



**MICHIGAN ECONOMIC**  
DEVELOPMENT CORPORATION

# **MEDC EMPLOYEE ONSITE RETURN GUIDELINES**



# MEDC ONSITE RETURN GUIDELINES

## Introduction

Team,

The health and safety of our employees and all who enter our workplace is our number one priority. As we have continued to assess the situation and maintain our operations, we have been nothing short of amazed at how exceptionally well our team has continued to perform their work, remotely, for the benefit of our great state. At this time, remote office work continues to be encouraged and we do not intend to *require* an onsite return of our operations for the foreseeable future. However, it may be necessary for brief work to be completed onsite from time to time. If it is necessary to perform functions in the office environment, the following information represents MEDC's protocols regarding onsite operations during the final phases of the MiSafeStart plan.

These guidelines were developed specifically for MEDC and are subject to change as professional/expert recommendations, regulatory guidance, and statewide practices continue to evolve. This document is intended to direct onsite, tactical operations in accordance with best practice, the Governor's [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#), to the greatest extent possible.

This is a working document and will be updated to reflect changes in directives and introduce new recommended practices, as they become available. It is intended to apply to all MEDC employees and support MEDC Facility and Human Resources policies and to provide information and instruction for all who enter our facilities to keep themselves and others safe. These written guidelines and supporting information in the Appendices will be available to all MEDC employees via the Intranet, sent via email and upon request.

Stay safe and healthy!



# MEDC ONSITE RETURN GUIDELINES

## Employee Overview

Should brief, onsite attendance be necessary to perform the essential functions of your position, either intermittently or consecutively, the organization has planned a deliberate, cautious approach to ensure the health and safety of our employee population. Divisional leadership has worked with their individual units to develop an appropriate, in-office assignment strategy. Employees, while not required to return to the office, will adhere to their assignment, as determined by their Divisional leadership, if it is necessary to perform brief work onsite. All employees should continue to work remotely and should **not** attend outside of an assigned day/time, but rather contact their manager to request a change in scheduled assignment if the need is urgent. For a safe, methodical approach to tactical operations, employees returning to the facility will be required to comply with the following guidelines.



### ***Complete a written health assessment.***

The health assessment is a simple form (found on the [Human Resources team intranet page](#)) that asks questions specific to symptoms and exposure to COVID-19. This will be required for assigned staff who intend to enter the facility at any point. (A sample form is included in this document).

### ***Test of body temperature, upon entry (1<sup>st</sup> floor “no touch” testing).***

To ensure effective facilitation of temperature testing, entry to the building must be between the hours of 8:00am and 10:00am (entry to take place no sooner than 8:00am each day). **All employees are required to be tested.** Anyone entering the facility through the Lower Level **must** stop at the 1<sup>st</sup> Floor Lobby area to comply with this testing. Facilities and/or Security staff will facilitate no touch temperature testing with “no-touch” thermometers beginning at **8:00am**.



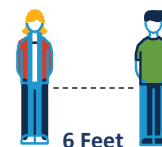
### ***Wear the provided mask or a similar face cover, as tolerated, when in proximity of co-workers and common areas.***

A single, washable/reusable cloth mask will be provided to each employee. If you would rather wear a similar mask of your own, you are welcome to do so. Please ensure that the mask is appropriately covering your nose and mouth. Face coverings or masks that incorporate other openings or visible gaps in design or material are not sufficient face coverings. Neck gaiter tube-style face scarves and open-chin triangle bandanas are also not allowed.



### ***Maintain social distancing measures.*** (No less than a 6-foot radius).

“Markers” will be visible on the floor in the lobby and elevator locations for illustration of appropriate distancing. Extensive signage will also be present on and in each elevator car to note ideal capacity for social distancing and recommendations for using elevator buttons, etc.





***Work at the assigned station only (or an assigned vacant station designated with the employee's name).***

Leadership has created an in-office assignment strategy and will make this information available to all team members. Please do not attend on days that are not assigned to you to ensure appropriate social distancing.

***Limit the use of common equipment and/or spaces (e.g. Huddle Spaces) and wiping the same immediately after use.***

Disinfectant will be readily available in these locations to sanitize the area after each use. Please follow the instructions to ensure equipment is not damaged. Hand sanitizer will also be available in these common areas.



