise retaliating against employees who stay home or leave work due to COVID-19.

## Gatherings and Returns to the Workplace, and the related Authorization Process

MDE employees are prohibited from working in-person at the workplace if the work can feasibly be completed remotely. Approval from the Office of the State Employer director is required when employees must work in-person from the workplace or attend an in-person gathering. Requests should be comprehensive, allow time for approval, 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.

**Process:**

1. Program office director works with HR and submits request to the appropriate deputy superintendent for approval.
1. Deputy superintendent obtains approval from the chief deputy and superintendent (Dr. Rice/Sheila language above says “whether the agency/department director is supportive of the request)
2. Office director submits request with approvals to HR
3. HR submits request to the OSE director

## Returning Staff to the Workplace

MDE will safely and slowly return employees and services to the workplace. Key elements of this approach include:

- A phased return of employees to the workplace.
- Continued telework by employees whose job duties can be performed through telework.
- Changes to cleaning, disinfecting, and building operations at facilities as required by the Centers for Disease Control (CDC).
- The continued reassignment or redeployment of employees to fulfill agency priority services.
- Continued social distancing practices in the workplace.

Based on MDE’s workforce survey response, employees will continue to telework from home as all buildings and facilities are closed to the public. The department will continue to evaluate the plan as the governor re-engages state offices and facilities. MDE will define each phase for safely returning employees to the workplace and the methods for communication, implementation, monitoring, and training.

MDE created a team to develop the department’s COVID-19 Preparedness Plan. The team consisted of representatives from the superintendent’s office, each division, each facility in which the department has employees, and the MDE offices of human resources and financial management. The first meeting was May 20, 2020 and it continues to meet regularly. MDE Leadership and the Safe Start Team will assess services provided to the public and prioritize services that can be conducted in the workplace using risk control strategies, including social distancing. Considerations include but are not limited to the following:

- Services that best serve Michiganders by being conducted in person, using risk control methods or other social distancing strategies.
- Services that can be provided from facilities that can accommodate social distancing strategies.
- Splitting service delivery between a minimum number of employees necessary to conduct the service from a workplace, while other employees continue to telework.
- Splitting service delivery by work shift to increase social distancing between employees and to increase the length of service hours to better serve the public.

- Services that contribute to the economic stability of the agency or state.

**Stage 1 – Building and Facility Preparation**

The first group of employees to return to work will assist with assessing and preparing buildings and facilities. Specific facility-related considerations may include but are not limited to the following:

- Space and workflow
- Infection Control Measures
- Cleaning and Sanitizing
- Signage
- Information Technology

This group will consist of James Shilling, Office of Financial Management, Dan Kinde, Office of Financial Management, and office director/representative(s) from each office (coordinated approach). MDE will work with Department of Technology, Management, and Budget (DTMB) State Facilities Administration on facilities management, design/construction, and leasing services. During this phase, the group will develop tools to assist office directors with determining any specific office needs. MDE will meet with DTMB to discuss PPE, cleaning services, signage, and barriers.

The Safe Start Team will meet to ensure protocols to return employees to the workplace are implemented consistently across the agency. The team will identify priority services for each MDE facility and methods to address the public and employee needs.

<b>Building/Facility</b>	<b>Risk Level Determination</b>	<b>Qualifying Factors (i.e. no public contact, public contact, job task description)</b>
Hannah Building	Low/Medium	No public contact, public contact
Library of Michigan - staff	Low/Medium	No public contact, public contact
Library of Michigan - public	Medium	Public contact
Cadillac Place	Low/Medium	No public contact, public contact
MSD – staff	Low/Medium	No public contact, public contact
MSD - public	Medium	Public contact
LIO – staff	Low/Medium	No public contact, public contact
LIO - public	Medium	Public contact
Camp T - staff	Low/Medium	No public contact, public contact
Camp T - public	Medium	Public contact
Remote (regional staff)	Low/Medium	No public contact, public contact. Assure ISD protocols meet MDE standards.

MDE will assess employees’ readiness to return to work.

MDE will communicate, identify training, implement, and monitor and evaluate this stage.

**Stage 2: Returning Some Priority Services**

MDE will identify priority services to return to the workplace

MDE will begin using the supervisor checklist (see Attachment A) to identify the risks, controls, and appropriate protocols to follow for priority services

MDE will complete and ensure certification of readiness to return employees to the workplace

MDE will communicate, identify training, implement, and monitor and evaluate this stage.

