



COVID-19 Preparedness & Response Plan

This Coronavirus/COVID-19 Preparedness and Response Plan (PRP) has been established for the Michigan State Police (MSP) in accordance with the Governor's latest Executive Directives, MIOSHA Emergency Rules, DHHS Epidemic Orders, and CDC guidance. This plan shall minimally be made available to employees via email, the MSP's intranet page, and upon request. The MSP does not plan to transition its members back to the office in the immediate future and this plan may be further expanded and developed in collaboration with the Leadership Team and building management. The purpose of this program is to minimize or eliminate members exposure to COVID-19. All members are responsible for complying with the PRP. Please direct questions the Human Resources Director.

Exposure Determination

All members fit into one of four categories for risk exposure, noting that a member's category could change based upon the work assignment.

Very High Risk

- Duties with exposure to known sources during specific medical, postmortem, or laboratory procedures.
- Could include healthcare, laboratory, or morgue employees during specific procedures

High Risk

- Duties with a high potential exposure to known or suspected sources of COVID-19
- Could include licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers

Medium Risk

- Duties that require frequent and/or close contact (within 6 ft) with the general public.
- Frequent contact with travelers who may return from locations with widespread COVID-19 transmission.



- In areas where there is ongoing community transmission, workers in this category may have contact with the general public (for example, schools, high-population-density work environments, high-volume retail settings, etc.).

Low Risk

- Duties that do not require contact with people known or suspected of being infected with coronavirus.
- No frequent close contact (within 6 ft) with the general public.
- Minimal contact with co-workers.

Risk Assessment

The MSP has two categories of members: enforcement and non-enforcement civilian. Within each of these categories are different levels of risk.

Enforcement members whose work assignment is enforcement in nature (e.g. at-post personnel, specialty teams, multijurisdictional drug teams, motor carrier officers, state property security officers etc.) are Medium risk as they have frequent contact with the public and do not know the COVID-19 status of those with whom they come into contact. These members may also fall into the High-risk category in certain circumstances if they are required to contact members of the public who are known to be a source of COVID-19.

Civilian members who perform mainly administrative functions are Low risk. Based upon the level of risk, supervisors must assess the following:

- Where/how/what sources of exposure to:
 - o General public
 - o Customers/visitors
 - o Co-workers
- Methods of social distancing
 - o Staggered work shifts, lunches, and breaks
 - o Telecommuting
 - o Cross training of onsite workers to perform critical tasks
- Job tasks with shared equipment and workstations
- Basic infection prevention



- o Access to handwashing facilities and hand sanitizer (≥60% alcohol)

Cleaning and disinfection procedures and materials for workstations

Engineering & Administrative Controls

The MSP will adhere to [CDC](#) and [MIOSHA](#) guidance to prevent members and the public we serve from contracting COVID-19. To that end, the MSP will focus on the below areas to mitigate COVID-19 exposure.

Engineering Controls involve isolating members from work-related hazards using ventilation and other engineered solutions. Worksite commanders will implement, where appropriate, engineering controls to mitigate member exposure to COVID-19 which may include:

- High-efficiency air filters
- Increased ventilation rates
- Physical barriers (clear plastic barriers, sneeze guard, plexiglass, etc.)
- Drive-up, drive-thru, or curbside services

Administrative Controls are workplace policies, procedures, and practices that minimize or eliminate member exposure to the hazard. Worksite commanders will implement, where appropriate, administrative controls to mitigate member exposure to COVID-19 which may include:

- Implement flexible work hours and staggered shifts and breaks
- Implement telework, teleconferencing, and web conferencing
- Increase the physical space between members at the work site
- Move machines and equipment to increase distances between members
- Practice social distancing and provide visual cues to encourage social distancing
- Increase the physical space between members and customers
- Encourage hand hygiene etiquette and use of noncontact methods of greeting
- Require the use of cloth face coverings by members and customers
- Post [signage](#) related to COVID-19 signs, symptoms, and related resources

Use of Cloth Face Coverings and Personal Protective Equipment (PPE)

