

COVID-19 PREPARDNESS PLAN

MICHIGAN GAMING CONTROL BOARD

The purpose of this document is to provide guidance to employees and contractors in all Michigan Gaming Control Board (MGCB) worksites for returning to in office operations in a manner that reduces the spread of COVID-19.

Revised 11/23/2020



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Introduction

MGCB is committed to providing a safe and healthy work environment to all employees. In pursuit of this endeavor, the MGCB COVID-19 Preparedness Plan (MCP) and Exposure Control Plan (ECP) is provided to prevent exposure to COVID-19. The MCP and ECP are key documents to assist our agency in implementing and ensuring compliance with the standards, thereby protecting our employees. These plans were developed utilizing the “State of Michigan Safely Returning Employees to the Workplace Guide” as framework and in compliance with applicable Governors’ Executive Directives, Department of Health and Human Services (DHHS) Emergency Orders, Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, and Centers for Disease Control and Prevention (CDC) guidance.

Full-time, permanent-intermittent, part-time, temporary, contract, and per diem employees are covered by the standards outlined in this document.

The MCP includes, but is not limited to:

- Assessment of employee exposure risk
- Methods of exposure control, including, but not limited to:
 - Mitigation strategies
 - Engineering and work practice controls
 - Voluntary medical screening stations
 - Social Distancing requirements
 - Sanitation guidance
 - Personal protective equipment (PPE)
- Guidance for exposed employees
- Communication of exposure to all employees
- Communication of hazards to employees and training

The method and implementation of these elements are discussed in the subsequent pages of this document. All employees who could be potentially exposed to COVID-19 or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this document.

All employees will receive a communication and explanation regarding the MCP and a link to it before reentering the workplace. The MCP is available on the MGCB Intranet to allow all employees the opportunity to review this plan at any time during their work shifts. This plan is available upon request to regulatory authorities.

Employees and management must work together to ensure compliance with the MCP to maintain a safe and healthy work environment.

If you find it difficult to move forward, the [Employee Service Program \(ESP\)](#) is an excellent resource.

About COVID-19

The novel coronavirus (COVID-19) is a severe acute respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

Symptoms

COVID-19 can cause symptoms ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, fatigue, and shortness of breath which may progress to pneumonia and multi-organ failure. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

Although the first human case of COVID-19 likely resulted from exposure to infected animals, infected people can spread COVID-19 to other people. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with another. Close contact is someone who was within 6 feet of an infected person for a cumulative 15 minutes starting from 2 days before illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated.
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths and noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then by touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath).

The CDC website provides the latest information about [COVID-19 transmission](#).

Administrative Controls

Program Administration

MGCB has formed a safe start team to ensure plans to return employees to the workplaces are implemented consistently across the agency. The employees included in MGCB's Safe Start Team (MSST) are as follows:

- Rick Kalm, Executive Director
- Holli Doyle, Financial Services Section Manager
- Karen Finch, Detroit Administrative Services Manager
- Melissa Hamp, Department Analyst
- Dave Murley, Deputy Director of Indian Gaming and Legal Affairs
- Bob Simon, Deputy Director of Administration
- Kurt Steinkamp, Deputy Director of Licensing, Investigation, and Audit
- Henry Williams, Deputy Director of Casino Operations
- Donna Wilson, Human Resources Director (HR)/Health and Safety Coordinator

The MSST has worked to identify which priority services will return to the workplace first and developed mitigation strategies to limit the potential spread of COVID-19. Employees should report compliance issues with the safety protocols outlined in this document to Donna Wilson, HR Director/Health and Safety Coordinator.

The MSST must periodically review the MCPP document and identify lessons learned, best practices, and improvement needs regarding agency communications, engineering and administrative work practice controls, and PPE used during the pandemic. To aid in this effort, division deputy directors designated at least one worksite manager/supervisor to implement, monitor, and report on the COVID-19 strategies documented in this plan. The manager/supervisor must remain on-site at all times when employees are present on-site. An on-site employee may be designated to perform this function in the absence of the manager/supervisor. This information will be forwarded to MGCB's Executive Director and the Office of State Employer (OSE) director and will be used to update, modify, and improve the MCPP and related policies. All staff are encouraged to communicate to their deputy director, manager, supervisor, or the Safety and Health Coordinator any suggestions for policy improvements and updates.

Transition to In-Office Operations

This is based on the two levels below and in accordance with the Governor's Executive Directives, DHHS Emergency Orders, MIOSHA Emergency Rules, and CDC guidance.

Level one employees are the first staff that have returned to their worksite. All divisions have prepared schedules for their divisions. The overall goal initially is to keep staff levels at the worksite to a minimum to effectively accomplish the agency's mission. Level two employees will begin to return to the office based on operational needs.

All new employees, whether considered level one or level two, will begin their first day of work at their worksite in order to receive the required equipment necessary to perform their assigned duties either onsite or remotely.

“Essential services” for the purposes of this plan are those work activities that are critical to achieving Gaming’s mission.

Level One

Level one employees provide essential services and can only perform their work activities at their work site. Mail/records staff from the Detroit Administrative Services and Financial Services sections fit into this category. These two sections have been working two to three days per week, on rotating schedules, in the Detroit and Lansing offices since March 2020 when the COVID-19 pandemic began.

