



Michigan Department of

TREASURY

Treasury COVID-19 Return to Work Plan (v12)

May 22, 2020

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Introduction

Governor Whitmer's Executive Directive 2020-11 dated October 22, 2020 provides policy that guides State of Michigan Departments with measures that will safeguard and protect state workplaces and employees from COVID-19. The Department of Treasury is considered critical infrastructure, providing State Government Financial Services, and is authorized with OSE approval to conduct onsite and field work functions as required.

When the aforementioned executive directives are rescinded and the Treasurer deems it necessary to bring Treasury remotely working staff back into Treasury workspace for onsite and field work business, the following planning guidance will be utilized to guide business areas as they move portions of their operations back into Treasury workspace.

TREASURER'S GUIDANCE

You are the Key to Successfully combatting COVID-19

- Practice Social Distancing
- Wash Your Hands Frequently
- Stay Home When You Are Sick
- Wear a Mask

The Treasury Emergency Response Team has implemented environmental and administrative protective measures to mitigate COVID-19 exposure risk in Treasury workplaces. This does not mean every possible risk mitigation measure has been taken. Within the limits of available resources, mitigation measures have been prioritized and actions have been taken to make the workplace as safe as possible.

There is no intent to immediately move all employees back into Treasury workspace. There will be a trickle of staff back to onsite activities with a proactive training program to effectively educate the staff on methods of operating in Treasury's new environment while an active threat of COVID-19 exposure exists.

If everyone assumes the COVID-19 virus is present and conducts themselves in accordance with approved workplace guidelines, Treasury will minimize the risk of exposure to the virus. It is up to all employees to follow the guidelines, stay aggressive with social distancing and sanitizing efforts in the workplace and practice similar measures at home in their personal lives. In the short term, COVID-19 is here to stay, and we will all have to learn how to get back to work with the COVID-19 threat.

Emergency Management

As the threat of COVID-19 changes, procedures and PPE requirements will change. The Emergency Management Coordinator (Jeff Connell, connellj1@michigan.gov) and the Health and Safety Coordinator (Brian Rush, rushb@michigan.gov) will provide routine communications and training as pandemic risk mitigation measures change.

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

- **Safe Start Team**
 - This team is comprised of the **Treasury Emergency Management Team** members.

- Purpose: provides a safe and healthy workplace for Treasury employees and visitors. Provides mitigation measures and reduces the potential for transmission of COVID-19 in Treasury facilities. Successful implementation and execution of this plan is dependent on the participation and cooperation of management, employees, customers, and visitors.

- **Return to Work Task Force**
 - Team Members
 - Office of Departmental Services Administrator
 - Human Resource Coordinator
 - IT Deputy Director
 - Public Information Officer
 - Emergency Management Coordinator
 - Safety Coordinator
 - Facility Manager
 - Telecommunications Manager
 - Purpose: provides coordination, guidance and planning efforts for Treasury return to work planning.

- **Business Recover/Quality Assurance Team**
 - This team is comprised of the **Treasury Business Continuity and Disaster Recovery** members.
 - Purpose: provides coordinated planning efforts for Treasury business continuity, IT disaster recovery and quality assurance plans.

Treasury Risk Assessment (COVID-19)

Conducted By: Brian Rush, Health & Safety Coordinator

Date: 11/1/2020

Questions: What is the hazard? Exposure to Covid-19 from employee or taxpayer (e.g., exchange of currency, correspondence)
What is the likelihood I could be exposed to the hazard and at what frequency?
What is the potential level of injury if exposed?

Considerations

Transmission: The virus that causes COVID-19 is thought to spread from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html>

Close Contact Definition: Someone who was within 6 feet of an **infected person** for at least 15 minutes starting from 2 days before illness onset (or asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated.

https://www.michigan.gov//documents/leo/COVID-19_Workplace_Guidelines_for_Offices_691402_7.pdf

DEFINITIONS

- **Close Contact:** someone who was within 6ft of an infected person for at least 15 minutes.
- **COVID-19:** coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, & death.
- **Known Cases of COVID-19:** person who have been confirmed through diagnostic testing to have COVID-19.
- **Likelihood of Occurrence:** The likelihood and frequency of exposure to hazard.
- **SARS-CoV-2:** severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19.

