



COVID-19 PREPAREDNESS & RESPONSE PLAN

This document may be revised or amended to reflect changes in directives and introduce new pertinent information or recommended practices.

Revised November 4, 2020

General

The following COVID-19 Preparedness & Response Plan has been established for the Michigan State Housing Development Authority (MSHDA) in accordance with the Governor's latest [Executive Directives](#), [MIOSHA Emergency Rules](#), [DHHS Epidemic Orders](#), and [CDC guidance](#). This plan was developed to meet the expectations for the Michigan Department of Labor and Economic Opportunity (LEO) agencies. Please refer to [LEO's Return to Work Framework](#) for additional details.

MSHDA does not plan to transition its employees back to the office in the immediate future and this plan may be further expanded and developed in collaboration with staff and building management. The purpose of this program is to minimize or eliminate employee exposure to COVID-19.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. MSHDA's Return to Work Task Force has read these emergency rules carefully, developed the safeguards appropriate to MSHDA based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan. MSHDA's Return to Work Task Force will implement, monitor, and report on the COVID-19 control strategies developed in this plan.

The plan will be made readily available to our employees and their representatives via MSHDA's intranet site and upon request. Please direct questions to MSHDA's Human Resources Director.

Roles and Responsibilities

In accordance with the State of Michigan's Safely Returning Employees to the Workplace, MSHDA has established the MSHDA Safe Start Team, the Return to Work Task Force, and the Business Recovery/Quality Assurance Team. These teams will be responsible for establishing and implementing return to workplace goals, periodically reviewing the COVID-19 Preparedness & Response Plan and identifying lessons learned, best practices, and improvement needs stemming from agency communications, engineering and administrative work practice controls, and personal protective equipment used during the pandemic.

MSHDA's Safe Start Team is comprised of the agency's executive committee members who are involved in the Authority's overall strategic direction. The Safe Start Team identifies and prioritizes MSHDA's services and programs that will return to the workplace first with consideration to the agency's physical and business operations.

MSHDA Safe Start Team Members

- Gary Heidel, Executive Director
- Jeff Sykes, Chief Financial Officer
- Kelly Rose, Chief Housing Solutions Officer/Chief Housing Investment Officer

- Clarence Stone, Director of Legal Affairs
- Chad Benson, Director of Development (WOC)
- Troy Thelen, Director of Asset Management
- Mary Townley, Director of Homeownership
- Katie Bach, Communications Director
- Tiffany King, Equity and Inclusion Officer
- Tonya Young, Housing Initiatives NE Team Manager
- Daphne Wells, Director of Operations

MSHDA's Return to Work Task Force (RTF) works collaboratively to implement return protocols. The team is comprised of the agency's Operations management team and other employees assigned this special role. MSHDA's RTF will engage subject matter experts and management representatives as appropriate to develop and initiate the risk management controls in this plan. Chris Hudson, Facilities Management, is designated as MSHDA's Safety Coordinator.

MSHDA Return to Work Task Force (RTF) Members

- Chris Hudson, Facilities Management & Safety Coordinator
- Mary Cook, Director of Office Services
- Lori Fedewa, Human Resources Director
- Mark Whitaker, IT Director
- Sara Driver, Rental Assistance & Homeless Solutions
- Fred Durhal, Community Outreach
- Sherry Hicks, Departmental Manager (Cadillac Place Liaison)
- Burney Johnson, Deputy Director SE Michigan Office (Cadillac Place Liaison)
- Katy Twining, Hardest Hit Operations Manager
- Mary Townley, Director of Homeownership
- Daphne Wells, Director of Operations

The **Business Recovery/Quality Assurance Team** shall be comprised of the Return to Work Task Force members. Other MSHDA employees may be assigned to special roles. The Quality Assurance Team will periodically review MSHDA's COVID Preparedness and Response Plan to identify lessons learned and improvements. This information will be forwarded to MSHDA's executive director to enhance the agency's Continuity of Operations Plan (COOP). The information may also be shared with the Office of the State Employer (OSE) upon request.

Priority Services to Return to the Workplace

MSHDA's Safe Start Team will identify critical services to open to the public as soon as appropriate and develop a strategy to return services and employees to the workplace that is consistent with the agency's operational needs. The plan will be submitted to the Office of Human Resources (OHR) and approved by the Office of the State Employer prior to implementation. Those employees returning to their workplace must follow department and agency protocols developed for a safe return to work.

