

SARS-CoV-2 Preparedness & Response Plan for Low & Medium Risk Employees and Students at the Michigan School for the Deaf

General

The following SARS-CoV-2 Preparedness & Response Plan has been established for the Michigan School for the Deaf in accordance with the latest Coronavirus/COVID-19 Executive Orders (EO) and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 referenced in the EO. This plan works in conjunction with the [Michigan Department of Education's COVID-19 Preparedness Plan and Return to Workplace Plan](#).

The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy will be made available online via the internet, and a hard copy of this program shall be provided to employees and families upon their request, and posted at the Michigan School for the Deaf.

Exposure Determination

Michigan School for the Deaf will evaluate routine and reasonably anticipated tasks and procedures for all employees and students to determine whether there is actual or reasonably anticipated employee or student exposure to SARS-CoV-2. Rex Vernon, principal will be responsible for seeing that exposure determination is performed.

Employees and students at the Michigan School for the Deaf have been categorized into the following risk categories:

Lower exposure risk jobs:

These employees are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 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.

Medium exposure risk jobs:

These employees and students include those that require frequent and/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. In areas without ongoing community transmission, employees and students in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public, coworkers, and other students.

The Michigan School for the Deaf has identified that the following groups have been determined to have the following exposure determination(s):

Position	Determination	Qualifying Factors (i.e. no public contact, public contact, job task description)
Deputy Director of MDE-Office of Special Education	Medium	Public Contact
Principal	Medium	Public Contact
Teacher	Medium	Public Contact
Resident Care Aide	Medium	Public Contact
GCI Driver	Medium	Public Contact
Service Provider (speech therapist, OM, Physical Therapist, Occupational Therapist)	Medium	Public Contact
General Office Assistant/Secretary	Medium	Public Contact
Storekeeper	Medium	Public Contact
Accounting Technician	Low	No Public Contact
Procurement Technician	Low	No Public Contact
Interpreter	Medium	Public Contact
Food Services	Medium	Public Contact
Lessor Employees	Medium	Public Contact
Students	Medium	Public Contact
Nurse	Medium	Public Contact
ASL Specialist	Medium	Public Contact
ASL Support Staff	Low	No Public Contact
Transition Coordinator	Low	No Public Contact
Teacher Aide	Medium	Public Contact

Engineering and Administrative Controls

The Michigan School for the Deaf has implemented feasible engineering and administrative controls to prevent employee and student exposure to SARS-CoV-2. Engineering controls involve isolating employees and or students from school-related hazards. Where they are appropriate, these types of controls reduce exposure to hazards without relying on employee or student behavior and can be the most cost-effective solution to implement. Administrative

controls involve providing PPE, trainings, and policies. Engineering controls for SARS-CoV-2 include:

- Social Distancing Signs
- 6 feet apart reminders
- Signs notifying of the mask requirement
- Plexiglass dividers
- Directional arrows on the floors
- Shields for student desks
- Shields for teacher desks
- Sneeze guards for lunchroom lines

NOTE: Additional engineering controls are not recommended for low exposure risk employees. Rex Vernon, principal will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required. The following engineering and administrative controls have been implemented:

Checklist: Controls for Jobs Classified as Lower Risk:

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

Type of Control	Details
Engineered	Not recommended
Administrative	Monitor public health communications about COVID-19 recommendations and ensure workers have access to that information
Administrative	Collaborate with workers to designate effective means of communicating important COVID-19 information
PPE	May need to wear some combination of face covering, gloves, or face shield.

Checklist: Controls for Jobs Classified as Medium Risk:

For workers who **DO** have regular contact with public and students

Type of Control	MIOSHA Guidelines for Consideration
Engineered	Install physical barriers, such as clear plastic sneeze guards where feasible (teacher desks, student desks, high traffic areas with the public such as the front office).
Administrative	Provide face coverings to ill employees and students until they can leave the school. In the case of face covering shortages, use a reusable face shield that can be decontaminated

Administrative	Keep staff and students informed about symptoms and ask sick individuals to minimize contact with workers
Administrative	Where appropriate limit visitors and public access to the worksite
Administrative	Implement strategies to limit face-to-face contact such as through windows, over the phone, or online.
Administrative	Communicate availability of health screening and other worker health resources
Administrative	Students will remain in their classrooms for lunch, breakfast and dinner will be located in a place where students are able to sit 6 feet apart. Meals will be provided by the health center brought to a location for students.
PPE	May need to wear some combination of face covering, gloves, or face shield.