***Wash your hands frequently and thoroughly.***

Soap is available in all MEDC restrooms. In addition, hand sanitizer/sanitizing stations will be available throughout the building. Please do not remove soap/sanitizer from their designated areas. If you notice that a station is running low, please notify Facilities.

***Limit the use of kitchenette, the Café and HuB.***

If you must utilize the MEDC kitchenette(s), Café or Hub for lunch, etc., please wipe the space and/or common items with available supplies and dispose of them appropriately before you leave. The day porters will monitor these areas, as well.



***Conduct all “meetings” through teleconference.***

To limit use, ensure social distancing, and prevent cross contamination, MEDC conference rooms will not be available for use until further notice. If you have an open meetings requirement, please speak with Facilities and IT for options.

***Recognize that the facility will not be accessible for outside visitors/meetings.***

MEDC building doors will remain locked and only accessible via key card. With the exception of 3<sup>rd</sup> party delivery vendors (who are aware of facility protocols), visitors and face-to-face meetings are prohibited at this time. MEDC onsite Security staff will monitor all access doors for deliveries and other emergent needs. Additional guidance/protocols for visitors will be provided once they are allowed back into our facility (ensuring appropriate PPE is available and similar protocols established for all individuals entering the facility).



***Notify leadership of any needed changes in assignment, schedule and/or work.***

Assigned schedules have been carefully established to ensure social distancing and other important safety and operational considerations are maintained. If you need to make a change in your schedule and/or assigned workflow, please contact your department leadership, as soon as feasible.

***Provide medical documentation for return to work from illness, upon request.***

To ensure the health and safety of all MEDC employees, individuals returning to work after illness may be required to provide medical documentation from their physician. Any medical documentation should be submitted directly to Human Resources ***in advance*** of a return.



In an abundance of caution, the organization will implement the same preventative measures as employees return that were taken as employees transitioned to a remote environment to keep the facility safe. MEDC will continue to work closely with our cleaning partner's daytime staff for regular cleaning of touch points (e.g. door handles, elevator buttons, etc.), common areas/office space(s), and ensure work surfaces/chairs are routinely cleaned. Hand sanitizer is available at multiple locations throughout each floor.

The health, safety and well-being of our employee population is of the utmost importance and it is the MEDC's top priority as employees intermittently and/or consecutively return onsite. Executive Leadership, in conjunction with our partners at the Governor's office and State Emergency Operations Center, will continue to monitor the ongoing situation and provide updates as any changes in our environment are necessary.

To help answer additional questions regarding the return to the office, please see the attached Frequently Asked Questions. If you have additional questions, please do not hesitate to contact your leadership team or Human Resources.



# MEDC ONSITE RETURN GUIDELINES

## Employee FAQs

### **How long do you anticipate that these preventative measures will be in place?**

As the COVID-19 public health crisis continues to evolve, Executive Leadership (in cooperation with our State partners) will monitor restrictions and implement revised protocols within the MEDC that provide a thoughtful, safe method of operation that does not endanger the health and safety of our employee population. As the situation changes, Executive Leadership will provide updates as they occur.

### **How will employees be kept apprised of any changes to our current work arrangement?**

All information or changes will be communicated from Executive Leadership and/or your direct manager through a variety of formats, including email, intranet, virtual town halls, etc., as appropriate.

### **Based on the information provided, it does not appear that we are required to come into the office on our assigned day. What does this mean?**

Since the pandemic began, employees have demonstrated that they can work effectively in a remote work environment. To ensure that we continue a safe environment for all employees and promote the ability to work remotely, we are not requiring that employees return to the office at this time. That said, if it is necessary for you to perform work onsite for any reason, please enter only on your assigned day(s) and follow the protocols as outlined in this document.

### **If I need to stop into the office on the weekend or after hours for any reason, what protocols should I follow?**

*Prior* to departing for the office, please take your temperature from home and ensure that you do not have a fever or are experiencing any symptoms consistent with COVID-19 (e.g. fever, dry cough, shortness of breath accompanied with chills, muscle pain, headache, sore throat, loss of taste or smell). Please **do not** come into the facility if you have a fever or are experiencing any of these symptoms.