Prohibiting In-Person Work

Until such time as the Governor begins allowing further expansion of in-person work, the Michigan Department of Labor and Economic Opportunities (LEO) and all agencies and bureaus within LEO must prohibit employees from working in person to the extent feasible. Recognizing that some employees must report for in-person work, MSHDA will apply all the following to in-person work requests:

- Managers must identify those positions that require in-person work within their return to work plans, as well as define whether full-time or part-time in-person work is required. Managers must also identify sporadic in-person needs.
- Managers must include the reason that the work must be performed in-person, e.g., database connectivity if VPNs are not possible, physical documents or other physical work, equipment needs, etc.
- Trainings and hearing processes that do not require compliance with the Open Meetings Act, must be conducted remotely. Exceptions may be requested and must include an explanation of why such meetings or processes cannot be conducted remotely. The requests must be submitted to OHR and approved by the Office of State Employer.

Exposure Determination

MSHDA has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Safe Start Team was responsible for the exposure determination.

MSHDA has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

■ **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

■ **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

MSHDA's Safe Start Team verifies that the agency has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in

healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This plan is not intended for employers who have high exposure risk jobs.

MSHDA has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Front receptionists	Medium	Public, community contact
Lobby security	Medium	Public, community contact
Equity & Engagement	Medium	Public, community contact
Audit/Mortgage Servicing	Medium	Public, community contact
Marketing	Medium	Public, community contact
Michigan Outreach	Medium	Public, community contact
Office Services	Medium	Public, community contact
Construction	Medium	Public, community contact
Asset Management	Medium	Public, community contact
Business Development Team	Medium	Public, community contact
Non-public facing positions	Lower	Infrequent or no public contact

Engineering Controls

MSHDA has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

MSHDA’s RTF and Chris Hudson, Facilities Management and Safety Coordinator, will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Public- & internal-facing receptionists	Clear protective barrier
Lobby security	Clear protective barrier
Equity & Engagement	Engineered controls not currently necessary. PPE is appropriate.
Audit/Mortgage Servicing	Engineered controls not currently necessary. PPE is appropriate.
Marketing	Engineered controls not currently necessary. PPE is appropriate.
MI Outreach	Engineered controls not currently necessary. PPE is appropriate.
Office Services	Engineered controls not currently necessary. PPE is appropriate.
Construction	Engineered controls not currently necessary. PPE is appropriate.
Business Development Team	Engineered controls not currently necessary. PPE is appropriate.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. MSHDA’s RTF will be responsible for seeing that the correct administrative controls are chosen, implemented, and maintained for effectiveness.

The following administrative controls have been established for MSHDA:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
All employees	Promote remote work (telecommuting) to the fullest extent possible.
All employees	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees	Require health screenings prior to start of work, entering building.
All employees	Restrict business-related travel for employees to essential travel only.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All employees	Suspend conferences and large in-person meetings until further notice.
All employees	Provide EPA-approved disinfecting supplies to clean workstation surfaces and high-touch common area surfaces.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings).
All employees	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All employees	Require customers and the public to wear cloth face coverings.
All employees	Ask sick customers to stay at home until healthy again. Encourage sick customers to use online and phone services.
All employees	Close breakrooms and areas where social distancing is not possible, i.e., lower level exercise room.
All employees	Promote phone and online communications to minimize in-person contact with public.
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All employees	Post signage in office locations about COVID symptoms, wearing face masks, hand hygiene, cover your cough, etc.
All employees	Post signage indicating maximum capacity for social distancing in elevators, conference rooms, breakrooms, kitchenettes, supply/storage rooms, etc.

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Replace existing drinking fountains with touch-free fountain/bottle filling stations.
Public-facing positions (Medium exposure)	Limit customer and public access to appointment-only. Post signage at lobby entrance to notify visitors of appointment-only process and provide contact information to arrange an online or phone appointment.

Hand Hygiene

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

MSHDA shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

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

Our on-site facility manager Chris Hudson, in partnership with our contracted management company MRT for 735 E. Michigan and the Michigan Department of Technology, Management and Budget (DTMB) building management in our Cadillac Place location, will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, MSHDA will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to (e.g., concentration, application method and contact time, and personal protective equipment).

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

Surface	Method/Disinfectant Used	Schedule/Frequency
Shared equipment: <ul style="list-style-type: none"> • Copiers • Conference telephones, tables • Computer training room equipment • Remotes • State of Michigan vehicles* • Breakroom surfaces, appliances • Vending machines, ice machine, etc. 	EPA-approved disinfecting supplies	Before and after each use
Shared spaces: <ul style="list-style-type: none"> • Shared workspaces • Breakroom appliances and surfaces • Bathrooms • Conference rooms • Supply rooms, etc. 	EPA-approved disinfecting supplies	Before and after each use
Workspaces: Employee workspace and equipment	EPA-approved disinfecting supplies	Daily If shared workspace, before & after each user.
**State of Michigan-owned equipment and furniture used during telework	EPA-approved disinfectant per CDC guidelines	Upon employee return to workplace
HVAC	Review and apply ASHRAE technical resources prepared for COVID-19.	735: MSHDA’s Safety Coordinator will review and apply requirements. Cadillac Place: Refer to DTMB Safe Start Plan .