Infection Prevention Measures

Types of Control	Details
Isolation	Initiate processes for prompt identification and isolation of sick persons in the school both staff and students.
Face Coverings	Initiate processes to provide face coverings to employees and students or allow employees and students to bring face coverings into the workplace
Screenings	Initiate health and/or temperature screening prior to entering the workplace for staff and students.
Screenings	Encourage employee and families self-screening and self-reporting procedures (temperature checks at home, use symptoms application, if developed)

Checklist: Space and Workflow

Space	Controls
Workstation/Desks	<ul style="list-style-type: none">- Ensure that all staff and students. are at least 6 feet apart<ul style="list-style-type: none">o Student desks will be placed 6 feet apart from each other as well as the teacher desk in rooms where that is possible. Signs will be placed on the floor to help remind staff and students how far apart desks should be placed.o During any transition period, students will be spaced 6 feet apart as they move from one area to another.- Employees and students must remain at their workstation/desk areas as much as possible and not congregate in common areas.- Employees must disinfect workspaces twice a day (before lunch and at the end of the school day)<ul style="list-style-type: none">o MSD will provide disinfecting wipes or sprayo Workstations must be cleared of any dirt or impurities before using the disinfectant wipes/spray to kill any germs on the surfaceo Allow to air dry- Students will be asked to clean their desk areas before class changes, for younger students it will be done during classroom break times.<ul style="list-style-type: none">o If students are unable to clean the desk areas, a staff member will clean the area for them

	using appropriate PPE.
Workstation Sharing	<p>If workstation sharing is necessary:</p> <ul style="list-style-type: none"> - Employees must follow the disinfecting protocols established by the CDC before and after each use by wiping: <ul style="list-style-type: none"> o Computer/laptop o Keyboard/mouse o Desktop surface o Chair arms/handles and back o Do not spray the disinfectant directly on electronic devices, computer/touch screens o Pens, pencils, highlighters, scissors, stapler, phone chargers, etc.
Meeting and Conference Rooms	Will be locked, signage will be posted outside the rooms stating that they are not to be entered or used. All meetings will be held virtually to the greatest extent possible.
Hallways and walkways	<p>Employees and students will be instructed not to congregate in areas that a 6-foot distance cannot be maintained.</p> <p>Directional markers will be placed on the floor to indicate directional traffic to help to increase social distancing</p>
Breakrooms/Cafeteria	<p>Breakrooms will be closed if 6 feet social distancing is not possible.</p> <ul style="list-style-type: none"> - Tables will be marked as temporarily unavailable and employees are encouraged to eat at their desks or outside the building. - Signage will be posted to provide hygiene and sanitation guidelines - Signage clearly stating the number of people who can occupy a room while maintaining social distancing will be posted - Wipe down/disinfect shared counters and appliances before and after each use <p>In order to maintain social distancing, an individual may need to wait until an area is vacant before using.</p>

	<p>Students will eat lunches in their classrooms. Food services will deliver lunches with disposable utensils to each classroom daily.</p>
Restrooms	<p>Staff bathrooms are single person only. Proper signage will be posted to provide hygiene and sanitation guidelines.</p> <p>Student bathrooms will be limited to two students at a time and signage will be posted outside of them to indicate as such.</p>
Other Spaces: storage rooms, supply rooms, etc.	<p>All other workstations will be arranged to maintain at least a 6 foot distance from others. Engineering controls may be implemented in some areas.</p>
Elevators	<p>Signage to limit the elevator to one person at a time, hand sanitizer located on both floors.</p>
Entrances/Exits	<p>Clearly marking entrances and exits to allow maximum social distancing. Sanitization stations will be placed at every entrance to the building. Staff will make sure to sanitize their hands upon entrance to the building.</p>
Printers/Copiers/Scanning Machines	<ul style="list-style-type: none"> - If machine is in use, social distancing must be maintained until available - Before and after each use: <ul style="list-style-type: none"> o Employees should disinfect all parts of the machine by using: <ul style="list-style-type: none"> ▪ Sanitizing wipes on touch screens/keypad ▪ If sanitizing wipes are not available, spray disinfectant onto a paper towel then wipe the machine. ▪ Spray disinfectant should not be used directly onto touch screens or keypads