### **Will face-to-face and/or client meetings outside of the office still be prohibited?**

At this time, we are asking MEDC employees to continue virtual meetings. We recognize that there may be circumstances in which physical attendance is important (site visits, attraction meetings, etc.). If you have a situation in which the requestor requires in-person attendance or an event necessitates an onsite presence, please contact your executive leader for guidance/assistance. These requests will be evaluated on a case-by-case basis, with utmost caution applied and significant safety protocols in place.

### **Is travel still prohibited? When do we anticipate scheduling may resume?**

MEDC is still under a travel ban for both international and domestic travel. Employees should not anticipate scheduling travel through the end of the calendar year. As we evaluate the easing of restrictions, we will certainly share information with all employees.

### **Will the MEDC provide masks or gloves for staff?**

The MEDC has secured a washable/reusable cloth mask for each employee to utilize when in direct contact with co-workers and common areas (when 6' of separation from other individuals cannot consistently be maintained). Masks will be sent to employee's home address of record. If you have your own work-appropriate mask that you would like to wear, please feel free to do so. However, please note that face coverings or masks that incorporate other openings or visible gaps in design or material are not sufficient face coverings. Neck gaiter tube-style face scarves and open-chin triangle bandanas are also not allowed. Gloves are not recommended unless you are disposing after every use/touch point; MEDC has provided hand sanitizer for this purpose.

### **If I am working in the office on my assigned day(s), what should I do if I start to exhibit symptoms that are consistent with COVID-19 or think that I have come into contact with someone who has COVID-19?**

If you believe that you may be exhibiting symptoms consistent with COVID-19 (e.g. a fever, typically in excess of 100 degrees, excessive dry cough, shortness of breath/difficulty breathing, accompanied by chills/repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, etc.) **OR** if you have been directly exposed to the COVID-19 virus, **DO NOT** return to the office and seek immediate medical advice. Directly notify Human Resources if you test positive or if anyone you have had recent, close personal contact with has tested positive for COVID-19.

### **Should we come into contact with an employee who tests positive for COVID-19 while in the office, how will we be notified?**

MEDC will be monitoring the return-to-work situation very carefully. Should anyone report a positive diagnosis of COVID-19, there are HR protocols in place, consistent with CDC requirements, to determine if any employees have had close personal contact with impacted individual(s). Timely notification and precautionary guidance will be provided.

### **What extra steps can I take to ensure I remain vigilant in coming to work and protecting myself and those around me?**

Ask yourself the following questions:

- Is your temperature elevated above normal? (please take your temperature from home *before* leaving for work).
- Are you experiencing any symptoms consistent with COVID-19 (e.g. fever, dry cough, shortness of breath accompanied with chills, muscle pain, headache, sore throat, loss of taste or smell)?
- Have you been exposed to anyone that has symptoms consistent with COVID-19 and/or has been diagnosed with the virus?

If the answer is "yes" to any of these questions, please notify your manager OR Human Resources immediately, seek appropriate medical advice, quarantine, and take the time you need to recover. Please **do not** come into the facility.

### **I have underlying health conditions/been deemed high-risk from my physician. If I have to stop at the office, how can I be assured that it will not increase my risk?**

The MEDC is taking extraordinary steps to ensure the facility is consistently cleaned to promote a safe environment for all, including establishment of a well-organized schedule and assignment of workspaces to facilitate this process. While in the office, we recommend frequent hand washing, maintaining proper social distancing, and utilizing other resources that have been provided (hand sanitizer, masks, etc.).

Should you have concerns, please consult your physician for appropriate direction and speak with Human Resources and/or your manager to request an accommodation.

**If I exhibit a fever, can I still work from home?**

Yes. If you feel well enough to continue work at home, you may do so. Please keep your manager informed of your intent to work or any changes in circumstances that would keep you from your work during the day.

**My child/children are home without access to daycare or other assistance. How will this impact my job?**

The MEDC will continue to exhibit flexibility. If work can continue to be performed, you do not need to take leave time. If you need to modify your schedule to accommodate childcare, please contact your manager to discuss options. If you are unable to work in any capacity due to childcare constraints, please advise your manager and discuss appropriate leave options with Human Resources.