Enforcement, Employee Licensing, Enterprise Licensing, Audit, Gaming Lab, iGaming, disassociated persons list (DPL) and Horse Racing staff are also designated as level one staff and returned to work when the Detroit casinos reopened and live horse racing resumed in August 2020 and Millionaire Party (MP) events were authorized to resume in October 2020.

Enforcement, Employee Licensing, Enterprise Licensing, Audit, Gaming Lab, iGaming, and DPL staff are working on a rotating basis, effectively returning staff to the Cadillac Place and casino offices and the remaining staff continuing to telecommute. Enforcement, Employee Licensing, Enterprise Licensing, Audit, Gaming Lab, and DPL staff working remotely will continue to be given other duties and projects as determined by their deputy director and manager.

Live horse racing is staffed as necessary to properly regulate live events and races. The remaining staff will continue to telecommute.

Level Two

This includes all the remaining employees in the agency. These employees provide essential and non-essential services and can perform their job duties at the worksite and remotely.

These staff will begin to return to the worksite, as needed and approved, on a rotating basis. Depending on workloads due to the gradual opening of the Detroit casinos, tribal casinos, and MP events level two staff may continue to be given other duties and projects as determined by their deputy director and manager.

If a return to the office, in-person gathering (e.g., conferences, meetings, trainings, testing, audits, inspections, etc.) is necessary, the employee’s manager must submit a written request to the Deputy Director of Administration for review and submission to the OSE Director for approval. Requests should be comprehensive, submitted one week prior, and minimally include the following:

- When, where, the time and duration of the event.
- The total people, including employees, expected to attend. **Note:** attendance should be limited to the extent possible, and gathering sizes must comply with the [DHHS Epidemic Order](#); OSE may impose more stringent criteria.
- Whether the event will be held at a State of Michigan owned or operated location, or other venue to include the location name, address, telephone number, etc.
- Reason(s) why the event cannot be held remotely, importance of the testing, necessary to protect public health, etc.

- Whether 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 is required or critical to the agency'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 agency intends to keep employees and attendees safe (e.g., registration process, available sanitizers or related disinfecting procedures, post event cleaning procedures, enforcement of social distancing and face covering protocols, health screening protocols, what happens if someone becomes sick or experiences COVID-related symptoms, etc.).
- If the event is held outside the workplace (e.g., hotel, etc.), include confirmation that the venue is in compliance with applicable MIOSHA/DHHS Rules and related CDC guidance plus the total number of restrooms available, and how schedule breaks and lunches will be conducted to minimize gatherings, congregation, etc.
- Whether the Agency Director is supportive of the request.
- Person(s) responsible for responding to all COVID-related situations and concerns, and how attendees contact that individual.

Note: an after-action review must also be provided to OSE upon conclusion of the event to include facts, practices that worked, lessons learned, etc.

Additionally, MGCB updated policy 15:006 Work Schedule to document guidelines for approved employees to telecommute on an ongoing basis.

Equipment Return to the Office

Deputy directors, managers, and supervisors are responsible for ensuring their staff return all assigned equipment to their worksite. Latasha Wilkins and Jim LeBlanc will coordinate assistance with set-up of staff returning all equipment and any issues that may arise. The Return to Workplace Checklist (MGCB-AD-1089) is completed and signed by the employee and supervisor (See Appendix C). The completed Return to Workplace Checklist should be sent to Melissa Hamp at hampm1@michigan.gov.

Exposure Risk

MGCB has conducted a risk assessment for the [COVID-19 pandemic emergency](#). The results of this assessment are outlined below:

Activity	Assessed Risk Level				Mitigation Strategy
	Low	Medium	High	Extreme	
General Office Operations	X				Monitor public health communications about COVID-19 recommendations and ensure employees have access to that information, workstation spacing, practice social distancing, wear face covering if medically tolerable* in shared spaces including during in-person meetings and in restrooms and hallways, voluntary glove use, frequent hand washing, and use of hand sanitizer, medical screening stations, routine cleaning.
Mail Processing	X				Monitor public health communications about COVID-19 recommendations and ensure employees have access to that information, workstation spacing, practice social distancing, wear face covering if medically tolerable* in shared spaces including during in-person meetings and in restrooms and hallways,, voluntary glove use, frequent hand washing, and use of hand sanitizer, medical screening stations, routine cleaning.
Face to Face with Public		X			Monitor public health communications about COVID-19 recommendations and ensure employees have access to that information, workstation spacing, practice social distancing, require face covering if medically tolerable* especially in shared spaces including during in-person meetings and in restrooms and hallways,, voluntary glove use, frequent hand washing and use of hand sanitizer, medical screening stations, routine cleaning, and install physical barriers where feasible. Face shields and gowns for employees that cannot maintain 6 feet of distance between them and other individuals during the licensing process, e.g.; Employee Licensing.

* Employees who are medically unable to wear a cloth face covering must contact MGCB's [Reasonable Accommodation Coordinator](#), Donna Wilson, to initiate the reasonable accommodation process. Reasonable accommodations are available to qualified applicants and employees with disabilities. Employees must also notify their manager or supervisor. Employees are not required to share the specifics of the medical reason with their manager or supervisor.