### **Stage 3: Returning Additional Priority Services and Staff**

MDE will identify staff to return to the workplace

MDE will begin using the planning checklist to identify the risks, controls, and appropriate protocols to follow for staff

MDE will complete and ensure certification of readiness to return employees to the workplace

MDE will communicate, identify training, implement, and monitor and evaluate this stage.

### **Stage 4: Returning All But High-Risk Staff**

MDE will identify staff to return to the workplace

MDE will begin using the planning checklist to identify the risks, controls, and appropriate protocols to follow for staff

MDE will complete and ensure certification of readiness to return employees to the workplace

MDE will communicate, identify training, implement, and monitor and evaluate this stage.

### **Stage 5: Returning All (Including High-Risk) Staff**

MDE will notify staff to return to the workplace

MDE will begin using the planning checklist to identify the risks, controls, and appropriate protocols to follow for staff

MDE will complete and ensure certification of readiness to return employees to the workplace

MDE will communicate, identify training, implement, and monitor and evaluate this stage.

## **Respiratory Etiquette: Cover Your Cough or Sneeze**

Workers, customers, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers, and visitors. MDE will share this information with employees during training.

## **Social Distancing**

Social distancing of six feet will be implemented and maintained between workers, customers, and visitors in the workplace through engineering and administrative controls, such as, teleworking, signage, markings and instructions for employees, visitors, and customers; increased distance between workstations, plastic sneeze guards, holding stations, and personal protective equipment. Unnecessary in-person gatherings and nonessential visitors are prohibited. Employees will be required to wipe down work areas thoroughly at the beginning and the end of their shift using the provided cleaning wipes. Common areas will be assessed and limitations including the number of employees within breakrooms, conference rooms, and stairwells will be

posted. Signage and floor markings will inform and guide employees, customers, and visitors appropriately.

All MDE employees will wear a face covering when working in public settings and in settings where small groups are gathered or 6 feet of distance cannot be maintained (elevators, hallways, etc.). Masks will be provided by MDE and staff are welcome to wear their own masks, as long as they comply with safety and dress-code standards. Signs will be posted in public areas noting that visitors must wear face coverings. Some extra masks will be available for visitors who did not bring one.

Face coverings are to be worn in shared spaces to include restrooms and hallways, and during in-person meetings. They are also to be worn when employees cannot consistently maintain 6 feet of separation from other individuals. Face shields, in addition to the face coverings, should be considered when employees cannot consistently maintain 3 feet of separation from others in the workplace.

Business travel will only be approved if essential. If a State of Michigan vehicle is used, employees will follow all DTMB VTS protocols, including wiping down of all commonly-used surfaces with the disinfectant wipes provided.

## Cleaning, Disinfection, and Ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Janitorial services will provide the extra disinfecting cleaning for door handles, elevator panels, railings, public surfaces, and other high touch common areas, as required by DTMB. Should a customer or employee test positive for COVID-19 a deep cleaning by a contracted cleaning vendor with biohazard certification will be used for the location identified (per DTMB). Appropriate and effective cleaning and disinfectant supplies will be provided and available for use in accordance with product labels. Disinfectant spray and wipes will be provided for staff to perform sanitation twice daily and when deemed necessary, according to established protocols that will be communicated to staff.

## Communications and Training

This COVID-19 Preparedness Plan was communicated by email, MDE's internet page, MDE's intranet page, and during staff meetings to all workers after the plan was approved. Additional communication and training will be ongoing through meetings and provided to all workers who did not receive the initial training.

Managers and supervisors are to monitor effectiveness of program implementation by engaging with staff and discussing the plan. Management and workers are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by MDE management and was posted throughout the workplace. It will be updated, as necessary.

MDE employees should direct questions or concerns about compliance with this plan to MDE's safety coordinator, Dr. Sherri Reese at [TriceS1@michigan.gov](mailto:TriceS1@michigan.gov) or 517-241-1253.

MDE staff who fail to comply with this plan will be subject to corrective and/or disciplinary action up to and including discharge. Contracted employees with MDE who fail to comply with this plan may be subject to corrective action up to and including termination of their contact. MDE will communicate with employees prior to returning to the workplace, upon returning to the workplace, and continuously once back in the workplace.

The Director, Deputy Director or designee shall coordinate COVID-19 training and ensure compliance with all training requirements. Staff is required to complete the “COVID-19: Keeping You Safe at Work” training on the Civil Service Learning Management System. Staff is also required to attend agency/department training and adhere to the department’s procedures and protocols.