**With “no touch” temperature testing being conducted, how will a determination be made if someone should return home?**

To ensure the safety of all staff in the facility on any given day, anyone who exhibits an elevated temperature (e.g. 99.5 degrees or above) will be asked to return home and not return to the facility until at least 72 hours pass since symptoms resolved without fever-reducing medication. While we recognize that a fever may not always be associated with COVID-19, the MEDC will be taking this precautionary step to ensure the safety of all employees.

**I am a Detroit/WeWork employee, how will this work for us?**

MEDC is working closely with WeWork to ensure that our employees are in a safe, healthy environment, while complying with WeWork’s onsite/facility protocols. Detroit-based employees should follow their assigned schedule should they need to be in the office and comply with WeWork facility protocols. Health assessments should be completed online and directed to the MEDCHR mailbox.

**I see that employees cannot enter the building prior to 8:00am and can only do so between 8:00am and 10:00am. Why is that and what if my Alternative Work Schedule allowed me to come in prior to 8:00am?**

In an “optional”, return to work environment, a building entry window of 8:00am to 10:00am is required to ensure that all employees entering the building are able to have their temperature tested in a reasonable block of time on the first floor. We are standardizing the time employees may enter the building so that Facilities and/or Security staff may facilitate employee testing efficiently.

**What is the purpose of the health assessment and where will this information be stored?**

To ensure that the MEDC facility is a safe environment for all, a health assessment will be required for completion by employees attending onsite work (employees not reporting to the office will not be required to complete the health assessment unless they are scheduled to come to the facility). The assessment will provide answers specific to symptoms and exposure to COVID-19 and help prevent the onset or spread of the virus. This form will be completed electronically and should be forwarded to the MEDCHR inbox. Human Resources will collect and maintain information relevant to the assessment in a confidential file.



**What should I do if I am not comfortable sitting in close proximity to a co-worker?**

Each division has established an onsite schedule to provide space and maintain social distancing measures. However, the MEDC recognizes that flexibility will be key. If space is a concern, there may be a limited number of vacant cubicles that can be assigned. For availability, please contact your manager who will contact Facilities for options.

**What steps are being taken to ensure we have a sanitary environment to work in?**

Our cleaning partner is committed to taking every precaution, as recommended by CDC guidelines, to continue to deliver professional, reliable, dedicated services to our organization. In addition to regular, daily duties, additional steps are being taken to clean “high-touch points” of contact and common areas within our building with appropriate disinfectant.

Additionally, employees will be asked to wipe down workstations (including work surfaces and other touch points at their workstation) thoroughly when they arrive and prior to their departure for the day using approved disinfectant. Please contact a member of the Facilities team for available disinfectant.

**How will other ‘shared’ resources be maintained, such as refrigerators, ice makers, coffee pots, and drinking fountains?**

Refrigerators will continue to be cleaned monthly; however, handles and other touch points will be maintained daily by our cleaning service. Drinking fountains will also be sanitized on a daily schedule. For all other touch points in the kitchenette/common areas, we recommend the use of hand sanitizer prior to and after each interaction with commonly used items (coffee pots, ice cube trays, etc.).

**Why are conference rooms not available to utilize?**

We will not immediately open the conference rooms to ensure that social distancing remains intact and to eliminate common area contamination. Visitors to the building are prohibited.

**Can we still use the café and HuB?**

It is recommended that use of common areas is limited/restricted. If an employee must utilize café or HuB equipment or tables, social distancing should be observed, and the employee should immediately sanitize the area with available solutions.

**SAMPLE**

## Workplace Health Screening Form (Appendix A)

- Simple, fill-in format for online completion
- Complete form *in advance* of entering facility
- Once completed, “share” and “attach” to email
- Return to MEDCHR inbox



## Workplace Health Screening Coronavirus (COVID-19)

<b>Employee Name:</b> Click or tap here to enter text.	<b>Date (mm/dd/yyyy):</b> Click or tap here to enter text.
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To ensure that the MEDC facility is a safe environment for all, this health assessment is required for completion for employees attending onsite work. This assessment, once complete, must be forwarded to the MEDCHR inbox ([medchr@michigan.org](mailto:medchr@michigan.org)). Human Resources will collect and maintain information relevant to the assessment in a confidential file.