Please contact Donna Wilson, Reasonable Accommodation Coordinator, with any questions.

Low risk is defined as jobs that do not require contact with people known to be, or suspected of being, infected nor frequent close contact with the general public. All employees of MGCB are included under the “General Office Operations” activity. Employees in the Detroit Administrative Services Section and Financial Services are included in the “Mail Processing” activity.

Medium risk is defined as jobs that require frequent and/or close contact with people who may be infected, but who are not known or suspected cases. In areas with ongoing community transmission, this includes workers in frequent contact with the general public. Enforcement, Employee Licensing, Horse Racing, Investigations, Criminal Investigations, Enterprise Licensing, Audit, iGaming, and Indian Gaming Section employees are included in the “Face to Face with Public” activity.

MGCB’s mitigation strategy to address the assessed risk has been included in the above table. The content in the subsequent pages of this document will outline the specific implementation measures MGCB is taking to prevent exposure to COVID-19.

Engineering Controls

Engineering controls are used to prevent exposure to COVID-19.

The Department of Technology, Management and Budget (DTMB) will manage air filters and ventilation rates for Cadillac Place and Lottery Building (see MI Safe Start Plan – DTMB Managed Buildings). The casino and track offices are maintained by the company owner; however, the MGCB COVID-19 Preparedness Plan includes provisions for each casino and track to have a preparedness plan in accordance with the State of Michigan Safely Returning Employees to the Workplace Guide and in compliance with applicable Governor’s Executive Directives, DHHS Emergency Orders, MIOSHA Emergency Rules, and CDC guidance.

Workstations are occupied at a spacing to ensure at least 6 feet of distance between employees. At a minimum, at least one vacant workstation is maintained between employees working in-office. Supervisors and managers will consider staff seating arrangements when making decisions on returning staff to in-office operations.

Plexiglass shields have been installed in work areas where direct exposure to the general public occurs. This includes casino reception areas, casino licensing areas, DPL processing rooms, interview rooms at Cadillac Place, and the licensing counter at Northville Downs.

MGCB will continually evaluate engineering controls through review of the Governor’s Executive Directives, DHHS Emergency Orders, MIOSHA Emergency Rules, CDC guidance, employee interviews, other state agencies, etc. Updates to the MCPP will be made as changes are deemed appropriate.

Training

Staff training for COVID-19 preparedness will initially be completed by e-mailing the MCPP to all staff prior to allowing them to come back to their worksites. All staff must certify they read the plan, completed the Employee Health Screening form (See Appendix D), completed the COVID-19 (Keep you Safe at Work) training that is available in the State of Michigan Learning Center (SOMLC), and reviewed the CDC instructional videos and signage for PPE, handwashing, and social distancing by completing a Survey Monkey (link is provided in the email to all staff) as confirmation of completion. A record of the

completion of the training, date completed, and staff name is kept. The completed Employee Health screening form should be forwarded to MGCB-HR@michigan.gov.

CDC Training-PPE <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

CDC Training-Handwashing <https://www.cdc.gov/handwashing/when-how-handwashing.html>

CDC Training – Social Distancing <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

MGCB's training will include, but is not limited to the following elements:

- 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
- Workplace infection-control practices
- The proper use of PPE, including the steps for putting it on and taking it off
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
- How to report unsafe working conditions

The HR Director/Health and Safety Coordinator or designee will create a record of the training. The record will list the names of the employees trained, the training date, name of trainer, and content of training.

Training taken in the SOMLC is documented on a transcript for the employee. A report may be obtained from the State of Michigan Learning Center for additional information including, content, name, job title, and date.

As updates are made, the agency will provide training to existing employees, new employees, and employees that transfer to different work locations. The agency will provide updates and periodic reminders through regular communication channels of Executive Director updates, SharePoint, employee newsletter, etc.

Recordkeeping

The following records as they relate to the COVID-19 Preparedness Plan:

- Per the [MIOSHA Emergency Rule](#), MGCB will maintain all COVID-19 employee training records, health surveillance records, and records of required notifications for one (1) year from the date of generation.
- A record of entry self-screening results for employees or contractors, including a questionnaire covering signs and symptoms of COVID-19 and exposure to people with suspected or confirmed COVID-19
- When an employee is identified with a confirmed case of COVID-19, a record that within 24 hours the local public health department was notified as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19

The HR Director/Health and Safety Coordinator or designee will ensure that the records are kept.

Access Controls

Work Site Entry

Cadillac Place/Lottery Building – Upon an employee’s return to their workplace, they will be required to participate in daily health screenings. These health screenings are typically comprised of COVID-related questions about symptoms, testing positive, and submitting to a temperature reading. Employees exhibiting [signs of illness](#) or having a fever of 100.4 or above will not be permitted into the building. These health screenings can occur through one or more ways (e.g., completion of a questionnaire; attest they are fever and symptom-free each time they login to their state-issued electronic devices (e.g., computers, notebooks, tablets, cell phones, etc.) or swipe their employee identification badge/access card to enter restricted areas (e.g., parking lot, buildings, rooms, locked storage areas, etc.); or some other alternative method (e.g., MI Symptoms app, etc.). All alternative health surveillance methods and processes MUST be approved by OSE prior to implementation.