- Members in the Very High or High-risk exposure categories shall wear:
 - o Gloves
 - o Gown



- o Face shield or goggles
 - o N95 or higher respiratory protection
- Members in the Medium risk exposure category may, depending upon the job task, wear:
 - o Gloves
 - o Gown
 - o Face shield or goggles
 - o Face mask or cloth face coverings (masks are mandatory when physical barriers are not available and/or social distancing is not possible)
 - o The department may require members of the public to wear a mask when entering a department facility
- Members in the Low risk category do not need to wear additional PPE beyond what is typically used for job tasks. Mask use is voluntary when social distancing is possible. Gloves are not recommended unless disposed of after each use. Hand sanitizer will be provided.

Hand Hygiene

All members shall engage in hygienic [Safe Work Practices](#) including frequent hand washing, wiping down work areas (keyboards, computer mice, counter tops, desks, door handles, etc.) or any other surfaces that may have been exposed to the member's germs thoroughly before and after each shift.

In general, hand washing is required whenever significant hand contamination occurs and cross contamination may occur. Hand washing must occur frequently. The fundamental principle of hand washing is removal, not killing, of viruses.

Proper hand hygiene involves the use of soap and running water, rubbing all surfaces of the hands vigorously for at least 20 seconds (e.g., sing the "Happy Birthday Song" twice). The amount of time spent washing hands is important to reduce the transmission of pathogens to food, water, people, and inanimate objects.

Close attention should be paid to the nail areas, as well as the area between the fingers and under rings. Hand washing is defined as the vigorous, rubbing together of all surfaces of lathered hands, followed by rinsing under a stream of water.

If soap and running water are not available, use an alcohol-based hand sanitizers (> 60% alcohol content) to clean your hands. Alcohol-based hand sanitizers significantly



reduce the number of germs on skin and are fast-acting. Hands should be rubbed until the surfaces of the hand are dry.

Hand drying after washing with soap and water, should be achieved by use of single use disposable paper hand towel. Turn off the faucet by using the disposable hand towel to reduce recontamination of the hands by the faucet handle.

If forced air dryers are used, use the lower portion of the arm or elbow to turn off the water facet after hand washing. Repeated drying of hands with reusable cloth towels is not recommended and should be avoided.

Good infection control practice to avoid self-contamination is to avoid touching your eyes, nose and mouth with gloved or ungloved contaminated hands, placing pens, pencils caps or your fingers in your mouth, or licking your finger to turn a page.

Wash your hands to minimize contaminating your work environment by touching doorknobs, light switches, and telephones with contaminated, gloved, or ungloved hands.

Disinfection of Environmental Surfaces

Cleaning and disinfection will increase at all MSP facilities to limit exposure to COVID-19. Janitorial services conducted within Department of Technology, Management and Budget (DTMB) managed facilities will be completed twice daily by contracted janitorial service vendors, with a focus on frequently touched surfaces (e.g., door handles, push/panic bars, handicap entry buttons, etc.), in lobby areas, restrooms, breakrooms, conference rooms, cafeterias, retail space, elevators, and on drinking fountains. Janitorial service providers will provide cleaning supplies for common area use to include replenishing hand sanitizer stations.

MSP on-site facilities staff will work with cleaning service providers to establish an enhanced cleaning and disinfection plan and schedule for non-DTMB managed facilities.

Cleaning and disinfecting plans, which will be based on CDC and Environmental Protection Agency (EPA) guidance and will describe how and when janitorial service providers will clean and disinfect common spaces, surfaces, and frequently touched objects.



The janitorial service provides all cleaning supplies. Disinfectants must meet the minimum standards set forth by the U. S. Government, Centers for Disease Control. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to. Safety Data Sheets for each of the chemicals will be maintained by janitorial service providers and available upon request.

In the event of a COVID-19 work site exposure, HR personnel will work with worksite command to provide notification and cleaning procedures, using State of Michigan contracted restoration cleaning company, according to CDC-approved protocol.