<input type="checkbox"/>	
Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt "feverish" or had a temperature that is elevated for you/99.5°F or greater?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you experiencing <i>any</i> symptoms consistent with COVID-19 (e.g. fever, , excessive dry cough, shortness of breath/difficulty breathing, accompanied by chills/repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been in contact within the last 14 days with someone with a confirmed diagnosis of COVID-19 or have you traveled internationally?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	

If you answer “**yes**” to any of the symptoms listed above, or your temperature is **99.5°F or higher**, please do not go to into work. Please do not return to the facility on a rotational schedule until at least 72 hours pass since symptoms resolved without fever-reducing medication. Any employee who must return home should notify their manager of the situation for planning purposes. While we recognize that a fever may not always be associated with COVID-19, the MEDC will be taking this precautionary step to ensure the safety of all employees.

If you answer “**no**” to all of the symptoms listed above and should your condition change *after* submitting this form, please follow the protocols outlined above.

**RETURN FORM TO “MEDCHR” INBOX WHEN COMPLETED.**

*This screening assessment is intended to be used for informational purposes ONLY to help you check for COVID-19 symptoms as outlined by the Centers for Disease Control. The guidance you receive from the MEDC depends on the accuracy of the information you provide, as well as current guidelines for identifying symptoms associated with COVID-19.*

*This is not a substitute for professional medical advice, diagnosis, or treatment of disease or other conditions, including COVID-19. Always consult a medical professional for serious symptoms or emergencies.*

## COVID-19 Preparedness & Response Plan for Low & Medium Risk Employees (Appendix B)

### General

The following Coronavirus/COVID-19 Preparedness & Response Plan has been established for the Michigan Economic Development Corporation (MEDC) in accordance with the Governor's [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#) related to COVID-19.

The purpose of this program is to minimize or eliminate employee exposure to COVID-19. Any questions regarding this plan should be directed to Human Resources.

### Exposure Determination

The MEDC's Return to Work Task Force/Safe Start Team (RTF-SS) evaluated 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 MEDC's RTF-SS is responsible for seeing that exposure determination is performed.

The MEDC shall categorize all 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 (for example, 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, employees 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.

The MEDC has determined that the following positions/jobs/tasks have the following exposure determination(s).

Positions/job/task	Determination	Qualifying Factors (i.e. no public contact, public contact, job task description)
Field-based, outward facing staff (Business Development & Community Development) whose primary function is marketing Michigan as the place to do business and foster the growth of vibrant communities across the state; Marketing & Communications staff (lead marketing agency for the state of Michigan)	Medium exposure risk (38% of workforce/jobs/functions)	Public facing / community, contact and interaction with businesses, community leaders and vendors.

All other MEDC positions	Lower exposure risk (62% of workforce/jobs/functions)	No public contact; primary work functions performed remotely or in office environment.
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### Engineering controls

MEDC has implemented feasible engineering controls to prevent 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 employee behavior and can be the most cost-effective solution to implement.

Engineering controls examples for COVID-19 include:

- ✓ Installing physical barriers, such as clear plastic sneeze guards;
- ✓ Installing a drive-through window for customer service, etc.

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

The MEDC RTF-SS team 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 controls have been implemented.

Position/Job/Task	Engineering Control
All MEDC positions with access to the facility	Installing distancing 'markers' in the facility in to ensure a proper 6' is maintained in areas of higher volume of people (including elevator cars).

### Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The MEDC RTF-SS 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.

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

- ✓ Consider offering face masks to ill employees and customers 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, at: [www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy](http://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy).
- ✓ Keep employees informed about symptoms of COVID-19 and ask sick visitors to minimize contact with MEDC employees until healthy again, such as by posting signs about COVID-19 where sick visitors may convene (e.g., lobby, conference rooms, training rooms, etc.).
- ✓ Where appropriate, limit visitor 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, etc.).
- ✓ Communicate the availability of medical screening or other employee health resources (e.g. telemedicine services, etc.).