- **Suspected Cases of COVID-19:** persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or person who have had close contact with a person who has been confirmed through diagnostic testing.
- **Hazard:** This can be work materials, equipment, work methods or practices – that has the potential to cause harm.
- **Risk:** Is the chance, minimal, low, medium, high or extreme, that somebody may be harmed by the hazard.
- **Severity of Consequences:** The potential level of injury due to a hazard.

Likelihood of Occurrence	Severity of Consequences				
	1. Minor Injuries (No lost time)	2. Significant Injury (up to 7 Days)	3. Serious Injury (7 Day Injury)	4. Major Injury	5. Fatality
1. Very unlikely [hasn't occurred before]	1	2	3	4	5
2 - Slight [rarely occurs]	2	4	6	8	10
3 - Feasible [possible, but not common]	3	6	9	12	15
4 - Likely [has before, will again]	4	8	12	16	20
5 - Very Likely [occurs frequently]	5	10	15	20	25
Risk Rating: Likelihood * Severity	Minimal 1-2	Low 3-9	Medium 10-15	High 16-20	Extreme 25

Treasury Business Area activities have been evaluated and have been assigned risk mitigation measures. As a quick reference, the following matrix is provided as a simple guide when deciding appropriate mitigation measures for Treasury duty positions. In accordance with CDC, MIOSHA and State of Michigan guidelines, the majority of Treasury functions have been evaluated and calculated to be in the **low-med risk** category based on **“not requiring frequent or close contact with infected persons.”**

Currently, the risk of catching COVID-19 by entering Treasury workspace is very low. Treasury facilities have virtually remained vacant for almost a year and Peckham has continued enhanced cleaning of the facilities. For facilities that have been found to have had COVID-19 positive employees, the buildings have been professionally cleaned and disinfected. As Treasury staff return to onsite work, disinfecting available in Treasury workspace for staff members to clean their individual areas. The Facilities team will continue to monitor building risk and notify employees if anything changes. DTMB pandemic enhanced cleaning measures can be found in MI Safe Start Plan – DTMB Managed Office Buildings, June 17, 2020.

Engineering & Administrative Controls

- See Treasury Exposure Control Program, updated: November 5, 2020.

PPE Hazard Assessment

- Date of Assessment: May 1, 2020, Updated Nov 1, 2020
- Workplace Evaluated: Michigan Department of Treasury - All Treasury Offices (including Gaming & Lottery)
- Name of Person Completing Assessment: Brian Rush

**NOTE: Available upon request.*

***NOTE: Analysis of risks to employees and services provided may impact return to work options and limit risk mitigation strategies. Until vaccine or anti-viral are readily available or the threat of COVID-19 does not exist, Treasury will continually review employee health and safety impacts, adjusting based on the readiness of the staff in facilities.*

Risk Assessment Matrix (COVID-19) & Recommended Mitigation Measures

Activity	Minimal	Low	Medium	High	Extreme	Mitigation
Standard Activity in workplace (general office environment)		X Score: 7 Reduced (1) from score of 8 due to workspace spacing and barriers				Workspace spacing, barriers, practice social distancing, wear mask in enclosed public spaces, shared spaces, hallways, restrooms and if social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Self-screening stations, routine cleaning.
Standard Activity in workplace (mail room)		X Score: 8				Practice social distancing, wear mask in enclosed public spaces, shared spaces, hallways, restrooms and if social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Self-screening stations, routine cleaning.
Cash Rooms (public interaction in enclosed building)			X Score: 11 Reduced (1) from score of 12 due to glass barrier			Glass barrier, practice social distancing, wear mask in enclosed public spaces, shared spaces, hallways, restrooms and if social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Limit travel in lobby, appointments only. Self-screening stations, routine cleaning.
Face to Face with Taxpayer (public interaction outdoors)			X Score: 11 Reduced (1) from score of 12 due to outdoors			Limit interaction, practice social distancing, voluntarily wear mask if medically tolerable or if social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer. Self-screening guide.
Face to Face with Taxpayer (public interaction in enclosed building)			X Score: 12			Limit interaction, practice social distancing, wear mask in enclosed public spaces, shared spaces, hallways, restrooms and if social distancing cannot be maintained, voluntary glove use, frequent hand washing and use of hand sanitizer, appointments only. Self-screening stations, routine cleaning.

