

RETURN TO WORK LOCATION(S) PLAN

The OAG Safe Start Team is responsible for developing and implementing the OAG return to work plan. The team will include Paul Green and Jackie Lawson, the HR Director and Assistant Director, under the authority of Doug Ringler and Laura Hirst, the Auditor General and Deputy. The Return to Work Plan has been established for the OAG in accordance with CDC guidance and MIOSHA Emergency Rules. The approved plan will be posted on the OAG Intranet where all OAG employees can access it, with notification via e-mail regarding its existence and where to find it. The plan will be periodically reviewed and updated accordingly. Employees should contact Paul or Jackie for any return to work or COVID-19 safety questions.

The OAG has 154 employees, with about 50 permanently assigned to the Victor Center. We occupy only 1 floor at the Victor Center. The remaining staff are typically assigned to audits at various locations in the downtown Lansing area or the Secondary Complex. These staff are also occasionally assigned to work or visit at the Victor Center. We consider our employees to be lower exposure risk for COVID-19 because our employees are office workers who do not have frequent close contact with coworkers, customers, or the public

Returning employees to work will be an incremental process. Initially, employees who must return to work will do so within defined parameters. Most of those employees in the “must” return category will not do so for 40 hours a week. The other employees may return to work as it is safe to do so but may initially continue to work at home. These employees will likely work intermittently at home and at Lansing-area offices. Should another wave of COVID-19 cases occur, and the Governor reinstates stay at home restrictions, employees will revert to working at home as they are currently performing.

This plan to safely return employees to the workplace addresses the Victor Center and the other audit work site locations.

Victor Center

Victor Center building management has advised us that the following general provisions for a business re-entry plan:

- The janitorial team is doing a thorough disinfecting of all touch points in the common areas, including but not limited to door handles, elevator call stations, and bathroom fixtures and stalls.
- The janitorial team will continue to frequently disinfect all common area high touch points during the day.
- Notices to observe and maintain social distancing. Signage will be used in the lobby to assist employees and visitors in navigating the building and elevator lobbies.
- Although not mandatory, expectations to wear a mask.
- There will be hand sanitizer stations located in the lobbies.

- Employees are encouraged to use the stairwell for access to their suite floor. At all times, employees should be respectful of social distancing when using the stairwells.
- Elevators may limit the number of occupants. If elevators are used, be sure to adhere to floor markings as appropriate.
- Normal tenant services will continue to be provided, and team members will wear masks to complete their work unless OSHA requirements prohibit it. Should that occur, they will attempt to do work after normal business hours, if possible.
- Each office will be thoroughly disinfected.
- All employees/visitors to the Victor Center must sign in at the first floor front desk.
- Which employees will be required to return? Which employees will be allowed, but not required, to return?

Of the approximately 50 employees at the Victor Center only 1 person, from Office Services, would be required to return. He is responsible for any print jobs and for sanitizing and wiping down any and all areas where OAG employees may have been or might be at.

The other Victor Center employees, including those assigned to Audit Operations, Information Technology, Professional Practices, and Administration will be permitted to periodically work at the Victor Center provided that they cannot effectively complete required work assignments from home. Employees must first obtain approval from Paul Green prior to periodically working at the Victor Center. Also, due to the nature of our work, it may be necessary to intermittently require OAG employees to return to work instead of working from home. We will inform all employees that, if necessary, some employees may have to report to a work location.

Employees are permitted to make a brief trip to the Victor Center for supplies, copying needs, or picking or dropping off work products, etc. Employees should notify Paul Green of such trips prior to coming to the Victor Center.

- Will employees who come to the Victor Center be required to wear cloth face coverings or any other PPE?

Employees at the Victor Center will be required to wear cloth face covering under certain conditions: 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 Paul Green or Jackie Lawson to initiate a reasonable accommodation request.

Reasonable accommodations are available to qualified employees with disabilities. Please contact Paul Green or Jackie Lawson with any questions.

We plan on ordering 2 reusable cloth face coverings for each employee (including those working outside of the Victor Center) along with some spares. We will also order 3 packages of disposal cloth face coverings to distribute among our various worksites for visitors and for people to use if they forget their reusable one. Employees can wear their own cloth face coverings if they are approved; completely cover the mouth, nose, and chin; and are at least as effective as the nonmedical cloth face covering provided to all employees. Face coverings worn in the workplace shall NOT be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites, etc. Face coverings representing certain colleges, universities, sports teams, etc. are permissible provided they meet the above-mentioned criteria. Visitors to the Victor Bldg will be provided a disposable mask. Face coverings or masks that incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling are NOT sufficient face coverings because they allow respiratory droplets to be released into the air. Neck gaiter tube-style face scarves and open-chin triangle bandanas are also not allowed.

We will purchase all of our cloth face coverings from DTMB. The cloth face coverings will then be placed in employees' mailboxes.

For the protection of the janitorial team, after disposable cloth face coverings are used, employees will discard them only in a specified trash receptacle to be located outside of the restroom area.

OSE has advised that gloves are not recommended unless you are disposing after every use/touch point. The OAG will provide hand sanitizer for this purpose.