Signage

Checklist: Signage

Location	Content
Sliding Front Glass Doors	Social Distancing Sign, Entrance Sign on front of door, Exit Sign on the back. 6 foot stickers outside front door for students when they arrive
Main Office	Plexiglass divider for front desk on high top counter, 6 feet stickers on floor for front desk, wear a mask reminder
Library	Social Distance Sign will be placed by the entrance.
Cafeteria	Entrance only sign on doors by stage stand, exit only sign on door by the food line, feet stickers every six feet by food line, arrows on floor to show direction of student movement, social distancing sign (x4)
Elevator	Social Distancing Sign, stickers on floor, limit elevator to 2 riders at a time. Sanitization station placed outside the elevator on all three floors.
Stairwell	Directional Arrows on floor
Gymnasium	Social Distancing Sign, entrance on the doors closest to office, exit sign on the doors closest to the cafeteria
Hallways	Directional Arrows on floor,
Classrooms	Directional Arrows on floor, shields for desks/teacher, and student desks
Bathrooms	Social Distance Sign, Limit 2 at a time Sign, Handwashing sign
Staff Lounge	Social Distance Sign, Plexiglass for tables
Hallways	Directional Arrows on floor
ERC	Social Distance Sign, Plexiglass for tables
Concession stand	Social distance stickers on floor
Admin Wing	Directional Arrows on floor
Conference Rooms	Social Distancing, reduce chair numbers, floor stickers
Nurse's Station	Plexiglass at doorway

Quarantine Room	Sign that outlines the quarantine room, not to enter. Plexiglass area for students to sit while waiting for examination/pick-up
Dorm	There will be no room sharing. Students will be assigned to individual dorm rooms. Evening activities will follow the same protocol as the academic campus including during meals and any social or homework activities. In addition, showers will be staggered so that students are not in the restrooms at the same time. Social distancing will be practiced at all times.

Hand Hygiene & Disinfection of Environmental Surfaces

Rex Vernon, principal 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 employee’s hands are potentially exposed to SARS-CoV2-19. When provision of handwashing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or towelettes.

The lessor’s janitorial staff 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-CoV2-19. When choosing cleaning chemicals, the lessor 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.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the workplace. Tim Caldwell will be responsible for seeing that such a cleaning and disinfection is performed as required. The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Cleaning Schedule		
Area	Item	Frequency
Office	Vacuum Carpet	1x/wk
Offices	Sweep floor	1x/wk
Offices	Empty trash	1x/day
Offices	Dust	1x/mo
Restrooms	Empty waste and sanitary receptacles	1x/day

Restrooms	Fill soap dispensers	1x/day
Restrooms	Dust	1x/day
Restrooms	Clean and sanitize: <ul style="list-style-type: none"> - Sinks - Glass and mirrors - Toilets and urinals - Waste and sanitary receptacles - Walls surrounding toilets and urinals - Partition doors 	1x/day
Restrooms	Damp mop <ul style="list-style-type: none"> - (Damp mops used in restrooms are not to be used for non-restroom areas) 	1x/day
Water coolers	Clean, sanitize and wipe dry	1x/day
Lobbies and Corridor	Empty trash	1x/day
Lobbies and Corridor	Vacuum <ul style="list-style-type: none"> - Carpet/runners - upholstered furniture 	1x/day
Lobbies and Corridor	Damp mop or machine scrub	3x/wk
Lobbies and Corridor	Maintain clean glass	1x/day
Lobbies and Corridor	Dust: <ul style="list-style-type: none"> - fixtures - ledges - edges - exposed pipe - furniture - partitions - doorframes 	3x/week
Lobbies and Corridor	Damp wipe: <ul style="list-style-type: none"> - furniture - tables - counters 	1x/day
Wall/Partition Cleaning/washing	Spot cleaning – including light switches	1x/month
Stairway cleaning	Vacuum/sweep	1x/wk
Stairway cleaning	Dust mop	3x/wk
Stairway cleaning	Clean and sanitize handrails and doorknobs	2x/day
Stairway cleaning	Spot clean walls and glass	1x/wk
Elevator Cleaning	Clean door guide tracks	3x/wk