Detroit Casino Offices and Horse Racing Track – See the casinos and horse racing track offices COVID-19 Preparedness Plans for worksite entry details.

Social distancing signs are posted at entry points. Face coverings are required to be worn if medically tolerable when employees are entering and exiting the building. Face covering use is mandatory for employees interacting with others unless it cannot be medically tolerated. Employees that have a medical reason why they cannot wear a face covering must contact Donna Wilson, HR Director/Health and Safety Coordinator and notify their manager or supervisor. Employees are not required to share the specifics of the medical reason with their manager or supervisor.

Employees are encouraged to use stairways rather than elevators when possible.

Site access for non-employees

Lottery Building - Lobby access to non-essential visitors is suspended until Lottery reopens the lobby to the public. Customers will continue to send all documents via U.S. mail for processing. Once the Lottery Building lobby is opened to the public, customers will be allowed to enter the building after a health screen is conducted to drop off documents in person. Executive Directives, MIOSHA/OSHA, CDC, and DHHS guidelines are followed when conducting health screens. MGCB’s site contact will work with Lottery to keep up-to-date on changes made to building entrances.

For visitors that require an appointment or an in-person meeting, health screening questions and a reminder that face coverings are required are reviewed when the appointment or meeting is scheduled. Upon entry into the building, an MGCB employee will greet the visitor at the lobby entrance, ensure the Lottery health screen is completed, and escort the visitor to the meeting or appointment site while maintaining social distancing protocols.

Cadillac Place – Lobby access to non-essential visitors is suspended. For visitors that require an appointment or an in-person meeting, health screening questions and a reminder that face coverings are required is reviewed when the appointment or meeting is scheduled. They are required to enter Cadillac Place via the main entrances. Visitors will sign in with security and security will conduct the

health screen prior to allowing the visitors to enter MGCB's suite. MGCB's site contact will work with DTMB to keep up-to-date on changes made to building entrances.

Detroit Casino Offices and Horse Racing Track – See the casinos and horse racing track offices COVID-19 Preparedness Plans for the process for visitors entering casino and track offices.

Medical Screening Stations

It is essential for employees to not come to work if they have COVID-19 symptoms. In the event an employee finds themselves at work and needs a reminder to determine if they have symptoms, MGCB will provide voluntary medical screening stations for employees to review COVID-19 symptoms and take their temperature. These stations are designed to help employees determine if they are suffering from COVID-19 symptoms. The following supplies are included at the medical screening station:

- CDC Symptoms Guidance (Screening Checklist)
 - Employee Health Screening Checklist (See Appendix D)
 - Visitor Health Screening Checklist (See Appendix E)
- Digital Thermometer
- Disinfecting Supplies
- Disposable Face Covering
- Disposable One-Use Gloves

Visitors entering any MGCB location are required to wear a face covering and complete a health screening.

Each MGCB worksite has a medical screening station area. Any questions regarding each worksite's medical screening stations can be answered by the following site contacts:

- Karen Finch – Cadillac Place
- Jason Wiard – MGM Grand Casino
- Michael Bjork – MotorCity Casino
- Carrie Dodt – Greektown Casino
- Melissa Hamp – Lottery Building
- Bethany Marciszewski – Northville Downs Racetrack

Travel and Transportation Restrictions

Cases of COVID-19 have been reported in all states, and some areas are experiencing community spread of the disease. Travel increases your chances of getting and spreading COVID-19. As a result, all non-essential travel is suspended. This includes, but is not limited to, traveling to attend conferences, training, or in-person meetings that can otherwise be conducted via audio or video conference.

If travel is deemed essential, protect yourself and others during your trip:

- Do not travel if you are sick or plan to travel with someone who is sick.
- Clean your hands often.
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with others.
 - Keep 6 feet of physical distance from others.
 - Avoiding close contact is especially important if you are at higher risk of getting very sick from COVID-19.
- Wear a face covering in public, if medically tolerable.
- Cover coughs and sneezes.
- If you must stay in a hotel, clean and disinfect all high-touch surfaces. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, remote controls, toilets, and sink faucets.
 - Bring an EPA-registered disinfectant and other cleaning supplies
- Follow any state and local travel restrictions currently in place. It is possible that some state and local governments may put in place travel restrictions, stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures while you are traveling. For more information and travel guidance, check with the [state or local health department](#) where you are, along your route, *and* at your planned destination.

Essential travel utilizing a State vehicle is permitted. Only one employee can travel in a vehicle at a time. Following use of a State vehicle, clean and disinfect all high-touch surfaces. This includes keys, steering wheel, door handles (interior and exterior), gear shift, temperature and radio control panel, seat belt hardware, arm rests, power window/lock buttons, seat adjuster buttons/knobs, and dashboard. Bring an EPA-registered disinfectant and other cleaning supplies.

Employees are encouraged to use personal protective equipment and hand sanitizer on all public transportation.

Social Distancing

Social distancing is enforced by management in all onsite and offsite activities. In accordance with CDC guidelines, employees should maintain 6 feet between themselves and other employees. Face covering use is mandatory for employees interacting with the others unless it cannot be medically tolerated. Employees that have a medical reason why they cannot wear a face covering must contact Donna Wilson, HR Director/Health and Safety Coordinator and notify their manager or supervisor. Employees are not required to share the specifics of the medical reason with their manager or supervisor.