- What guidance will be provided with regard to “social distancing”?

Victor Center building management plans to post signs regarding the requirement for social distancing at multiple locations throughout the building. We will either create (or purchase) and post similar signs and posters throughout the 6th floor which the OAG occupies.

- What guidance will be provided with regard to common areas, such as restrooms, the breakroom, conference rooms, hallways, or cubicles?

With regard to hallways, in order to facilitate social distancing, the following traffic patterns will be implemented:

- When heading to the bathroom/breakroom area, staff coming from the cubicle area will use the hallway heading towards Office Services and then

towards the back stairwell. Staff with offices on the south wing will exit the door located next to the front stairwell and follow the same path. Staff with offices on the east wing will use the hallway outside of the Executive Conference Room and exit the front doors and proceed to use hallway heading towards Office Services.

- When heading from the bathroom/breakroom area, staff will use the hallway heading towards the reception area and then out the front doors to return to the cubicle area. Staff on the south side will proceed past the receptionist area towards their offices. Staff on the east side will use the hallway alongside the breakroom heading east towards their offices.
- Signs and directional arrows will be used to indicate the proper direction to proceed.

With regard to restrooms, no more than 2 employees will be permitted at any given time. Signs and posters will be posted, and “occupied/unoccupied” indicators will be put on the exterior restrooms doors for employees to use when entering and exiting the restrooms.

With regard to the breakroom, no more than 2 employees will be permitted at any given time. Signs will be posted. The door for the breakroom remains open so employees can easily see if 2 people are in the room before entering.

If a meeting needs to be conducted in either the large conference room or the executive conference room, the number of employees attending should be limited so that everyone can space themselves at least 6 feet apart. If a large meeting is necessary and proper social distancing cannot be established, employees will be required to wear cloth face coverings for that meeting. If a meeting needs to be conducted in the BAO meeting room, no more than 2 employees will be permitted at any given time. Signs will be posted outside and inside of these meeting rooms explaining these limits.

We will post signs/posters along hallways to remind employees to maintain 6-foot distancing between employees while using hallways.

Cubicles will be handled similarly to meeting rooms. Employees occupying cubicles will situate themselves and be at cubicles that are at least 6 feet from each other. Because of the height of most cubicle walls (5 feet), they provide a sufficient barrier between staff working closer than 6 feet apart.

- Sanitizing/Cleaning

The employee from Office Services will be responsible for wiping down doorknobs, counter tops, desk, and tables. Disposable disinfectant wipe will be provided and used. Doorknobs will be wiped down daily. Other areas such as meeting room tables or desks, will be wiped down at the end of the day or the

beginning of the next day that they were used. The break room area will be wiped down daily, including the refrigerator, microwaves, dishwasher, coffee maker, ice machine, table, and counter tops. The refrigerator in the supply room will be wiped down daily. The shelving in the supply room will be wiped down every other day.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the Victor Center. Paul Green and Jackie Lawson will be responsible for seeing that such a cleaning and disinfection is performed as required. Victor Center building management will be contacted and will be responsible for providing cleaning crews to conduct the enhanced cleaning and disinfection.

Audit Locations

- How will it be determined which OAG staff will be required to report to audit locations as opposed to continue working from home?

The Deputy Auditor General and Audit Division Administrators analyzed all active audits and determined that 29 auditors must report to their work locations, for some period of time, to be able to complete their assignments – they cannot accomplish this entirely from home. In addition, we have 2 other employees from the Office of Information Technology who must report to their work location for the Single Audit. Other than the Victor Center, these building locations include Cass, Constitution Hall, Hannah, Grand, Van Wagoner, Ottawa, MSHDA, and DMVA.

- What must take place before employees can return to audit work locations?

Before employees can return to these work sites, the OAG must determine the protocols and restrictions other departments and building managers have put in place. The Audit Division Administrators and Managers will coordinate with the audit liaisons to determine the requirements along with the timing of allowing our auditors to return. This may include coordination or other assurances related to mandatory health screenings for our auditors. This information will then be shared with the auditors who are required to return.

- What protocols and precautions must OAG employees adhere to?

All OAG staff will comply with the protocols and restrictions established by the department(s) for their buildings. In addition, for the permanent OAG work sites within auditee buildings, OAG employees will comply with social distancing rules and be situated so they are all at least 6 feet from one another. This may restrict the number of employees that will be permitted in these rooms. If there is inadequate room to accommodate the needed employees, the supervisor will discuss this with the Audit Division Administrator or Manager to determine alternate accommodations. (Possibly departments may offer other work sites, or

employees can alternate between working at the audit site, at home, or at the Victor Center.)

In addition, to the protocols and restrictions established by the departments for their buildings, the OAG employees assigned to permanent OAG work sites will daily wipe down the door knobs, desks, tables etc. for the work site with disinfectant wipes, which will be provided by the OAG.