**Until further notice all non-essential travel is prohibited. All travel requests (to conduct field work, attend trainings, etc.) must be submitted to OHR and approved by OSE. If a State of Michigan (SOM) vehicle must be used, 1 person per vehicle is recommended. If more than one person is necessary for travel, face coverings must be worn in vehicle. In accordance with current DTMB vehicle protocol, MSHDA will adopt a 72-hour waiting period between use of its SOM vehicles. This guidance may be revised pending updated cleaning protocols or additional information from DTMB.*

***Unless otherwise directed, all agency and SOM-owned property used at home during the COVID-19 related telework period must be returned to the office when employee permanently returns to the workplace. Cleaning and sanitizing of all agency and state-owned IT equipment and furniture must occur using the Return to Work Checklist.*

MSHDA will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. MSHDA's Human Resources Director and Facilities Management will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

In addition to normal cleaning procedures, enhanced activities include disinfecting interior and exterior entry door hardware, doorknobs/levers, and handicap entry buttons, handrails, restroom doorknobs, stairwell doorknobs and elevator panels/call buttons.

Cleaning Process Following Report of an Individual Testing Positive for COVID-19

Any employee who is diagnosed with COVID-19 or has information regarding a visitor or contractor diagnosed with COVID-19 must notify the Human Resources Director, Lori Fedewa.

In the case of a positive COVID test, strict guidelines must be followed to ensure the health and safety of all staff as well as maintain the employee's confidentiality. **Human Resources will notify individuals who may have encountered an employee with a positive test.** If an employee with a positive test has not been in the workplace for a considerable amount of time, the risk of exposure may be decreased. In these cases, hazard cleaning may not be applicable.

MSHDA's Human Resources Director will initiate the agency's response and work with building management to identify areas of potential impact when there is a report of an individual testing positive for COVID-19.

After notifying DTMB of a COVID-19 exposure at work, the Human Resources Director will provide the following information to building management:

- Date and Time the individual was last in the building.
- Known areas of the building that the employee directly worked or visited frequently. This includes break areas, conference rooms, restrooms.

Building management will coordinate the CDC cleaning/disinfecting protocol and determine when space is clear to occupy again. Building management and DTMB will then coordinate and implement all necessary cleaning activities and notifications.

Personal Protective Equipment (PPE)

MSHDA will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- 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.

MSHDA will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). MSHDA will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. MSHDA will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

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

Job/Task	PPE
Non-public facing (Lower exposure risk)	Face masks (non-medical grade cloth face covering)
Public-facing positions that require in-person contact with the public, community, visitors, contractors. (Medium exposure risk)	Face masks (non-medical grade cloth face covering), gloves, goggles <i>* Additional PPE may be required for medium exposure jobs. Office Services handles orders of PPE materials based on risk assessments completed by each division, program.</i>
All staff	Face coverings must be worn in compliance with Executive Order 2020-153 and 2020-161 and LEO’s departmentwide plan.

For the purposes of this plan, a nonmedical cloth face covering is NOT considered PPE. All employees who are medically able are required to wear a nonmedical cloth face covering in accordance with CDC guidance when at MSHDA office locations. Visitors to MSHDA offices will be provided a disposable mask.

All MSHDA employees will be provided two reusable nonmedical cloth face coverings. Employees using their own masks must adhere to the following:

- 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.
- 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.

Employees who are medically unable to wear a cloth face covering MUST contact MSHDA's [Reasonable Accommodation Coordinators](#), Lori Fedewa and Amber Martin, to initiate the reasonable accommodation process. Reasonable accommodations are available to qualified applicants and employees with disabilities.

Health Surveillance

Upon an employee's return to the 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, etc. 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.

MSHDA will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees must promptly report any signs and symptoms of COVID-19 to the Human Resources Director before and during the work shift.

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

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

During their work shift employees must promptly report any signs and symptoms of COVID-19 to Human Resources via telephone or online resources. In-person contact is prohibited.

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

- 1) If an employee identifies on the daily self-screen as having COVID-19 like symptoms they will be asked to stay or return home, monitor their symptoms, contact their personal healthcare provider for further direction/advice, as needed, and meet specific criteria before returning to the workplace.
- 2) If an employee becomes ill at work, they must wear a face mask to contain respiratory secretions until they are able to leave the workplace (i.e., for medical evaluation/care or to return home).
 - They will be instructed to **IMMEDIATELY** go home, if able to do so safely, then contact the Human Resources Director via telephone or email. In-person contact is prohibited.
 - Human Resources Director will communicate with the employee's manager.
 - Human Resources Director will initiate isolation actions and hazard cleaning procedures, as necessary.