Seating in gathering/meeting spaces (conference rooms, break rooms, lobbies, etc.) is limited and appropriate distance from other individuals (at least 6') is maintained. Signs are posted outside of gathering/meeting spaces to indicate the maximum number of people who can occupy a room while maintaining social distancing. Chairs have been removed or stacked in rooms to enforce the indicated occupancy level. Face coverings must be worn at all times in shared spaces, including during in-person meetings.

Meetings will still be conducted via audio or video conference methods when possible. In-person meetings can be conducted, if necessary, but social distancing measures must be adhered to. Also, employees must avoid in-person visits at co-worker's workstations.

Interview rooms where social distancing is not possible were redesigned to ensure employees and visitors stay safe while conducting appointments. DPL processing rooms are restricted to a maximum of three people in the room at any given time, the DPL Coordinator(s) and the participant. Any customers not being serviced will remain in the lobby. The use of face covering is mandatory for employees interacting with others unless it cannot be medically tolerated. Employees that have a medical reason why they cannot wear a face covering must contact Donna Wilson, HR Director/Health and Safety Coordinator and notify their manager or supervisor. Employees are not required to share the specifics of the medical reason with their manager or supervisor.

Employees must not congregate in hallways and walkways where 6 feet of distance cannot be maintained. Signage and/or marking tape are posted in hallways and walkways to direct the flow of traffic pattern.

Work area potlucks/bagel days are not authorized at this time. Future guidance will be provided when this restriction is released.

Elevators have limits to the number of persons allowed on the elevator. Stated limits are determined by DTMB Facilities guidelines. Signs are posted inside the elevators indicating the occupancy limit.

Social distancing measures are applied in restrooms. When using the sink in the bathroom, ensure at least one vacant sink is maintained between you and other employees. Staff should stay as far apart as possible while in the restroom. A training fact sheet for restroom etiquette is provided.

Hygiene

To mitigate the spread of COVID-19 proper hygiene practices have been communicated to employees through shared guidelines, training, and signage.

Employees should stay home and contact their immediate supervisor and healthcare provider if they have a fever, cough, or other symptoms, or believe they might have COVID-19. Employees should contact Donna Wilson, HR Director/Health and Safety Coordinator, if they, a family member, or someone they live with tests positive for COVID-19 so they can trace and monitor others with whom they have been in close contact while at work. The evaluation of a work-related exposure incident, follow up, and coordination of proper cleaning and disinfecting activities will be conducted by HR.

Regular handwashing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Avoid touching your eyes, nose, and mouth with unwashed hands.

Proper handwashing instructions include:

- Wash your hands often with soap and water for at least 20 seconds.
- Dry your hands using a clean towel or air dry.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.

Soap, disposable towels, and hand sanitizer stations are available to employees in breakrooms.

Employees are reminded to follow proper respiratory etiquette by covering their mouth and nose with a tissue or their elbow/upper arm when coughing and sneezing then immediately wash their hands. Again, if soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

Cleaning and disinfecting supplies are available for employees to maintain their workspaces and equipment. See Sanitation section for further instructions.

Signs are posted throughout the work area with hygiene reminders, including:

- Bathrooms – Handwashing instructions
- Breakrooms – Handwashing instructions, cover food and beverages
- Throughout office space, including lobby areas – Cover your cough

Sanitation

DTMB will manage the coordination of cleaning and disinfecting activities for Cadillac Place and Lottery Building (see MI Safe Start Plan – DTMB Managed Buildings).

See the casino and horse racing track offices COVID-19 Preparedness Plans for sanitation procedures.

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling. These activities are conducted by an approved DTMB service provider. DTMB, or an approved service provider, will ensure warning labels are affixed or red bags are used as required for regulated waste and contaminated equipment if necessary. Employees are to notify the Health and Safety Coordinator if they discover regulated waste containers without proper labels.

The handling of other regulated waste is conducted by an approved DTMB service provider.

Cleaning and disinfecting supplies are available at each location for employees to maintain proper cleaning and disinfecting procedures.

Lobby/Public areas

DTMB will provide the cleaning and sanitizing schedule of these common areas at Cadillac Place and Lottery Building.

See the casino and horse racing track offices COVID-19 Preparedness Plans for sanitation procedures for the lobby/public areas.

Shared Workspace/Equipment – including breakroom appliances

Cleaning of common areas and shared equipment such as copiers, conference room equipment and tables, telephones, etc., is completed by the employee after each use. Employees are required to clean any shared space and equipment after each use by wiping all surfaces with disinfectant. After each cleaning, employee will wash their hands following proper handwashing procedures. This includes licensing areas at Cadillac Place and Casino offices where public interaction occurs.

Most office supplies in common areas such as staplers, pens, etc. have been removed. Any remaining shared items are to be cleaned after each use by wiping all surfaces with disinfectant.

Signs are posted at all shared work areas, reminding staff to follow the disinfecting procedures when finished using the workspace/equipment.

Personal Workspace/Equipment

Employees are required to clean their workspace and equipment at least daily by wiping all surfaces with disinfectant. More frequent cleaning and disinfection may be necessary based on level of use (i.e., telephones, keyboards). After each cleaning, employee will wash their hands following proper handwashing procedures.