Agency/Department training shall minimally include but is not limited to:

- 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 employees must take to notify their supervisor of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the building is taking and work rules employees must follow in order to prevent exposure to and spread of the virus (e.g., health screening protocol, isolation protocol, social distancing protocol, daily self-screening protocol, self-quarantining and return to work, visitors screening, etc.).
- The use of personal protective equipment if applicable to include the proper steps for putting it on and taking it off.
- Building/office signage.
- Resources available (e.g., Employee Service Program)

**NOTE:** Records of employee training be maintained that at a minimum document the name(s) of employee(s) trained, date of training, name of trainer and content of training.

## Recordkeeping

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 for one year:

- COVID-19 employee training records
- Health surveillance records
- A record of the following required notifications:
  - a. Daily entry self-screening protocol for all employees or visitors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
  - b. When an employee is identified with a confirmed case of COVID-19.



## Planning Teams

### **Agency Safe Start Team**

MDE has established a Safe Start Team to ensure methods used to return employees to the workplace are implemented consistently across the department. This team identifies which priority services will return to the workplace first and how mitigation strategies will be used to limit the potential spread of the disease.

The Agency Safe Start Team will:

- Establish return to workplace goals, including identification of priority services to return to the workplace and in what capacity. Update these goals as conditions change and as additional services are cleared to return to in-person work.
- Task relevant employees to operationalize their decisions in compliance with enterprise guidance and any applicable executive orders. This will include the creation of a Return to Work Task Force.
- Know any risks to employees and monitor and mitigate the impact to employee well-being.
- Know the organizational risk and monitor and mitigate the impact on the agency and services.
- Monitor implementation of the return to work plan and work to mitigate issues and irregularities.

The Agency Safe Start Team members:

- Sheila Alles – Chief Deputy Superintendent
- Dr. Sue C. Carnell – Chief of Staff to the Superintendent
- Mark Howe- Chief of Staff to the Deputy Superintendent
- Joetta Parker – OHR Director
- Sherri Reese – MDE Safety Coordinator
- Ann Richmond – Director, Office of Financial Management (Facilities Liaison)
- Dr. William Pearson – Interim Deputy Superintendent of Educator, Student, and & School Supports
- Kyle Guerrant – Deputy Superintendent Finance and Operations
- Dr. Scott Koenigsnecht – P-20 System and Student Transitions
- Martin Ackley – Director, Office of Public and Governmental Affairs
- Kelly Siciliano Carter – Director, Office of Strategic Policy Initiatives
- Alisande Shrewsbury – Special Assistant to the Superintendent
- Randy Riley – State Librarian
- Jan Weckstein – Assistant Director, Office of Special Education
- Gloria Chapman – Interim Director, Office of Partnership Districts

### **Return to Work Task Force (RTF)**

MDE has created an RTF to operate under the direction of the Safe Start Team. The role of the RTF is to:

- Implement return protocols at the agency to optimize operations while protecting the workforce, including all existing COVID-19 protocols.
- Set the operational tempo and delegate tasks to return employees to the workplace.

- Establish a collaborative process and gather a team that includes representatives or subject matter experts from leadership, safety, business continuity of operations, facilities and physical security, human resources, labor relations, DTMB or information technology provider, legal, communications

The RTF Team members are:


- Leadership: Mark Howe, Alisande Shrewsbury, Vic Bugni, Ross Fort, Shulawn Doxie
- Safety: Sherri Reese
- Business continuity of operations: Ann Richmond, Louis Burgess
- Facilities and physical security: James Shilling, Louis Burgess
- Human resources: Joetta Parker, Sherri Reese
- Labor relations: Sherri Reese
- MSD/LIO/Camp T: Jan Weckstein
- Partnership District Office: Gloria Chapman
- Office of Educational Services: Dr. Paula Daniel
- Library of Michigan: Don Todaro/Randy Riley
- DTMB or IT provider: James Shilling, Louis Burgess, Dave Judd, Mike Flaminio, Roxanne Lyon (DTMB Agency Services to MDE)
- Legal: Clare Membiela (LOM), MDE AG's office rep (Ray Howd -consultation only)
- Communications: Marty Ackley, Kelly Siciliano Carter
- Other staff members, as determined necessary

## Resources, Websites, and Contacts

- [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](http://www.mi.gov/esp), 800-521-1377, or [MCSC-ESP@mi.gov](mailto:MCSC-ESP@mi.gov)
- [DHHS Epidemic Orders](#)
- [Michigan.gov/coronavirus](http://Michigan.gov/coronavirus)
- [MIOSHA COVID-19 Resources](#)
- [MIOSHA Emergency Rules](#)
- [MIOSHA General Industry Safety & Health Standards](#)
- [CDC](#)
- [OSHA COVID-19 Resources](#)

MDE reserves the right to change or amend strategies in accordance with the latest governor's executive orders on [Coronavirus/COVID-19](#) or guidance from the CDC, MIOSHA, and DHHS

Certified by:

  
 Michael F. Rice, Ph.D.  
 State Superintendent  
 Michigan Department of Education

**Date:** November 23, 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 \_\_\_\_\_

## Attachment B – Health Screening Form

Effective immediately, the department is implementing the interim process below until the state's process is completed.