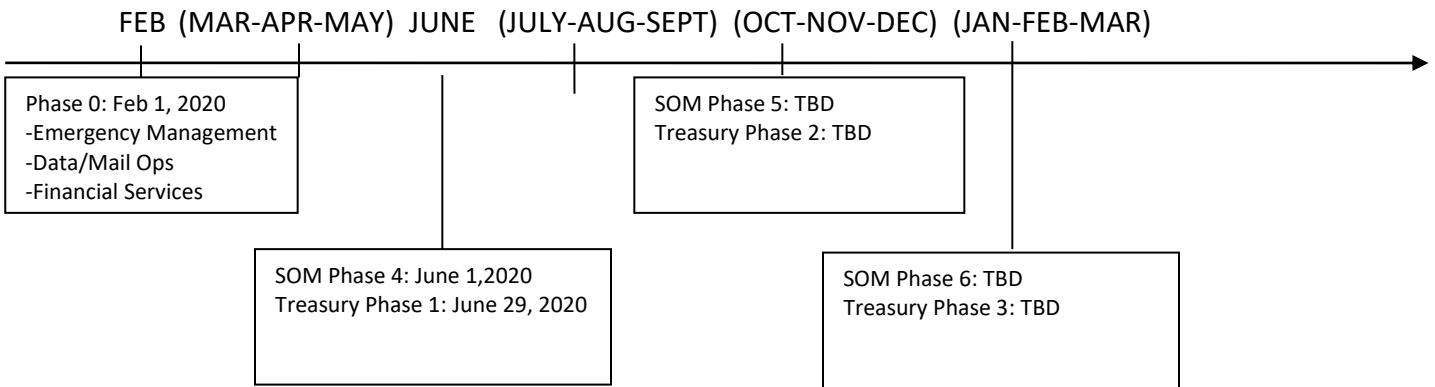
*Michigan Executive Directives, MIOSHA Emergency Rules or MDHHS Orders may direct additional measures.

Return to Work Plan and Guidance

EXECUTION

Communications Plan (see Appendix D: Strategic Communications Plan)

Treasury Timeline: Return to Onsite Work



Move-in Priority Categories

- **Level One** is a critical infrastructure worker who provides "essential services" at the work site.
- **Level Four** is a non-critical infrastructure worker working remotely and working at lower-than-normal levels.
- **Level Three** is a non-critical infrastructure worker working remotely and "functioning at normal levels or higher."
- **Level Two** is a critical infrastructure worker who provides "essential services" through telework.

Order of Movement (by Business Area)

LOCATION	PHASE 1	PHASE 2	PHASE 3	PHASE 4
Operations Center	06-29-2020: Collections/IIT/FS /Privacy/Tech Services 09-15-2020: Mail & Data Ops (Seasonal Surge Temp Staff x 5) 10-12-2020 to 01-15-2021: Data Ops (GARNS Processing Temp Staff x 22) TBD: IIT (Admin & Mail Processing, Staff x 3)	TBD: Mail & Data Ops - Discovery (Seasonal Temps x 5) TBD TCB Audit (Field Staff)	TBD	TBD

Austin	06-29-2020 Tax Policy /Finance/Authority Finance Division 09-15-2020: Tax Policy – (Hearings Staff x 1) 09-15-2020: Collections Audit (Field Staff) 10-01-2020: Public Hearings in accordance with Directives	TBD TCB Audit (Field Staff)	TBD	TBD
Field Offices				
Cadillac Place	06-29-2020 Collections (Cash Windows) 09-15-2020: Collections Audit (Field Staff)	TBD TCB Audit (Field Staff)	TBD	TBD
Flint	06-29-2020 Collections (Cash Windows) 09-15-2020: Collections Audit (Field Staff)	TBD TCB Audit (Field Staff)	TBD	TBD
Saginaw	06-29-2020 Collections (Cash Windows) 09-15-2020: Collections Audit (Field Staff)	TBD TCB Audit (Field Staff)	TBD	TBD
Grand Rapids	06-29-2020 Collections (Cash Windows) 09-15-2020: Collections Audit (Field Staff)	TBD TCB Audit (Field Staff)	TBD	TBD
Traverse City	06-29-2020 Collections (Cash	10-12-2020 Collections &	TBD	TBD