Highly tactile equipment (such as coffee makers, water fountains, toasters, microwaves, and ice machines) must be cleaned after each use.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost. Questions regarding the use of PPE for the tasks or procedures employees will perform can be directed to their deputy director, manager, or supervisor.

The types of PPE available to employees are as follows: face coverings (cloth and disposable), non-latex surgical gloves (disposable, one-use). In addition, face shields and gowns are supplied to staff at the Detroit casinos and Cadillac Place that take fingerprints.

PPE is located in designated work areas. Locations may change based on subsequent phased reentry plans. Karen Finch will coordinate the distribution of PPE for Cadillac Place, casino offices, and the track office. Holli Doyle will coordinate the distribution of PPE for Lottery Building. Employees can bring in their own PPE, but it must be appropriate for the work environment.

Face covering use is mandatory for employees:

- In shared spaces
- In hallways
- In restrooms
- When unable to maintain a physical distance of six feet
- When interacting with the others

Employees desiring something more comfortable or fashionable may elect to use their own face covering provided it is appropriate for the workplace; completely covers the nose, mouth, and chin; and is at least as effective as those provided by MGCB. Face coverings 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 and prohibited 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 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 previously mentioned criteria. Please contact Donna Wilson, HR Director/Health and Safety Coordinator with any questions.

Face covering use is mandatory for employees as outlined above unless it cannot be medically tolerated. Employees that have a medical reason why they cannot wear a face covering must contact Donna Wilson, HR Director/Health and Safety Coordinator and notify their manager or supervisor. Employees are not required to share the specifics of the medical reason with their manager or supervisor.

Disposable face coverings are provided to the general public when receiving fingerprint services as part of the licensing process.

Disposable gloves are required to be used by employees that handle mail, employees conducting fingerprint services to the public, and upon request to all other employees. Disposable gloves are intended to be used only once and should be properly discarded after each use.

Face shields and gowns are provided to Employee Licensing and Enterprise Licensing Section employees that cannot maintain three feet of distance between them and the general public during the licensing process (i.e. fingerprinting).

All employees must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of disposable gloves or other PPE.
- Used PPE may be disposed of in a standard trash container.
- Wear appropriate disposable gloves when it can be reasonably anticipated that there may be hand contact with handling or touching contaminated items or surfaces; replace disposable gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves, face coverings, and gowns for reuse. Personal cloth face coverings should be washed daily. Face shields must be decontaminated between uses.
- Remove immediately or as soon as feasible any garment known to be contaminated by other potentially infectious materials, in such a way as to avoid contact with the outer surface.

Standard Operating Procedures provide specific guidance on controls and practices that shall be used when performing tasks that may involve exposure to COVID-19 (See Appendix F, G, H).

Case Monitoring

DTMB is coordinating with the HR office for all state agencies to ensure state employees working in a facility where an employee or visitor has a confirmed case of COVID-19 are notified and proper measures are taken to sanitize affected areas. These efforts are in accordance with CDC-approved protocols for cleaning and disinfecting exposed areas and common spaces.

Should an employee receive a positive test result for COVID-19, or there is a confirmed positive test of anyone at a work location, the agency's HR director should be contacted immediately. The HR director will immediately notify DTMB and will interview the individual to determine who they may have come into contact with and where they've visited in the building. Additionally, the HR director will immediately notify the local public health department and within 24 hours, send a notice to all employees that work in the facility in question and arrange for a notice to be posted on the building entrances.

Employees with a confirmed or suspected case of COVID-19 will be allowed to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC") and they are released from any quarantine or isolation by the local public health department.

The Detroit casinos and horse racing track offices will provide notification to MGCB executive management of positive COVID-19 cases within 24 hours of the confirmed case. MGCB executive

management will notify the agency's HR Director immediately. Within 24 hours the HR Director will notify all employees that work in the facility in question and arrange for a notice to be posted on the office entrances.

Working with the HR Director to identify the areas of the building in which the exposed individual came into contact, the agency will work to have an approved restoration/cleaning service that can provide CDC-approved protocol for cleaning and disinfecting of the exposed area and common spaces. Taking these steps and keeping employees notified of an exposure in their facility will help slow the spread of COVID-19 and help keep staff and their families safe.

Isolation rooms are provided for staff who become ill at work:

- Cadillac Place: east side, interview room A and on the west side the first vacant closed-door office when entering the west side office area.
- Lottery Building- the vacant, closed door drop-in office.
- See the casino and track offices COVID-19 Preparedness Plans for isolation room locations.

The following links provide detailed information for employees if they or a family member become ill and/or experiencing COVID-19 symptoms. Any questions related to leaves or return to work can be directed to the Human Resources Department.

<https://stateofmichigan.sharepoint.com/teams/insidemi/news-events/Pages/How-employees-are-notified-when-COVID-19-positive-test-occurs.aspx>

- [FAQ - Supervisor and Managers](#)
- [FAQ - Employees](#)
- [FFCRA, COVID-19 and leaves](#)

Any questions related to the above links can be directed to Donna Wilson, HR Director/Health and Safety Coordinator.