1. Employee obtains approval from their supervisor to enter the building or facility
2. Employee completes [MDE Health Screening Survey](#) and submits
3. Employee notifies supervisor that the survey was submitted
4. Employee notifies supervisor when they leave the building or facility

This does not mean staff can work from State of Michigan buildings or facilities. There are occasions when we need to enter the building for a short period of time. It is important to obtain supervisory approval and submit the survey to ensure appropriate staff is contacted should someone test positive for COVID-19 who entered the building or facility.

## SELF-IMPLEMENTED EMPLOYEE HEALTH SCREENING TEMPLATE

Note: To reduce the potential for a COVID-19 exposure, this template has self-implemented health screening 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 been tested for a current COVID-19 infection and your test result was positive or your test result is still pending?	<input type="checkbox"/>	<input type="checkbox"/>		
If the employee answers “YES”, stay home and talk to your supervisor.				
2) Within the last 14 days, have you had close, in-person contact with anyone who was diagnosed with COVID-19 or anyone who has any symptoms consistent with COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>		
If the employee answers “YES”, stay home and talk to your supervisor.				
3) Do you have any newly developed or worsening symptoms?				
<b>One of these symptoms</b>	<b>OR</b>	<b>Two of these symptoms</b>		
<ul style="list-style-type: none"> <li style="width: 50%;">• Fever or chills</li> <li style="width: 50%;">• Difficulty breathing</li> <li style="width: 50%;">• Cough</li> <li style="width: 50%;">• Loss of smell</li> <li style="width: 50%;">• Shortness of breath</li> <li style="width: 50%;">• Loss of taste</li> </ul>	<b>OR</b>	<ul style="list-style-type: none"> <li style="width: 50%;">• Fatigue</li> <li style="width: 50%;">• Diarrhea</li> <li style="width: 50%;">• Muscle aches</li> <li style="width: 50%;">• Nausea or vomiting</li> <li style="width: 50%;">• Headache</li> <li style="width: 50%;">• Congestion or runny nose</li> <li style="width: 50%;">• Sore throat</li> </ul>		
If an employee answers yes to any <b>one</b> of these symptoms, stay home and talk to your supervisor.	<b>OR</b>	If an employee answers yes to any <b>two</b> of these symptoms, stay home and talk to your supervisor.		

Revised: 2/17/2021

**COVID-19 Workplace Health Screening for Michigan Department of Education**

**Note:** To reduce the potential for a COVID-19 exposure, the State of Michigan has implemented health screenings for contractors without access to the State of Michigan network before attempting to enter a state workplace. The use of face covering is required and a temperature reading may be required.

<b>Contractors Complete This Section</b>		
Name:		Date/Time:
Location/Office	Contact Information:	Supervisor Name

Is your temperature above 100.4° F? \_\_\_ Yes \_\_\_ No

**In the past 24 hours, have you experienced: (Check all that apply)**

**Category 1:**

- New or worsening cough
- Shortness of breath or difficulty breathing

**Category 2:**

- Fever (or subjective/felt feverish) of 100.4°F or higher
- Chills
- Muscle aches
- Headache
- Sore throat
- Loss of taste and/or smell
- Nausea or vomiting
- Diarrhea

If you answered **YES** to **either** Category 1 symptoms or **YES** to two (2) or more of Category 2 symptoms, contact human resources and **do not go to into work**. Self-isolate at home and contact your primary care physician’s office or nearest urgent care facility for direction.

If you have symptoms, have you contacted a doctor about your symptoms?  Yes  No

**In the past 14 days: (Check all that apply)**

- \_\_\_ Have you or a family member been diagnosed with COVID-19?
- \_\_\_ Is anyone in your household felt/feeling sick?
- \_\_\_ Have you had close contact with someone who tested positive for COVID-19? Close contact includes family or friends that do not reside in the household, or within six feet

If you answer **YES** do not go into work (unless exempt or otherwise approved for work with appropriate safety precautions). Self-quarantine at home for 14 day since return or exposure.