

COVID-19 Preparedness & Response Plan for Low & Medium Risk Employees

Bureau of Community Services Community Action and Economic Opportunity

General

The following Coronavirus/COVID-19 Preparedness and Response Plan has been established for the Michigan Department of Health and Human Services (MDHHS) in accordance with the latest [Coronavirus/COVID-19 Emergency Orders and Directives](#).

This written program shall be available to all MDHHS employees via the [MDHHS Return to Workplace Site](#) and upon request. The purpose of this program is to minimize or eliminate employee exposure to COVID-19.

Exposure Determination

MDHHS will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to COVID-19. The Deputy Director, Bureau/Division Director or designee will be responsible for seeing that exposure determination is performed.

MDHHS shall categorize all its employees' jobs into the following risk categories:

Lower Exposure Risk Jobs: These jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact (for example, within six feet) with the general public. Employees in this category have minimal occupational contact with the public and other coworkers.

Medium Exposure Risk Jobs: These jobs include those that require frequent and/or close contact (e.g., within six feet) with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, employees in this category may have contact with the general public and coworkers.

MDHHS has determined that the following positions/jobs/tasks have been determined to have the following exposure determination(s).

Positions/job/task	Determination	Qualifying Factors (i.e., no public contact, public contact, job task description)
Executive Director	Lower Exposure Risk	No Public Contact Field Work: 5 hours annually, only as needed
Weatherization Technical Monitors	Medium Exposure Risk	Public Contact at client's households using all BCAEO COVID-19 safety protocols, CDC guidance, and Governor/MDHHS's directives for construction workers. January 2021 Start Field Work: 2 to 4 hours per inspection. Staff is required to inspect 5% of all houses weatherized by June 2021 for continued funding. Staff needs to complete 60 to 100 inspections in the next seven months. Contractors are working in the field based on the State of Michigan's protocols. 12 to 24 hours per month per staff member
MiTEC Director, Deputy Director & Tech Instructors *Operating in the role of BPI written and field exam proctors. *Role needed for field technicians to obtain required certifications for the Weatherization Assistance Program. *T&TA to support field work in the Weatherization Assistance Program.	Medium Exposure Risk	*Public Contact at approved test houses to perform BPI Certification written and field exams. *Certifications are necessary for workers within the Weatherization Assistance Program *Staff will follow BCAEO/MiTEC COVID-19 safety protocols, CDC guidance, and Governor/MDHHS's directives for construction workers. Immediate Need Field Work: 25 hours needed this December for 5 people to complete their certification test. Very small exposure since the work will be with 1 staff member and 1 student completing their field test. January 2021 Field Work: Training for weatherization workers. Four instructors conducting 1 week of classes with 6 to 8 people on a monthly basis is needed to start. By February it will be important to increase the class offering to 2 courses on a monthly basis for each instructor.

Engineering controls

MDHHS has implemented feasible engineering controls to limit employee exposure to COVID-19. Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for COVID-19 include, but are not limited to:

- Installing physical barriers, such as clear plastic sneeze guards where feasible.
- Installing a drive-through window for customer service.

NOTE: Additional engineering controls are not recommended for low exposure risk employees.

The Deputy Director, Bureau/Division Director or designee will be responsible for seeing that the correct engineering controls are chosen, installed, maintained, and serviced for effectiveness as often as required.

The following engineering controls have been implemented.

Positions/job/task	Engineering Control
Weatherization Technical Monitors	Plastic shield/barrier/face masks, gloves, protective clothing covering, boots, certain areas of house ventilators as necessary, hand sanitizer, and social distancing.
MiTEC Director, Deputy Director, Technical Instructors – BPI Exam Proctors, T&TA provider	Face shields, masks, gloves, social distancing where possible, limited number of people in testing situations, hand sanitizer, professional sprayer for applying disinfectant to tools utilized for testing/training, portable hand washing station.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Deputy Director, Bureau/Division Director or designee will be responsible for seeing that the correct administrative controls are chosen, implemented, and maintained effectiveness in order to minimize or eliminate employee exposure to COVID-19.

Additional administrative controls are not recommended for workers in the lower exposure risk group. Low exposure risk group employers should utilize public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.