The following administrative controls have been established for the MEDC:

Positions/job/task	Administrative Control Type (workplace distancing, remote work, notifying customers)
All MEDC Employees	Entire floorplan has been designated by zones and employees assigned to specific days for an optional, brief return to ensure social distancing measures are observed and limit the number of staff in the building on any given day.
	Employees will continue to work remotely and return to the facility on their assigned day(s), only if necessary, to perform brief aspects of their job.
	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.
	Employees are required to self-monitor for COVID-19 signs and symptoms prior to leaving for the workplace. Coming to work is prohibited if symptoms are present.
	Employees with COVID-19 symptoms should stay home and request appropriate leave approval. In the absence of available leave time, lost time will be utilized.
	Employees who do not pass the screening criteria will be instructed to not report to work and may use appropriate leave time. In the absence of available leave time, lost time will be utilized.
	Employees who experience COVID-19 symptoms at work should notify Human Resources immediately and will be sent home on appropriate leave or lost time. The MEDC has implemented leave policies that promote employees 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 employees with underlying medical conditions or who have household members with underlying health conditions can be requested through the HR office.
	Employees are also required to promptly report any signs and symptoms of COVID-19 to their immediate manager before and during work via telephone, email or text.
	Employees will be subject to a health screening consistent with the latest guidance from the CDC and MDHHS upon arrival at the workplace.
	Employees will be encouraged to wash or sanitize their hands regularly throughout the workday.
	Social distancing of 6' or more will be implemented and maintained where feasible and efficient.
	Flexible work schedules will be considered if allowed by operational considerations.

	MS Teams, email and telephones will be used whenever possible, whether working remotely or in the office.
	Use of conference rooms for meetings is prohibited and employees are asked to continue virtual meetings. If physical attendance is required, these instances will be evaluated on a case-by-case basis with the utmost caution applied and significant protocols in place by Executive Leadership.
	Employees will be encouraged to eat at their desks or during times when break rooms are not busy. Should the HuB or café be utilized, social distancing should be observed, and the employee should immediately sanitize the area with available solutions.
	Employee travel is prohibited, and employees should not anticipate scheduling travel through the end of the Calendar Year.
	Employees who have been exposed to a person with COVID-19 at the workplace and requiring quarantine shall be instructed by Human Resources 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 Environmental Surfaces**

MEDC's RTF-SS 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 employer shall provide employees with antiseptic hand sanitizers or towelettes for use. Employees are required to periodically wash their hands using soap and water for a minimum of 20 seconds or use hand sanitizer.

Regular housekeeping practices are being implemented, including route cleaning and disinfecting of work surfaces, equipment, and other areas in the work environment including, but not limited to, restrooms, kitchenettes, conference/meeting rooms, etc. Frequent cleaning and disinfecting will be conducted in high-touch areas (e.g. door handles, elevator panels, railings, etc.).

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. David Wilcox, Facilities Manager, and Brian Schrems, Director of Human Resources & Administration, will be responsible for seeing that such a cleaning and disinfection is performed, as required.

Appropriate and effective cleaning/disinfectant supplies have been purchased and are available for use at workstations, multifunction copers and other equipment in accordance with product labels and manufacturer specifications. Additionally, the maximum amount for fresh air is being brought into the workplace; air recirculation is being limited and ventilation systems are being properly used/maintained.

**Personal Protective Equipment (PPE)**

The MEDC will provide employees with personal protective equipment for protection from COVID-19 appropriate to the exposure risk in accordance with the Governor's [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#) related to COVID-19.

All types of PPE are to be:

- ✓ Selected based upon the hazard to the employee.

- ✓ 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
All MEDC positions	None provided currently

For the purpose of this plan, a non-medical cloth covering is **NOT** considered PPE. All employees who are medically able are required to wear a non-medical cloth face covering in accordance with the Governor’s latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#) when performing work onsite/at MEDC partner facilities. All MEDC employees will be provided one reusable, non-medical cloth face covering and instructed on how to properly wash/sanitize 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 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 Brian Schrems in Human Resources or the [agency Safety Coordinator](#) with any questions. Employees who are medically unable to wear a cloth face covering MUST contact the agency [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**

The MEDC has implemented a screening protocol, in which employees will participate in health screenings (occurring in the form of a questionnaire to be completed, attestation via electronic device or swipe method, or an alternative, approved format), to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. The MEDC’s RTF-SS will be responsible for ensuring that all required health surveillance provisions are performed, as required. Please refer to the Administrative Controls described in this document for more information.

At the beginning of each day at the start of each work shift, the MEDC will screen employees for signs and symptoms of COVID-19, as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to Human Resources before and during the work shift.

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

The MEDC 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:

- (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.