	Windows) 09-15-2020: Collections Audit (Field Staff)	Audit (Field Staff)		
Escanaba	06-29-2020 Collections (Cash Windows) 09-15-2020: Collections Audit (Field Staff)	10-12-2020 Collections & Audit (Field Staff)	TBD	TBD
Kalamazoo	09-15-2020: Collections Audit (Field Staff)	TBD Collections & Audit (Field Staff)	TBD	TBD
Sterling Heights	06-29-2020 Collections (Cash Windows) 09-15-2020: Collections Audit (Field Staff)	TBD Collections & Audit (Field Staff)	TBD	TBD
Investment	TBD	TBD Collections & Audit (Field Staff)	TBD	TBD
Out of State Offices				
Texas (Stay Home Order Expired:	TBD	TBD Collections & Audit (Field Staff)	TBD	TBD
Illinois (Stay Home Order Expired:	TBD	TBD Collections & Audit (Field Staff)	TBD	TBD
Ohio (Stay Home Order Expired:	TBD	TBD Collections & Audit (Field Staff)	TBD	TBD

Based on move-in priority, business areas are required to coordinate with the Treasury facilities staff for move-in. The facility team will help reduce congregation of staff members at entrances as they attempt to move back into their individual workspaces.

Business Area – Planning

Before employees return to the workplace, supervisors are required to complete the following:

- Develop Business Area Re-entry Plan: must submit to the Treasury Emergency Management Coordinator, 5-weeks prior to onsite work or scheduled onsite event for review. In addition, Deputy Treasurer approval of this plan must be obtained prior to submission of a business areas plan.
- Assign staff member duty location (specific seating plan)
- Coordinate re-entry/movement with Treasury facilities
- Account for Treasury equipment
- Communicate actions to returning employees
- Complete a certificate to return to work, Appendix B (Certification of Readiness to Return Employees to the Workplace)
- Complete Supervisor’s readiness certificate with staff members, Appendix C (Supervisor Checklist)
- Ensure staff completion and tracking of COVID-19 training:
 - **COVID-19: Keep you Safe at Work – SOM Learning Center**
State of Michigan COVID-19 Training.
 - **Treasury Specific COVID-19 Training (Rush/Connell Brief)**
COVID-19 training focused on Treasury measures to combat COVID-19. Employees get a chance to ask questions about concerns with returning to onsite activities.
 - **Treasury “COVID-19 Etiquette” Video (Vault)**
<https://stateofmichigan.sharepoint.com/teams/insidetreasury/news-events/Pages/Articles/Heading-into-the-Office2.aspx>
Video that shows Treasury protective measures and shows situations that employees may run into during onsite activities.

General Planning Considerations (Supervisors/Managers)

- Ensure the Treasury COVID-19 Return to Work Plan is available to all employees upon request for their review and posted for review by Treasury employees.
- Supervisors/Managers are responsible to implement and monitor their individual work area return to work plans. Business areas will “Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies. Supervisory awareness and enforcement are imperative to successfully navigating onsite work with an active Coronavirus threat.

- Onsite or Field Work Requests: Treasurer and OSE approval are required for the following permanent onsite and in-person work:
 - Anyone returning to the workplace “for anything other than a brief trip for supplies, copying materials or picking up or dropping off work product”
 - In state travel
 - Out of state travel
 - Use of conference rooms or other facilities
 - Onsite events: New employee onboarding, training, blood drives, mass equipment pickup or turn-in, etc....

- Requests for Onsite or Field Work: provide details, justification, required personnel names and COVID-19 control measures for review by Treasury Emergency Management and Human Resources. Once approved by the Treasurer, request will be submitted to OSE for review and approval. Allow 4-5 weeks for approval.

- Complete Appendix J (Onsite Meeting Checklist) for onsite meetings or events and submit to treas-facility-services@michigan.gov for planning coordination and approval.

- Complete Appendix K (Equipment Transfer) for onsite distribution of equipment and supplies to remote staff and submit to treas-facility-services@michigan.gov for planning coordination and approval.

- Employees who are in isolation or quarantine because of COVID-19 exposure, symptoms or test results cannot go to work with others or be required to go to work with others.