Members will be responsible for wiping down personal work areas thoroughly at the beginning and end of each shift using MSP-provided cleaning supplies or other EPA approved disinfectants. Areas to be cleaned include keyboards, counter tops, computer mice, door handles, critical surfaces, chair arm rests, and any other relevant surfaces the member makes contact with frequently.

Personal Protective Equipment and Clothing

For the purposes of this plan, a nonmedical cloth face covering is NOT considered PPE. All members who are medically able are required to wear a nonmedical cloth face covering in accordance with CDC guidance when at an MSP building/location, etc. All MSP members will be provided two reusable nonmedical cloth face coverings and instructed on how to properly wash them. Civilian members may provide and use their own masks if they are approved by a supervisor; completely cover the mouth, nose, and chin; are at least as effective as the nonmedical cloth face covering provided by the Department, and in compliance with Official Orders. Visitors to an MSP building/location will be provided a disposable mask. Worksites shall contact the Distribution Center for additional masks.

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. Members who cannot consistently maintain 3' of separation from other individuals in the workplace should also consider wearing a face shield. Please contact your [Human Resources Director](#) or the [agency Safety Coordinator](#) with any questions. Members who are medically unable to wear a cloth face covering MUST contact the agency [Reasonable Accommodation Coordinator](#) to initiate the reasonable accommodation process. Reasonable accommodations are available to qualified applicants and



members with disabilities. Please contact the agency [Reasonable Accommodation Coordinator](#) with any questions.

Health Surveillance

Upon a member'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.

All members shall complete the MSP Workplace Health Self-Assessment prior to entry into any worksite. Members shall acknowledge completion of the assessment with their direct supervisor at the start of each shift if they are assigned to essential, in-person work, or where they are teleworking but are required to intermittently enter a worksite for essential job functions. Supervisors shall document completion of these assessments and retain them for inspection purposes.

These health screenings can occur through one of the following (e.g., completion of a questionnaire; attest they are fever and symptom-free each time they login to their state-issued electronic devices; 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.).

When it is deemed safe for members to begin returning to the worksite, members shall complete health self-assessments using the MSP preferred screening method communicated in Official Correspondence.

Members exhibiting [signs of illness](#) or having a fever of 100.4 or above will not be permitted into the building and shall immediately document the above information in an email to the [Human Resources Director](#) and notify their supervisor that they are utilizing sick leave for the day. Members shall contact a medical care provider and follow all instructions given.



Feeling Sick and work-Related Post-Exposure Evaluation & Follow-up

Members 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. Members 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.

Gatherings and Returns to the Workplace, and the related Authorization Process

Members are prohibited from in-person work to the extent work activities can feasibly be completed remotely.

If a member's duties are required to be completed in-person, or at the workplace, (e.g., conferences, meetings, trainings, testing, inspections, etc.) a written request, via a return-to-work plan, must be submitted for review and approval by bureau command, prior to scheduling in-person work, or conference room use. Return to Work plans will be reviewed and approved on a case-by-case basis.

Each plan shall include the following:

- When, where, the time and duration of the [event](#).
- The total number of members expected to attend.
- Whether the event will be held at a State of Michigan owned or operated location, or other venue to include the location name, address, telephone number, etc.
- Reason(s) why the event cannot be held remotely, importance of the testing, necessary to protect public health, etc.
- Is the event being held or attended pursuant to a statutory provision, enforcement action, licensing or certification 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 department's mission and the related consequences if the request is not approved.
- How members will get to and from, to include number of occupants in a state vehicle, if appropriate.
- How the department intends to keep members 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.

Return to Work Methodology – Phase I/Reintegration

In this first phase, members not previously approved for essential in-person work, and identified by Bureau Command as providing critical services that cannot be performed effectively in a remote environment, will be the first to receive a return to work notice from their District and Division Commanders. Members shall receive at least two weeks' notice, prior to a return to in-person work. Supervisors shall consider distancing issues and may stagger schedules to maximize employee safety.