### **Feeling Sick and Work-Related Post-Exposure Evaluation & Follow-Up**

Employees should **stay home** and contact their immediate manager and healthcare provider if they have a fever, cough, or other symptoms, or believe they might have COVID-19. Employees should contact Human Resources 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 with 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.

### **Gatherings and Returns to the Workplace**

If a return to the office, in-person gatherings (e.g., conferences, meetings, trainings, testing, audits, inspections, etc.) are necessary, the MEDC will submit a written request to the OSE Director for approval. Requests will minimally include the following:

- When, where, the time and duration of the event.
- The total people, to include employees, expected to attend.
- 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.
- If the event being held or attended is 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 MEDC's 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 MEDC 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 the Governor's [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS](#)



[Epidemic Orders](#), and [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 MEDC President & CEO 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 will also be provided to OSE upon conclusion of the event to include facts, practices that worked, lessons learned, etc.

### **Training**

The MEDC's RTF-SS shall coordinate COVID-19 training and ensure compliance with all training requirements. Training shall minimally include, but is not limited to, the following:

- (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 employee must take to notify their manager of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- (e) Measures that the facility is taking and applicable protocols that must be followed to prevent worker exposure to, and spread of, the virus (e.g. health screening protocol, isolation protocol, social distancing protocol, daily self-screening protocol, self-quarantining & return to work, etc.).
- (f) Guidelines that the employee 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.
- (h) Extensive building/office signage.
- (i) Available Resources (e.g. Employee Service Program, etc.)

Additional, mandatory training will be provided by OSE ("COVID-19: Keeping You Safe at Work") and can be found on the Civil Service Learning Management System. This training will be provided for completion just prior to an employee's pre-COVID assigned workplace to ensure they receive the latest information and guidance.

**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**

The MEDC shall coordinate COVID-19 required recordkeeping and ensure compliance with applicable MIOSHA rules related to COVID-19. 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 possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19.

The MEDC will maintain applicable records for one year from date of generation per MIOSHA rule.

### **MEDC Return to Work/Safe Start Teams (RTF-SS)**

For purposes of this document, the MEDC Safe Start Team and the Return to Work Task Force shall be minimally comprised of the Chief Operating Officer, Executive Vice President of Finance/Administrative Operations, Director of Human Resources & Administration and Facilities Manager/Safety Coordinator. Other MEDC employees may be assigned, as required, to ensure safe return of our employees/operations.

The purpose of these teams will be for establishing return-to-work guidelines/protocols, periodically reviewing this Preparedness & Response plan for effectiveness, and to identify lessons learned, implement best practices and improvement needs for a safe return to operations.

### **Additional Support/Resources**

#### General Resources about COVID-19

- ✓ <https://www.michigan.gov/coronavirus/> - State of Michigan site for COVID-19 response measures and resources, including Executive Orders & Directives, and DHHS Epidemic Orders
- ✓ <https://www.cdc.gov/coronavirus/2019-ncov/index.html> - Federal government site for COVID-19 response measures and resources
- ✓ <https://www.michigan.gov/ose/0,4656,7-143--533755--U,00.html> – State of Michigan Agency/Department Return-to-Work plans
- ✓ <https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html> – MIOSHA COVID-19 resources
- ✓ [https://www.michigan.gov/documents/leo/Final\\_MIOSHA\\_Rules\\_705164\\_7.pdf](https://www.michigan.gov/documents/leo/Final_MIOSHA_Rules_705164_7.pdf) - MIOSHA emergency rules
- ✓ [https://www.michigan.gov/leo/0,5863,7-336-94422\\_11407\\_15368-39941--,00.html](https://www.michigan.gov/leo/0,5863,7-336-94422_11407_15368-39941--,00.html) – MIOSHA general industry safety & health standards
- ✓ <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html> - OSHA COVID-19 resources

#### Resources for Employees

##### *As Health Care Seekers – Corporate Employees*

- ✓ <https://www.mibluesperspectives.com/2020/03/14/coronavirus-outbreak-what-you-need-to-know/>
- ✓ <https://www.mibluesperspectives.com/2020/03/09/how-to-access-telehealth-care-during-the-coronavirus-outbreak/> - How to Access Telehealth support during COVID 19

##### *As Health Care Seekers – State Employees*

- ✓ [https://www.michigan.gov/mdcs/0,4614,7-147-22854\\_29351---,00.html](https://www.michigan.gov/mdcs/0,4614,7-147-22854_29351---,00.html) (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)
- ✓ [https://www.michigan.gov/mdcs/0,4614,7-147-22854\\_38681---,00.html](https://www.michigan.gov/mdcs/0,4614,7-147-22854_38681---,00.html) – Contact information for all state employee health plans to request information related COVID-19 resources.