The MSST will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Work practices followed
- Description of protective equipment or clothing that was used at the time of the exposure incident (*disposable gloves, face coverings, etc.*)
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training

If it is determined that revisions need to be made, the MSST will ensure that appropriate changes are made to the MCPP.

Questions

Questions regarding the content of the MCPP can be directed to:

Holli Doyle, Financial Services Section Manager
e-mail doyleh@michigan.gov cell 517-449-9348

Bob Simon, Deputy Director of Administration
e-mail simonr@michigan.gov cell 517-763-1043

Donna Wilson, HR Director/Health and Safety Coordinator
e-mail wilsond3@michigan.gov office 313-456-3475

Appendix A: Certification of Readiness to Return Employees to the Workplace

The following items have been implemented to ensure MGCB is ready to recall employees to the workplace:

- Identification of priority service operations, which includes identification of employees required to work on premises and those who will remain telecommuting on a short-term, medium-term, and long-term basis.
- Social distancing plans for work areas, elevators, meeting rooms, and common spaces.
- Health screenings on all employees and visitors.
- Provide infection control protocols, including handwashing, health screening, temperature taking, face covering wearing, and respiratory etiquette, to anyone who is in the workplace.
- Provide telework, flex time, and staggered scheduled in areas where social distancing is not possible.
- Travel restrictions and policies for remote meetings.
- Facilities management for non-state-owned work locations and DTMB for state-owned work locations are responsible for extra cleaning and sanitizing schedules, needed layout changes, etc.
- 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.
- Cleaning and disinfecting supplies available for employees to maintain their workspaces and equipment, along with adequate hygienic products such as soap, towels, and tissues.
- Process for employees and supervisor to report, inventory, and sanitize all state-owned equipment and office furniture removed from the agency and subsequently returned.
- Employee communication plans that include notifying employees of information needed BEFORE they return to their work site.
- Employees know how to contact the Employee Service Program (ESP) if necessary.
- 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.
- Protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working.
- If applicable, the necessary PPE is on hand to distribute to employees when required.

I certify my agency has protocols in place to comply with the Governor's Executive Directives, DHHS Emergency Orders, MIOSHA Emergency Rules, and CDC guidance 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.

Signature on file

Richard S. Kalm, MGCB Executive Director

November 23, 2020

Date

Appendix B: Resources, Websites, and Contacts

General

[State of Michigan: Coronavirus Information](#)

[State of Michigan Department of Labor and Economic Opportunity: Return to Work Guidance](#)

[CDC: Coronavirus \(COVID-19\)](#)

[OSHA: Coronavirus Resources](#)

Handwashing

[CDC: When and How to Wash Your Hands](#)

[CDC: Handwashing: Clean Hands Save Lives](#)

[CDC: What you Need to Know About Handwashing](#)

Respiratory Etiquette: Cover Your Cough or Sneeze

[CDC: How to Protect Yourself and Others](#)

Social Distancing

[CDC: Interim Guidance for Business and Employees to Plan and Respond to COVID-19](#)

Housekeeping

[CDC: Cleaning and Disinfecting Your Facility](#)

[EPA: Disinfectants for Use Against SARS-CoV-2](#)

[EPA: Cleaning and Disinfection of Community Facilities](#)

Employees Exhibiting Signs and Symptoms of COVID-19

[CDC: What to Do If You Are Sick](#)

Training

[CDC: Prepare Your Small Business and Employees for the Effects of COVID-19](#)

[OSHA: Guidance on Preparing Workplaces for COVID-19](#)

[MIOSHA: COVID-19 Guidance](#)

Appendix C: Return to Workplace Checklist



Return to Workplace Checklist

Employee Name and ID	
Supervisor/Manager	

A. State Property

Please confirm which of the following state-owned equipment you are returning to the office.

- Key card/security badges
- Mobile device (e.g. cellphone, notebook) asset # _____
- Laptop/desktop – asset # _____
- Computer Monitor # _____
- Cables {Ethernet, HDMI, Display port, power etc.}
- Keyboard / Mouse
- USB flash drive
- Purchasing Card
- Office Chair
- VPN
- Other (please specify)

Yes No N/A - Not returning equipment

Yes No Did you clean and sanitize all equipment according to [guidelines](#)?

Specify: _____

Yes No I verify the state-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 supervisor and I have discussed, and I understand expectations for social distancing, hand hygiene, cleaning, face covering, and other protocols to reduce the spread of COVID-19 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 received the 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 _____

Supervisor Signature _____ DATE _____

Return completed form to Melissa Hamp at hampm1@michigan.gov.

Appendix D: Employee Health Screening Form

EMPLOYEE HEALTH SCREENING

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

EMPLOYEE NAME:	DATE:
EMPLOYEE ID #:	DEPARTMENT/AGENCY:
SUPERVISOR NAME:	

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

Revised: 10/30/2020

Appendix E: Visitor Health Screening Form

VISITOR 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. The Center for Disease Control and Prevention (CDC) also recommends people do the following to help reduce the spread of this virus: stay home when sick; wash their hands often; avoid close contact with individuals who are sick; cover their mouth and nose with a cloth face cover when around others; cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow; and clean and disinfect frequently touched surfaces daily.