Examples of administrative controls for COVID-19 in medium risk groups include:

- Consider offering face masks to ill employees and visitors to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
- Keep employees informed about [COVID-19 symptoms](#) and ask sick visitors to minimize contact with DHHS staff until healthy again, such as by posting signs about COVID- 19 where sick visitors may visit (e.g., lobbies, conference rooms, etc.).
- Where appropriate, limit visitors’ and the public’s access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., phone-based communication, telework).
- Communicate the availability of medical screening or other employee health resources (e.g., telemedicine services, etc.).

The following administrative controls have been established for MDHHS.

Positions/job/task	Administrative Controls
<p style="text-align: center;">All Employees</p>	1. Employees will continue to work remotely where feasible and efficient.
	2. Communications will be provided to employees to stress the importance of social distancing, proper hygiene practices and to educate employees on policies, procedures, and protocols.
	3. Employees are required to self-monitor for COVID-19 signs and symptoms prior to leaving for the workplace.
	4. Employees with COVID-19 symptoms should stay home and request appropriate leave approval or lost time.
	5. Employees who do not pass the screening criteria will be instructed to not report to work and may use appropriate leave or lost time.
	6. Employees who experience COVID-19 symptoms at work should notify the Deputy Director, Bureau/Division Director or designee immediately and will be sent home on appropriate leave or lost time. The Michigan Civil Service Commission (MCSC) has implemented 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. Eligible employees have access to paid sick and annual leave and unpaid medical, parental, and FMLA leaves. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions can be requested to the HR office.
	7. Employees may be subject to a health screening consistent with the latest guidance from the CDC and MDHHS upon arrival at the workplace.

	8. Employees are also required to promptly report any signs and symptoms of COVID-19 to their immediate supervisor before and during work via telephone, email, or text.
	9. Employees may be directed to wash or sanitize their hands before coming to work, upon entering the building or regularly throughout the workday.
	10. Social distancing of 6 feet or more will be implemented and maintained where feasible and efficient.
	11. Flexible work schedules will be considered if allowed by operational and budgetary considerations.
	12. Microsoft Teams, email, and telephones will be used when possible whether teleworking or in the office.
	13. Use of conference rooms for meetings is discouraged or every other chair will be removed to ensure appropriate spacing between attendees.
	14. Employees will be encouraged to eat at their desks or during times when break rooms are not busy.
	15. Employee travel will be discouraged or conducted in separate cars if necessary.
	16. Employees who have been exposed to a person with COVID-19 at the workplace and requiring quarantine shall be instructed by the Deputy Director, Bureau/Division Director or designee as to next steps. The employee's health status, health information or COVID-19-related exposure information will be kept confidential to the extent possible.

Hand Hygiene & Disinfection of Work Surfaces

The Deputy Director, Bureau/Division Director or designee 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 COVID-19. When the provision of handwashing facilities is not feasible, the office shall provide employees with antiseptic hand sanitizers or towelettes.

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and other areas in the work environment to include but not limited to lobbies, restrooms, breakrooms, conference/meeting rooms and training rooms.

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, etc. Building management will conduct cleaning during evenings consistent with CDC and MDHSS guidelines.

Special cleaning will occur to disinfect the workplace if an employee or visitor is symptomatic or diagnosed with COVID-19.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and

are being used with required personal protective equipment for the product. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Disinfecting wipes will be provided at multifunction copiers and other equipment used by multiple employees for disinfection between users.

Surface	Method/Disinfectant Used	Schedule/Frequency
Ladders, blower door, infrared camera, computer, phones, vehicle, and other tools	Disinfectant wipes, hand sanitizer, professional type sprayer for disinfecting large tools	After each use by staff to include all frequently touched surfaces

Personal Protective Equipment (PPE)

The Deputy Director, Bureau/Division Director or designee will provide employees with personal protective equipment for protection from COVID-19 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance and in accordance with the latest [Coronavirus/COVID-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.

The following type(s) of PPE have been selected for use:

Positions/job/task	PPE
MiTEC Director, Deputy Director, Technical Instructors, Weatherization Technical Monitor	Medical grade masks, KN95 masks, face shields, gloves, Tyvek suits as needed, bootee

For the purpose 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 the workplace. All MDHHS employees 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 completely cover the mouth, nose, and chin and are at least as effective as the nonmedical cloth face covering provided to all staff.

Visitors to offices will be provided a disposable cloth mask.