## **Certification of Readiness to Return Employees to the Workplace (Appendix C)**

Agencies must implement the following items to ensure they are ready to recall their priority services and employees to the workplace.

- ✓ My agency has identified priority services operations (prioritized, operational requirements enumerated, cost and revenue considered). This includes identifying the percentage or number of employees:
  - Required to work on premises.
  - Who will remain remote on a short-term, medium-term, and long-term basis.
- ✓ My agency has social distancing plans in place for work areas, elevators, meeting rooms, and common spaces.
- ✓ My agency has a plan to conduct health screenings for all employees and may do so for all vendors, contractors, and visitors. (Some facilities may require body temperature screenings.)
- ✓ My agency has communicated infection control protocols, including handwashing, health screening, temperature taking, face covering wearing, and respiratory etiquette, to anyone who is in the workplace.
- ✓ My agency has plans in place for telework, flextime, and staggered schedules in areas where social distancing is not possible.
- ✓ My agency has communicated travel restrictions and policies for remote meetings.
- ✓ My agency has consulted with facilities management to ensure extra cleaning and sanitizing schedules, needed layout changes, etc.
- ✓ My agency has appropriate and sufficient signage posted denoting social distancing requirements, hygiene reminders, restrictions on public access, required conference room seating, maximum number of people allowed in each space, what to do if employees become ill, etc.
- ✓ My agency has made cleaning and disinfecting supplies available for employees to maintain their workspaces and equipment, along with adequate hygienic products such as soap, paper towels, and tissues.
- ✓ My agency has a process for employees and managers to report, inventory, and sanitize all state-owned equipment and office furniture removed from the agency and subsequently returned.
- ✓ My agency has employee communication plans that include notifying employees of information needed BEFORE they return to the site.
- ✓ My agency has notified all employees how to contact the Employee Service Program (ESP), if necessary.
- ✓ My agency has mechanisms in place to report and resolve compliance issues with safety protocols. These mechanisms are widely known to employees, either through signage or frequent verbal or written communication.

- ✓ My agency has protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working.
- ✓ If applicable, my agency has the necessary Personal Protective Equipment (PPE) on hand to distribute to employees when necessary.

I certify my agency has protocols in place to comply with executive orders allowing the safe return of employees to the workplace. By signing this certification, I attest my agency has followed all applicable guidance in this document and has communicated or will communicate all relevant standards and policies to employees before they return or immediately as they return to the workplace.

AGENCY DIRECTOR SIGNATURE 

DATE 11/13/2020

## Manager Checklist (Appendix D)

Upon a regular return to work schedule, managers must have each employee complete the following form on the employees' first day back in the workplace. You must review your agency protocols with your employees before they sign this form.

**Welcome back! We are glad you are here.**

<b>Employee Name and ID</b>	
<b>Manager</b>	

### A. MEDC Property

Please confirm which of the following MEDC-owned items/equipment you are returning to the office.

- Key card/security badges
- Mobile device (e.g. cellphone, notebook)
- Laptop/desktop
- Computer Monitor
- USB flash drive
- Building keys
- Purchasing/credit card
- Office Chair
- Other (please specify)

Yes     No    Did you clean and sanitize all equipment according to guidelines?  
Specify: \_\_\_\_\_

Yes     No    I verify the MEDC-owned equipment marked above has been cleaned and sanitized according to the instructions and returned to my agency.

### 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 manager 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.
- I agree that I will complete a health screening each day.

### C. Training

- I reviewed COVID-19 Training for State of Michigan Employees presentation from the Office of the State Employer and understand the information within.

**I VERIFY I UNDERSTAND THE EXPECTATIONS FOR PERFORMING MY JOB IN THE WORKPLACE UNDER OUR NEW COVID-19 PREPAREDNESS PROTOCOLS.**

Employee Signature \_\_\_\_\_ DATE \_\_\_\_\_

Manager Signature \_\_\_\_\_ DATE \_\_\_\_\_