- Establish a process to track employee daily status, whether they are on leave, onsite, teleworking, or other duty statuses.

- Ensure employees complete and supervisors track all return to work training prior to returning to onsite work.

- Determine the availability of agency employees to return to the facility, taking into consideration any special adjustments or accommodations needed. Work with HR for vulnerable employee accommodations.

- Treasury IT staff are available to assist as business areas return to work.

- Notify all employees and provide them direction, whether they are to resume working from home, or return to onsite work activities.

- Determine specific instructions to employees on returning to work (expectations, hours of work, equipment cleaning, social distancing, or PPE requirements, etc.).

- Communicate health and safety requirements, protocols, and expectations of employees to help mitigate the spread of COVID-19 in the workplace.
- Maintain Equipment Accountability
 - Supervisors are responsible for each staff members assigned equipment. It is critical that supervisors validate that all assigned equipment is returned to the office as Treasury staff returns to onsite activities.
- Daily Reporting Requirements
 - Daily Telework Status
 - Daily Telework Production
 - Daily Leave Utilization
 - Daily Onsite Staff Presence
- Purchasing Procedures
 - All normal Treasury purchasing procedures are still in effect. In addition to established purchasing procedures, in accordance with Executive Directive 2020-3 (Section 3a-3d), all agencies must restrict discretionary spending and continue to aggressively implement cost containment strategies. A Treasury Form 5694 is now required for all purchases to justify expenses and ensure they meet ED 2020-3 requirements.
- IT
 - IT Equipment Replacement: Treasury IT will not maintain a surplus IT equipment for returning staff. Procurement will be handled through the normal procurement process.
 - Monitors: If staff members are required to alternate between work locations, i.e....a remote location and Treasury workspace, check with business area supervisor for instructions on additional monitor requests.
- Telecom
 - Individual work phones can be moved to an alternate worksite and coordination for a move should be requested at Treas-Facility-Services@michigan.gov.
 - Remote call center activities should be directed to Heather Sanchez at: Treas-Facility-Services@michigan.gov.
- Infrastructure Protection and Security
 - Treasury security requirements for working in a SOM facility and at home are different. Staff should continue to follow the Treasury teleworking guidance when working remotely, *(available on the Vault)*.
- Staff Onsite Daily Visit
 - Staff onsite daily visits are defined as anyone returning to the workplace “for anything other than a brief trip for supplies, copying materials or picking up or dropping off work

product.” Daily visits should be limited and only conducted when necessary. If there are other means to accomplish the task without coming into Treasury workspace, employees should default to not coming into a building.

- Employees requiring an onsite visit will seek approval through their chain of command and then notify treas-facility-services@michigan.gov with time, date and purpose of their visit. All COVID-19 training must be conducted prior to the visit and daily COVID-19 screening procedures will be followed.
- Visitors
 - Visitors are defined as individuals not assigned to a specific location. Visitors can be taxpayers, contractors, other State employees and Treasury staff not assigned to the location.
 - At this time, in-person visits should be avoided and only be conducted if other non-face-to-face interactions will not suffice for an interaction, transaction, or meeting.
 - In accordance with current MDHHS (Gathering Prohibition and Face Covering Order), face coverings are required for visitors in enclosed public spaces. Treasury offices should have available and consider offering face coverings to visitors if needed.
 - Visitors will be directed to a screening questionnaire. If a visitor fails a medical screening questions, they will be directed to not enter the facility and to make alternate arrangements to complete their business.
 - Where appropriate, limit customer and the public access to the worksite, or restrict access to only certain work areas.
 - Visitors (public) will be allowed to use public restrooms in Treasury workspaces.
- Building Entrance
 - When possible, Treasury employees will reserve Treasury’s public facing entrances for visitors. It is highly recommended that Treasury employees only use alternate or designated employee entrances.
 - Operations Center (Dimondale)
 - Work area templates that show recommended employee entrances will be provided to business areas prior to returning to work. The building will be divided into work compartments to create separations in the workforce within the Operations Center.
 - Austin Building (Lansing)
 - Work area templates that show recommended employee entrances will be provided to business areas prior to returning to work. The building will be divided

into work compartments to create separation in the workforce within the Austin Building. Treasury employees will be asked to use parking ramp entrances and elevators when reporting to work.