Elevator Cleaning	Dust, damp wipe, and wipe dry: <ul style="list-style-type: none"> - all handrails - cab walls - cab doors 	1x/day
Elevator Cleaning	Vacuum carpet	3x/wk
Designated Breakroom Cleaning	Empty trash	1x/day
Designated Breakroom Cleaning	Clean receptacle covers	1x/day
Designated Breakroom Cleaning	Refill paper towel dispensers	3x/wk
Designated Breakroom Cleaning	Clean, scour, and sanitize sinks	1x/wk
Designated Breakroom Cleaning	Damp wipe: <ul style="list-style-type: none"> - cabinetry - countertops - tabletops - outer surfaces of refrigerators - paper towel dispensers 	1x/wk
Designated Breakroom Cleaning	Clean under small countertop appliances	1x/wk
Designated Breakroom Cleaning	Damp mop spills	As needed
Designated Breakroom Cleaning	Sweep/dust mop/vacuum floors	1x/day
High-use area cleaning	Cafeteria/snack areas: <ul style="list-style-type: none"> - Clean tables and counter tops - Vending machine areas - Concession stands - Lounges 	1x/day
Classroom	Empty trash bins	1x/day
Classroom	Wipe down teacher desks	1x/day
Classroom	Wipe down student desks and chairs	1x/day
Classroom	Dry mop floors	1x/day
Classroom	Wet mop floors	1x/day
Classroom	Wipe doors/door handles	1x/day
Classroom	Vacuum rugs	1x/day
Classroom	Wipe down bookcases and other flat surfaces	1x/day

Enhanced Cleaning

On June 18, 2020. DTMB sent the New Cleaning Guidelines in response to the COVID-19 pandemic to our lessor. The document outlined the expectation for enhanced cleaning. These expectations include:

Increased cleaning procedures: 2x a day

- Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, doorknobs, door levers, and handicap entry buttons.
- Thoroughly disinfect all handrails in building entries or other common areas.
- Thoroughly disinfect all lobby mounted and can mounted elevator call buttons. To avoid damage to elevator control systems and other electrical components the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.
- Thoroughly disinfect all push/panic bars, doorknobs, door levers or other door opening devices on stairwell doors.

Thoroughly disinfect all push/panic bars, doorknobs, door levers or other door opening devices on restroom doors.

Checklist: Cleaning and Sanitizing

Space	Controls
Shared equipment (students or staff)	Enhanced cleaning and disinfecting procedures for shared copiers, workspaces, conference telephones, remotes, vehicles, breakroom fridges, etc.
Shared spaces (students and staff)	Enhanced cleaning and disinfecting procedures for shared workspaces, breakrooms, bathrooms, hallways, conference rooms, classrooms, etc.
Workspaces and classrooms	<p>Direct employees to and provide supplies for employee 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</p> <p>Direct students (if age appropriate) to and provide supplies for students to clean and disinfect their workspace and equipment</p>

	between class changes or when leaving the classroom. If students are unable to do so, staff members will assist with cleanings.
Personal hygiene	Post signage and provide guidance reminding employees and students about appropriate hygiene practices, and provide adequate supplies, including soap, paper towels, hand sanitizer, tissues, etc.
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.
MSD State Vehicles	<p>MSD will provide personal disinfecting wipes to be used to wipe high touch areas of state vehicles.</p> <p>High touch areas of vehicles include:</p> <ul style="list-style-type: none"> - Keys - Steering wheel - Gear shift - Console - Door handles (interior and exterior) - Arm rests - Seatbelt hardware - Power window/lock buttons - Seat adjustor buttons/knobs - Radio

Personal Protective Equipment (PPE)

The Michigan School for the Deaf will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with the latest Coronavirus/COVIS-19 Executive Orders..

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 when required.
- Regularly inspected, maintained, and replaced, as necessary.

- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- Require masks to be worn for all staff and consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.
- Students ages 2 – 5 will be encouraged to wear face masks in classroom setting, face masks will be required in any common area
- Students in grades K-5 will also be encouraged to wear face masks in the classroom setting, face masks will be required in any common area.
- Student in grades 6 – 12+ face masks will be required except for meal times.
- Student masks will provided by the Michigan School for the Deaf

The following types of PPE have been selected for use

Position	PPE
All Staff	Face coverings will be required of all staff members, if working in close proximity to others including students, face shields will be provided.
Students ages 2 - 5	Masks are recommended for these students while in the classroom setting when possible. Students will be required to have a face mask when in common areas (hallways, bathrooms, etc.) Masks will be encouraged but not required while students are outside for recess.
Students grades K-5	Masks are recommended for these students while in the classroom setting when possible. Students will be required to have a face mask when in common areas (hallways, bathrooms, etc.) Masks will be encouraged but not required while students are outside for recess.
Student grades 6 – 12+	Masks will be required at all times for these students except for when eating lunch.

Health Surveillance

The Michigan School for the Deaf has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and students and isolate them from the remainder of the workforce/student population. Rex Vernon will be responsible for ensuring that all required health surveillance provisions are performed as required for staff and students.

At the beginning of each day at the start of each work shift the Michigan School for the Deaf will screen employees for signs and symptoms COVID-19 as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to Rex Vernon before and during the

work shift and have provided employees with instructions for how to make such a report to the employer.

Teachers will continue to monitor students to identify if they are exhibiting symptoms. If they exhibit any symptoms of COVID-19, they will be sent to the health center for evaluation. If symptoms are confirmed, the Michigan School for the Deaf will follow local county health department guidelines.

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

Positive COVID-19 Case

Michigan School for the Deaf will physically isolate any and all employees and students with known or suspected COVID-19 from the workforce, using measures such as, but are not limited to:

- (a) Not allowing known or suspected cases to report to or remain at their work location.
- (b) Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- (c) Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Staff member reporting

MSD has 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.

- If 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 to 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 our Human Resource Liaison, Sonia Breed, who can be reached at breeds@michigan.gov or (810) 965-7025.
- If you experience symptoms, you should not return to work until (1) at least 3 days (72 hours) pass since symptoms resolve 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 MSD can assist you during this time, please do not hesitate to contact Human Resources.

Students reporting

Genesee County Health Department Guidelines

Per Governor Whitmer’s executive order, the MSD will need to work closely with its county health department, the Genesee County Health Department (GCHD). MSD has implemented a policy for reporting a positive COVID – 19 student or teacher in accordance with the recommendations provided by the GCHD. In the event of a positive COVID-19 case, the MSD will be required to report its positive case to the GCHD. The protocol for reporting a positive case is detailed below:

How to report a COVID-19 case to the health department

All COVID-19 positive cases must be reported to the health department immediately.

Designated COVID-19 Point of Contact

Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse) as well as a secondary person to help with difficult situations and cover absences. All school staff and families should know who this person is and how to contact them.

Steps to follow when communicating a Reportable Communicable Disease Concern

1. Parent/Family/Staff reports COVID-19 in student or staff.
2. Designated School Personnel immediately contacts Genesee County Health Department at Monday-Friday, 8 a.m. to 5 p.m.: (810) 257-1017 or
Evening, weekends, and holidays: Contact your Superintendent or their designee to report to the emergency afterhours line.
 - a. Report suspected/reported COVID-19 case
 - b. Provide:
 - i. Child’s/Staff’s full name
 - ii. Child’s/Staff’s birthday
 - iii. Parent full name
 - iv. Parent/staff phone number
 - v. Hospital/clinic/lab where child was diagnosed or had positive test (if known)
 - vi. Name and phone number at school to return call
 - c. After calling, provide “School COVID-19 Report Form” via email to GCHD-CD@gchd.us
 - d. After calling and on a weekly basis, input information into the online Communicable Disease Reporting Form
 - i. www.gchd.us
 - ii. ‘Resources’ tab then click on ‘School Reporting’
 - iii. Communicable disease reporting form

Contact Tracing

Contact tracing is a public health tool that is used to help stop the spread of certain communicable diseases. It involves identifying others that may have had recent close contact with a person confirmed to have the virus and giving that information to the Health Department.