Health Surveillance

MDHHS has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. The Deputy Director, Bureau/Division Director or designee will be responsible for ensuring that all required health surveillance provisions are performed as required. *Refer to Administrative Controls established for MDHHS for more information.*

MDHHS will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

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

Training

The Deputy Director, Bureau/Division Director or designee shall coordinate COVID-19 training and ensure compliance with all training requirements. 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 the worker must take to notify their supervisor of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking and work rules employees must follow in order to limit 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 property steps for putting it on and taking it off.
- Building/office signage.
- Resources available (e.g., Employee Service Program)

NOTE: It is recommended that records of employee training be maintained at a minimum with the name(s) of employee(s) trained, date of training, name of trainer, and content of training.

Recordkeeping

The Director, Deputy Director or designee shall coordinate COVID-19 required recordkeeping and ensure compliance with the latest [Coronavirus/COVID-19 Emergency Orders and Directives](#). The following records are required to be maintained:

- Required training with records maintained for 3 years.
- 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 maintained for 30 days except for identification of a confirmed case of COVID-19.
- When an employee is identified with a confirmed case of COVID-19 with records maintained for 5 years beyond the calendar year of infection.

Safe Start Team and the Return to Work Point of Contact Workgroup

In accordance with the State of Michigan’s Safely Returning Employees to the Workplace, the MDHHS Safe Start Team and the Return to Work Point of Contact Workgroup shall minimally be comprised of the Bureau of Organizational Services Director and team members, Public Health subject matter experts, the Workforce Engagement and Transformation Manager and team members, and point of contact(s) representing each administration within the department. Other MDHHS employees may be assigned to special roles.

These teams will be responsible for establishing and implementing return to workplace goals, periodically reviewing the MDHHS COVID-19 Preparedness & Response 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.

Support and Resources

- 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
- MDHHS Coronavirus Resources: www.mi.gov/coronavirus
- CDC Coronavirus Resources: www.cdc.gov/coronavirus/

MDHHS Return to Workplace Plan

This plan includes employees that **MUST** return to the office/field. This template is used in conjunction with guidance provided in the MDHHS Safely Returning Employees to the Workplace Guide. MDHHS is encouraging employees who can work remotely to continue to do so.

Administration:	MDHHS – Bureau of Community Services
Bureau/Division/Section:	Community Action and Economic Opportunity (field monitors/inspectors, MiTEC Training Center)
Completed by Name and Email:	Kris Schoenow, schoenowk@michigan.gov

Please provide a brief explanation of the job tasks that cannot be performed remotely and any additional safety measures that the work area plans to implement that has not already been indicated.

U.S. Department of Energy – Weatherization Assistance Program

Per WPN 16-4 and in accordance with 10 CFR 440, Grantees are required to conduct comprehensive onsite monitoring and inspections. Monitoring efforts will include all Program Standards, regulations contained in 10 CFR 440, federal financial assistance rules contained in 2 CFR 200, Weatherization Program Notices(WPN), and any other such guidance or procedural documents DOE or MDHHS-BCAEO may issue.

Technical inspections will occur on at least 5% of finished units and more; when possible and/or necessary. “In-progress” inspections will occur in addition to technical inspections at a rate to be determined by MDHHS-BCAEO each year. Inspections will review quality, compliance and effectiveness of installed measures at the household; appropriate and allowable materials used in the installation; appropriateness and accuracy of energy audits (no missed opportunities) to achieve as much energy savings at the household as possible; appropriate and complete diagnostics including setting up and running the blower door, CAZ testing, and infrared camera evaluations; comprehensive final inspections which requires a visual inspection of the work; safe work practices such as lead-safe weatherization protocols; and other factors relevant to on-site work.

Quality assurance monitoring/inspections can last from 1 to 3 hours.

Training can last from 4 to 6 hours a day for 4 to 5 days with a class size of 6 to 8 students.

Who MUST conduct quality assurance monitoring/inspections at client’s households to complete 5% of all weatherized jobs in the state and reworks as necessary? Complete the information below, adding lines as needed.