Travel – State Cars

- As far as practical, only 1 individual should ride in a State car. If it is necessary for 2 or more individuals, then all occupants of the vehicle must wear a cloth face covering.
- For motor pool cars, Vehicle and Travel Services employees will clean each vehicle between uses.
- For non-motor pool cars, the Office will supply disinfectant wipes to be used to wipe high touch areas of state vehicles. Spray disinfectants should not be used in the vehicles. However, if sanitizing wipes are not available, spray disinfectant can be applied to a cloth to wipe surfaces.

High touch areas of vehicles include:

- Keys
 - Steering wheel
 - Gear shift
 - Console
 - Door handles (interior and exterior)
 - Arm rests
 - Seatbelt hardware
 - Power window/lock buttons
 - Seat adjuster buttons/knobs
 - Radios
- Employees that are not comfortable using state vehicles should talk to their supervisor and the Director of Administration about being reimbursed for using a personal vehicle.

General

- Health Surveillance

Prior to entering the Victor Center, employees will notify Paul Green who will maintain a log to track those days employees are in the Victor Center.

Upon an employee's return to their workplace (regardless of being at the Victor building or conducting an off-site audit), 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.).

- Requirement to Report Symptoms

Staff will be advised that the requirements to report if they, or those with whom they have had contact, are experiencing COVID-19 symptoms will remain in effect. This will apply to all staff regardless of where they are working.

All OAG employees are expected to conduct a self-assessment for any indication of COVID-19 symptoms or other illness. Employees who exhibit any COVID-19 symptoms (feeling feverish, new or worsening cough, shortness of breath, sore throat, among others) or who do not feel well should stay home and not come to work.

Anyone who tests positive for COVID-19, has had close personal contact with someone who has tested positive for COVID-19, or exhibits COVID-19 symptoms should immediately notify Paul Green or Jackie Lawson. Paul or Jackie will notify Victor Center building management if any employees (working at the Victor Center) test positive for COVID-19. Victor Center personnel will then thoroughly disinfect and clean any areas the employee was in. The Office will inform all OAG employees, via email and/or the OAG intranet, about an employee testing positive.

Employees already at work who begin to not feel well should immediately notify his/her supervisor and leave the work site and go home. If the employee is working at the Victor Center and is not able to immediately go home, the employee will move to the isolated cubicle outside of the ADA file room until the employee is able to go home.

- COVID-19 Exposure Control Plan

As part of the COVID-19 exposure control plan, the following will be communicated to all staff via email and also through posters at the Victor Center:

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with

soap and water frequently throughout the day and after using the toilet. As we are able, we will purchase additional hand sanitizer and dispensers and will place them in areas such as the restrooms, the break room, the supply room, and meeting rooms.

Respiratory Etiquette

Employees are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Social Distancing

Social distancing of six feet will be implemented and maintained between employees and any visitors in the workplace. As discussed, this will be achieved by limiting the number of employees in common areas such as meeting rooms, break room, and restrooms.

Cleaning and Disinfection

As discussed, procedures will be in place to frequently wipe down and disinfect all areas where employees may have been present. Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, tables, door knobs, shelving, equipment, and appliances. This includes meeting rooms, restrooms, the break room, the supply room, mailboxes, and offices. We have already purchased a large supply of disinfectant wipes and will make them readily available to employees who need or want to wipe down work areas.

- Training

Staff will be required to view mandatory training with regard to COVID-19 awareness and precautions. This will include completing OSE-provided COVID-19 training. Some of this training involves basic concepts such as hand washing and using cloth face coverings. Staff will also be required to read the safety plan. Michele Novak shall coordinate SARS-CoV2 training and ensure compliance with all training requirements. Training will be provided via training videos which address understanding COVID-19 and how to stay safe. Employees will also be required to read the return to work safety plan and provided guidance on what is expected of them. The videos and plan will be posted on the OAG intranet for all employees to view and read. The training will train employees on:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.
2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Symptoms of COVID-19.
4. Steps the worker must take to notify the OAG of any symptoms of COVID-

- 19 or a suspected or confirmed diagnosis of COVID-19.
5. Measures that the OAG and the Victor Center building management are taking to prevent employee exposure to the virus.
 6. Rules that the employee must follow to prevent exposure to and spread of the virus.
 7. The use of cloth face coverings, including the proper steps for putting it on and taking it off.

Employees will self-certify that they have viewed the training videos and read the safety plan. Michele Novak will monitor employees for compliance.

- Communication

We will notify all applicable staff who must return to work about return dates, locations, and protocols. We will determine from other staff their preference for returning to work. We will provide regular updates to all staff regarding their return to work status and will provide sufficient notice to staff who subsequently must return to work. Communication will be done through the OAG intranet and emails.

- Computer Equipment

Employees working at home must provide OIT with an inventory of computer equipment taken including the tag number or a description of the equipment if there is no tag number. Prior to returning to work locations, employees should clean and sanitize the equipment.

- Support/Resources for Employees

The following links provide additional support/resources to help meet employees' needs:

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

- Recordkeeping

The Office of Administration will maintain and retain all records with regard to Return to Work plans including training, health surveillance, names and dates employees are in the Victor Center, sanitizing/cleaning, etc. These records will be retained for at least 1 year.