- **Quarantine Log:**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/14-DayTemperature-and-Symptom-Log-for-Contact-Tracing.pdf>

Training

Rex Vernon shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

Train workers on, at a minimum:

- A. Routes by which the virus causing COVID-19 is transmitted from person to person.
- B. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- C. Symptoms of COVID-19.
- D. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- E. Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under section 11(a) of this order.
- F. Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- G. The use of personal protective equipment, including the proper steps for putting it on and taking it off.

NOTE: It is recommended that 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

Sonia Breed shall coordinate SARS-CoV2 required recordkeeping and ensure compliance with all such requirements as specified in EO 2020-91 requirements.

The following records are required to be maintained:

- 1. Required training.
- 2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- 3. When an employee is identified with a confirmed case of COVID-19.

Support and Resources

Employees can access additional support and resources below:

- Employee Service Program: Confidential program to assist employees with personal and work-related concerns. www.mi.gov/esp 800-521-1377, or MCSC-ESP@mi.gov
- MDHS Coronavirus Resources:
 - o www.mi.gov/coronavirus
- CDC Coronavirus Resources: www.cdc.gov/coronavirus/

Appendix A – Employee Daily Health Screening

EMPLOYEE HEALTH SCREENING

Note: To reduce the potential for a COVID-19 exposure, the State of Michigan has implemented health screenings for all state employees, family, visitors, volunteers, contractors, government officials or other persons before attempting to enter a state workplace. The use of face covering or the submittal to a temperature reading may also be required.

EMPLOYEES COMPLETES THIS SECTION			
EMPLOYEE NAME		DATE	
EMPLOYEE ID #	DEPARTMENT/AGENCY	SUPERVISOR NAME	
		YES	NO
1) Have you recently washed your hands with soap and water for at least 20 seconds OR used a hand sanitizer that contains at least 60% alcohol? If no, they may need to be asked to do so before entering the building.		<input type="checkbox"/>	<input type="checkbox"/>
2) In the past 24 hours, have you experienced any of the symptoms below? Check all that apply.			
<input type="checkbox"/> Vomiting	<input type="checkbox"/> New loss of taste or smell	<input type="checkbox"/> Felt feverish	
<input type="checkbox"/> Sore throat	<input type="checkbox"/> Nausea	<input type="checkbox"/> Diarrhea	
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Muscle pain	<input type="checkbox"/> Cough	
	<input type="checkbox"/> Fever of 100.4 or higher	<input type="checkbox"/> Chills	
<p>Please DO NOT let the employee into the workplace if they said “YES” to any of the boxes above. Checking one or more of the boxes is not considered a COVID-19 confirmation. They should be instructed to call, email or text their immediate supervisor, self-isolate at home, and to follow-up with their primary care physician for additional guidance.</p>			
		YES	NO
3) In the past 14 days, have you had close contact (e.g., within 6’ for 15 minutes or longer) with a person diagnosed with COVID-19?		<input type="checkbox"/>	<input type="checkbox"/>
4) In the past 14 days, have you traveled internationally or domestically to areas where COVID-19 cases have been confirmed?		<input type="checkbox"/>	<input type="checkbox"/>
5) In the past 14 days, have you gone to, stayed at, visited, volunteered at or worked anyplace where COVID-19 cases have been confirmed?		<input type="checkbox"/>	<input type="checkbox"/>
<p>Please DO NOT let the employee into the workplace if they answered “YES” to any of the questions above. They should be instructed to call, email or text their supervisor to say they may have been exposed, self-isolate at home and to follow-up with their primary care physician for additional guidance.</p>			
FOR HEALTH SCREENER USE ONLY (If applicable)			
Entry Allowed <input type="checkbox"/> Yes <input type="checkbox"/> No		Temperature Reading:	
Face Covering Required <input type="checkbox"/> Yes <input type="checkbox"/> No		SCREENER’S NAME or ID#	

Encourage the employee to protect themselves using the CDC recommendations. Social visits along with shaking hands, touching or hugging individuals at the workplace are discouraged!