Employee Name	Email Address	Reason for Returning to Work (e.g., public facing, access to equipment, general office maintenance, etc.)	Returning to the office environment part-time or full time? (Please include schedule if known)	What building and floor will they return to? (Please include cubicle # if known)
		Reason for Field Inspections	Inspectors have been assigned all	

			special equipment to complete inspections	
Addison, Chris	AddisonC@michigan.gov	Complete inspections on weatherization jobs to ensure compliance and the health and safety of low-income client's households after weatherization.	Not required to be in the office	Not required to be in the office Field work needed 12 to 24 hours per month statewide Inspections include 2 staff member, 1 agency person, and 1 contractor at a client's home
Hansen, Harvey	HansenH1@michigan.gov	Complete inspections on weatherization jobs to ensure compliance and the health and safety of low-income client's households after weatherization.	Not required to be in the office	Not required to be in the office Field work needed 12 to 24 hours per month statewide Inspections include 2 staff member, 1 agency person, and 1 contractor at a client's home
Odette, Matthew	OdetteM2@michigan.gov	Complete inspections on weatherization jobs to ensure compliance and the health and safety of low-income client's households after weatherization.	Not required to be in the office	Not required to be in the office Field work needed 12 to 24 hours per month statewide Inspections include 2 staff member, 1 agency person, and 1 contractor at a client's home
Bryan Longton	longtonb@michigan.gov	Assist in completing inspections on weatherization jobs to ensure compliance and the health and	Not required to be in the office	Not required to be in the office Field work needed 12 to 24 hours per month statewide

		safety of low-income client's households after weatherization.		Inspections include 2 staff member, 1 agency person, and 1 contractor at a client's home
Glenn Voisin	voising@michigan.gov	Assist in completing inspections on weatherization jobs to ensure compliance and the health and safety of low-income client's households after weatherization.	Not required to be in the office	Not required to be in the office Field work needed 12 to 24 hours per month statewide Inspections include 2 staff member, 1 agency person, and 1 contractor at a client's home
Betsy Schumacher	Schumacherb3@michigan.gov	Assist in completing inspections on weatherization jobs to ensure compliance and the health and safety of low-income client's households after weatherization.	Not required to be in the office	Not required to be in the office Field work needed 12 to 24 hours per month statewide Inspections include 2 staff member, 1 agency person, and 1 contractor at a client's home
Judy, Ray	judy@michigan.gov	Oversee BPI proctoring activity and perform requested T&TA for the Weatherization Assistance Program technicians working in client homes (contractors, crews, Energy Auditors & QCIs)	Not required to be in the office	Not required to be in the office Field Work: 5 hours annually as needed
Andrews, Tom	andrewst3@michigan.gov	Oversee BPI proctoring activity and perform requested T&TA	Not required to be in the office	Not required to be in the office Field Work:

		for the Weatherization Assistance Program technicians working in client homes (contractors, crews, Energy Auditors & QCIs)		<p>This instructor will proctor student field tests when necessary typically in Kalamazoo in a certified house. (Other houses, statewide, are being reviewed for testing.)</p> <p>This instruction trains weeklong courses with 6 to 8 students.</p> <p>20 to 40 hours per month statewide</p>
Emelander, Terry	emelandert@michigan.gov	Technical Instructor/ BPI performing exam proctoring duties and requested/necessary T&TA	Not required to be in the office	<p>Not required to be in the office</p> <p>Field Work: This instructor will proctor student field tests when necessary typically in Kalamazoo in a certified house. (Other houses, statewide, are being reviewed for testing.)</p> <p>This instruction trains weeklong courses with 6 to 8 students.</p> <p>20 to 40 hours per month statewide</p>
Warsecke, Gary	warseckeg@michigan.gov	Technical Instructor/ BPI performing exam proctoring duties and requested/necessary T&TA	Not required to be in the office	<p>Not required to be in the office</p> <p>Field Work: This instructor will proctor student field tests when necessary typically</p>

				<p>in Kalamazoo in a certified house. (Other houses, statewide, are being reviewed for testing.)</p> <p>This instruction trains weeklong courses with 6 to 8 students.</p> <p>20 to 40 hours per month statewide</p>
Dillehay, Steve	dillehays@michigan.gov	Technical Instructor/ BPI performing exam proctoring duties and requested/necessary T&TA	Not required to be in the office	<p>Not required to be in the office</p> <p>Field Work: This instructor will proctor student field tests when necessary typically in Kalamazoo in a certified house. (Other houses, statewide, are being reviewed for testing.)</p> <p>This instruction trains weeklong courses with 6 to 8 students.</p> <p>20 to 40 hours per month statewide</p>
Schoenow, Kristine	SchoenowK@michigan.gov	Supervisor – only needed in field when issue occur.	Not required to be in the office	<p>Not required to be in the office</p> <p>Field Work: 5 hours annually as needed</p>