Supervisors should also consider alternate work schedules for employees who may have challenges with returning to the office as they rely on public transportation to get to the workplace or are responsible to care for a child if the school or place of care has been closed, or is unavailable due to COVID-19. Employees may contact HR for information regarding the leave benefits available through the [Family First Coronavirus Response Act Employee Guidance](#).

Bureau Commanders may identify up to 25% of employees not previously approved for in-person work, to return in this phase. Prior to return of these employees, worksite managers must complete and submit a worksite specific Return to Work plan for approval to their Bureau Command. Supervisors shall use prior Facility Assessment surveys, current DHSS Orders, and CDC COVID Recommendations for Law Enforcement Members to assist them in completing these plans.

Before exiting Phase 1 and proceeding to Phase 2, the Department will reevaluate criteria to ensure (a) Readiness to progress to the next phase (b) Need to implement additional social distancing measures based upon resurgence of infections in the workforce. The anticipated length of this phase is 60-90 days. Due to the unique nature



of Department worksites statewide, there may scenarios where the epidemic environment dictates that a worksite does not advance into a subsequent phase.

Phase II / Expansion

In Phase II, Bureau Commanders may identify up to an additional 25% of employees not previously approved for in-person work, to return. During this phase, the Department will continue accommodations for employees already working in-person. Prior to return of these employees, worksite managers must revise and submit a worksite specific Return to Work plan for approval to their Bureau Command. Supervisors shall use prior Facility Assessment surveys, current DHSS Orders, and CDC COVID Recommendations for Law Enforcement Members to assist them in completing these plans.

Before exiting Phase 2 and proceeding to Phase 3, the Department will reevaluate criteria to ensure (a) Readiness to progress to the next phase (b) Need to implement additional social distancing measures based upon resurgence of infections in the workforce. The anticipated length of this phase is 60 to 90 days.

Phase III / Return to Full In-Person Strength

In Phase III, Bureau Commanders may return the remaining employees in telework status, previously not approved for in-person work. During this phase, the Department will continue accommodations for employees already working in-person. Prior to return of these final tier of employees, worksite managers must revise and submit a worksite specific Return to Work plan for approval to their Bureau Command. Supervisors shall use prior Facility Assessment surveys, current DHSS Orders, and CDC COVID Recommendations for Law Enforcement Members to assist them in completing these plans.



Training

Prior to returning to the workplace, all MSP members shall complete OSE-provided “COVID-19: Keeping You Safe at Work” training available via the [Civil Service Learning Management System](#).

Training should be completed within the week prior to returning to the workplace to ensure the latest information and guidance are incorporated.

Recordkeeping

The MSP Safety Coordinator or designee shall coordinate COVID-19 required recordkeeping and ensure compliance with the latest [Coronavirus/COVID-19 Executive Orders](#). Per the [MIOSHA Emergency Rule](#), the MSP must maintain COVID-19 member-related records for (1) year from the date of generation. The following records are required to be maintained:

- Required training
- A record of daily entry self-screening protocol for all members or visitors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Records of required notification.

Safe Start Team, the Return to Work Task Force and the Business Recovery/Quality Assurance Teams

The MSP has established an Agency Safe Start Team that is comprised of the following members:

Lt. Col. Amy Dehner - Chief Deputy Director
Insp. Mike Johnson – Facilities and physical security
F/Lt. Aimee Maike – Risk Management
Ms. Stephanie Horton – Human Resource Director
Ms. Tracy Federighe – MSP Safety Coordinator
Ms. Shanon Banner – Public Affairs Manager
Mr. Bob Kirkby – Forensic Science Division

The Return to Work Task Force is comprised of the Agency Safe Start and other department members as needed to provide expertise on particular topics.



Resources, Websites, and Contacts

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

- [MDHHS Coronavirus Resources](#)
- [CDC Coronavirus Resources](#)
- [MSP Office of Behavioral Sciences](#)
- [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 MCSC-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](#)

Certification of Readiness

Attached

Supervisor Checklist

Return to work member checklist (EX-080)

Health Screening Forms Workplace Health Self-Assessment (EX-081)