Employees should not return to the workplace until they meet **ONE** of the following criteria:

- A. They have been evaluated by a healthcare provider and it has been clinically determined that the individual does not have COVID-19. The individual must have appropriate documentation from their healthcare provider returning them to work.
- B. After these three things have happened:
 - a. At least 10 days have passed since symptoms first appeared **AND**
 - b. 24 hours with no fever (without the use of fever-reducing medicine) **AND**
 - c. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person. If your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

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

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

MSHDA will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, the Human Resources Director will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, MSHDA will not reveal the name or identity of the confirmed case.

MSHDA will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

Gatherings and Returns to the Workplace

Per [MIOSHA Emergency Rule 5.8](#), hosting an in-person event and attending an event hosted by an outside entity is prohibited to the extent these activities can feasibly be completed remotely. If a return to the

office, in-person gatherings (e.g., conferences, meetings, trainings, testing, audits, inspections, etc.) are necessary, then MSHDA will submit a written request to the OSE Director for approval. Requests will be comprehensive, submitted well in advance, and minimally include the following:

- When, where, the time and duration of the event.
- The total people, to include employees, expected to attend. **Note:** attendance should be limited to the extent possible, and gathering sizes must comply with the [DHHS Epidemic Order](#); OSE may impose more stringent criteria.
- Whether the event will be held at a State of Michigan owned or operated location, or other venue to include the location name, address, telephone number, etc.
- Reason(s) why the event cannot be held remotely, importance of the testing, necessary to protect public health, etc.
- Is the event being held or attended pursuant to a statutory provision, enforcement action, permitting requirement, etc. and include a description.
- Whether the return to the workplace, meeting, training, examination, audit, fieldwork, investigation, etc. is required or critical to the agency's/department mission and the related consequences if the request is not approved.
- How employees will get to and from, to include number of occupants in a state vehicle, if appropriate.
- How the agency/department intends to keep employees and attendees safe (e.g., registration process, available sanitizers or related disinfecting procedures, post event cleaning procedures, enforcement of social distancing and face covering protocols, health screening protocols, what happens if someone becomes sick or experiences COVID-related symptoms, etc.).
- If the event is held outside the workplace (e.g., hotel, etc.), include confirmation that the venue is in compliance with applicable MIOSHA/DHHS Rules and related CDC guidance plus the total number of restrooms available, and how schedule breaks and lunches will be conducted to minimize gatherings, congregation, etc.
- Whether the Agency/Department Director is supportive of the request.
- Person(s) responsible for responding to all COVID-related situations and concerns, and how attendees contact that individual.

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

Training

Employees must complete the mandatory OSE-provided **COVID-19: KEEPING YOU SAFE AT WORK** training on the Civil Service Learning Management System. This training is in addition to a review of the agency/department plan and other new procedures and protocols. *NOTE: The OSE-provided training is intended to be completed just prior to an employee's return to their pre-COVID assigned workplace to ensure they receive the latest information and guidance.*

MSHDA's Human Resources Director shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

MSHDA will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- 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.

MSHDA's Human Resources Director shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

Recordkeeping

Per the [MIOSHA Emergency Rule](#), MSHDA shall maintain all COVID-19 employee training records, health surveillance records, and records of required notifications. The following records will be maintained for one (1) year from the date of generation:

1. Required training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19.
4. The notification of a known case of COVID-19 to the local public health department and any co-workers, contractors, or suppliers who may have come into contact with the person.

MSDHA's Human Resources Director will ensure that the records are kept.

Resources, Websites and Contacts

- [State of Michigan Executive Orders & Directives](#)
- [State of Michigan Agency/Department Return to Work Plans](#)
- **Employee Service Program/ESP:** Confidential program to assist employees with personal and work-related concerns. www.mi.gov/esp, 800-521-1377, or MDCS-ESP@mi.gov
- [DHHS Epidemic Orders](#)
- Michigan.gov/coronavirus
- [MIOSHA COVID-19 Resources](#)
- [MIOSHA Emergency Rules](#)
- [MIOSHA General Industry Safety & Health Standards](#)
- [CDC](#)
- [OSHA COVID-19 Resources](#)
- [Michigan Department of Labor and Economic Opportunities Return to Work Framework](#)

Unsafe conditions or violations of the protocols established in this plan should be reported to:

Chris Hudson, Safety Coordinator

HudsonC5@Michigan.gov

(517) 335-9904

OR

Lori Fedewa, Human Resources Director

FedewaL2@Michigan.gov

(517) 599-6968

OR

You can send an email to:

[MSHDA-Human-Resources-General](#) or call (517) 241-6281.