VISITOR COMPLETES THIS SECTION			
VISITOR NAME		DATE	
REASON FOR VISIT		PERSON VISITING	
		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 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	
Please DO NOT let the visitor 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 building contact to reschedule their appointment, self-isolate at home and to follow-up with their primary care physician for additional guidance.			
		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 anywhere where COVID-19 cases have been confirmed?		<input type="checkbox"/>	<input type="checkbox"/>
Please DO NOT let the visitor into the workplace if they answered "YES" to any of the questions above. They should be instructed to call, email or text their building contact to reschedule their appointment, self-isolate at home and to follow-up with their primary care physician for additional guidance.			
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 visitor to protect themselves using the CDC suggestions referenced at the top of the page. Social visits along with shaking hands, touching or hugging individuals at the workplace are discouraged!

Appendix F: Standard Operating Procedure (SOP) for COVID-19 Control Measures – General Office Operations

Task/Procedure: General Office Operations

Exposure Risk Potential: Low (references: MIOSHA/OSHA, CDC, MGCB Risk Assessment).

Personal Protective Equipment: Face coverings and disposable one-use gloves.

Use: Voluntarily wear personal protective equipment (PPE). However, face coverings are required when employees are in shared spaces, hallways, restrooms, and when unable to maintain a physical distance of six feet.

Maintenance/Disinfection: Do not reuse disposable gloves or face coverings. Cloth face coverings should be washed daily.

Disposal: Discard PPE in standard trash can.

Engineering Controls: Increased ventilation/air filters and workspace distancing.

Work Practice Controls:

- Wear PPE as noted above
 - Employees must be able to medically tolerate wearing a face covering. Employees that have a medical reason why they cannot wear a face covering must contact Donna Wilson, HR Director/Health and Safety Coordinator and notify their manager or supervisor. Employees are not required to share the specifics of the medical reason with their manager or supervisor.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of disposable gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

General work practice controls:

- Practice Social Distancing (six or more feet of distance from another employee)
- Regulating gathering/meeting spaces.
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening Questionnaire.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The MSST will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

Appendix G: Standard Operating Procedure (SOP) for COVID-19 Control Measures – Mail Processing

Task/Procedure: Mail Processing

Exposure Risk Potential: Low (references: MIOSHA/OSHA, CDC, MGCB Risk Assessment).

Personal Protective Equipment: Face coverings and disposable one-use gloves are required.

Use: Wear personal protective equipment (PPE).

Maintenance/Disinfection: Do not reuse disposable gloves or face coverings. Cloth face coverings should be washed daily.

Disposal: Discard PPE in standard trash can.

Engineering Controls: Increased ventilation/air filters and workspace distancing.

Work Practice Controls:

- Wear PPE as noted above:
 - Employees must be able to medically tolerate wearing a face covering. Employees that have a medical reason why they cannot wear a face covering must contact Donna Wilson, HR Director/Health and Safety Coordinator and notify their manager or supervisor. Employees are not required to share the specifics of the medical reason with their manager or supervisor.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of disposable gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

General work practice controls:

- Practice Social Distancing (six or more feet of distance from another employee).
- Regulating gathering/meeting spaces.
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening Questionnaire.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The MSST will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.

Appendix H: Standard Operating Procedure (SOP) for COVID-19 Control Measures – Face to Face with Public

Task/Procedure: Face to Face with Public

Exposure Risk Potential: Medium (references: MIOSHA/OSHA, CDC, MGCB Risk Assessment).

Personal Protective Equipment: Face coverings are required. For employees that are involved in the fingerprinting of potential licensees (Employee Licensing and Enterprise Licensing), disposable one-use gloves, face shields, and disposable one-use gowns are required.

Use: Wear personal protective equipment (PPE).

Maintenance/Disinfection: Do not reuse disposable gloves, face coverings, or gowns. Cloth face coverings should be washed daily. Face shields must be disinfected between uses (i.e. after fingerprinting of each potential licensee).

Disposal: Discard PPE in standard trash can.

Engineering Controls: Increased ventilation/air filters, workspace distancing, and plexiglass shields are installed in work areas where direct exposure to the general public occurs.

Work Practice Controls:

- Wear PPE as noted above
 - Employees must be able to medically tolerate wearing a face covering. Employees that have a medical reason why they cannot wear a face covering must contact Donna Wilson, HR Director/Health and Safety Coordinator and notify their manager or supervisor. Employees are not required to share the specifics of the medical reason with their manager or supervisor.
- Frequent handwashing and use of hand sanitizer.
- Hands must be washed/sanitized after removal of disposable gloves or other PPE.
- Frequent cleaning and disinfecting of personal workspaces and frequently touched items.
- Frequent cleaning of shared equipment and tools (copier, fax, paper cutter, carts, etc.).
- Dispose of bleach wipes/paper towel used on surfaces in the regular trash.
- Dispose of used facial tissue in regular trash.

**Cleaning and Disinfecting supplies should be purchased using <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

General work practice controls:

- Practice Social Distancing (six or more feet of distance from another employee).
- Regulating gathering/meeting spaces.
- Respiratory Etiquette - always cover your mouth and nose with a tissue when you cough or sneeze or the inside of your elbow.
- Self-Screening Questionnaire.

Contingency Plan: If employees determine that this procedure cannot be followed, they should stop the procedure/work activity and consult their manager or supervisor. The MSST will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address any hazards identified.