- Self-Screening Stations
 - The following screening station material is available:
 - Self-Screening Checklist
 - Digital Thermometer
 - Disinfecting Supplies
 - Hand Sanitizer

 - DTMB will provide and manage visitor screening stations in all state operated buildings.

 - Treasury will provide and manage visitor screening stations in all Treasury leased space.

 - Employee Self-Screening
 - Treasury Employees will self-screen prior to leaving their home of residence for onsite and field work. It is incumbent on the employee to stay home if they are feeling sick or have COVID-19 symptoms.
 - DTMB Owned Buildings
 - When Treasury Employees badge into DTMB buildings they attest to not having COVID-19 symptoms, feeling sick or having been exposed to someone with COVID-19. (Appendix G: State of Michigan Self Screening Protocol)
 - Employee badging reports are available to provide a record of daily employee attestations.
 - Treasury Leased Space
 - When Treasury Employees badge into Treasury leased buildings they attest to not having COVID-19 symptoms, feeling sick or having been exposed to someone with COVID-19. (Appendix G: State of Michigan Self Screening Protocol)
 - Employee badging reports are available to provide a record of daily attestations.
 - Supervisors will instruct staff if badging reports are not available for their assigned work area. Employees will be instructed to notify their supervisor that they have met the screening requirements and the email will be kept as a record of employee self-screening.
 - Treasury Field Work
 - If a Treasury employee leaves for field work from their home of residence, they will notify their supervisor that they have met the screening requirements prior to departing via email. The email will be

kept as a record of employee self-screening attestation. Staff are required to report daily.

- Onsite Screening
 - Treasury has provided screening stations throughout Treasury workspaces if an employee is experiencing COVID-19 symptoms. In the event an onsite employee finds themselves feeling ill, they can review COVID-19 symptoms, take their temperature, and take appropriate actions if necessary. (Appendix G: State of Michigan Self Screening Protocol)

HUMAN RESOURCES

- COVID-19 Positive Procedures
 - Contact Tracing: Treasury will follow OSE guidelines, which currently include a process for Supervisors and the HR Director to be made aware of all positive cases within a building. The DTMB notification process identifies close personal contact with other employees and provides a standard notification to affected employees.
 - Symptomatic Staff Procedures: Treasury will follow OSE procedures and all symptomatic staff/visitors must report to their area supervisors and notify the HR Director.
 - Supervisors will provide routine communications to remind employees of COVID-19 symptoms they should be self-monitoring for and to stay home if they are ill.
- Travel
 - Business travel has been suspended. For exceptions to this policy, contact your Deputy Treasurer for approval. In state and out of state travel must be approved by OSE.
- Telework
 - Treasury will generally follow the Treasury Telework Policy (BT-03092). This policy was developed for employees to request an alternate work location and some procedures may not apply to the current pandemic situation with mandated telework. The telework policy is a good framework for continuing mandatory telework and, in most cases, covers important telework topics such as: use of leave, use of technology, work rules and policies.

Reference: Appendix A (Treasury Telework Policy)

- Vulnerable Staff
 - Employees must self-identify if they have pre-existing medical conditions that make them more susceptible to the COVID-19 virus. Supervisors will advise vulnerable employees to work directly with HR on procedures.
 - Mitigation Measures: staff who are directed to return to the physical workspace but require accommodation will have the reasonable accommodation process available to them (contact the Human Resources Office).
- Child Care
 - Employees can request and take advantage of two new leave types when availability of childcare prevents them from working.
 - EPSL - 80 hours of Emergency Paid Sick Leave
 - FMLA – 480 hours of COVID-19 Family Medical Leave Act (DMO Approval Required)
 - Help Me Grow (<https://www.helpmegrow-mi.org/>). The state of Michigan has partnered with Help Me Grow to help connect families in need of child care with open providers. This matchmaking service is free, but there is a charge for care. Families simply fill out a brief form, and someone from their local community will reach out to discuss possible options.

Help Me Grow provides:

- Child development awareness and support for families and children
 - FREE Ages and Stages Developmental Screening
 - Access to community resources
 - Training for health care providers
 - Call center in each county to support parents of kids up to age 8
- Employee Service Program
 - As staff cope with the impact of COVID-19 and transition towards future changes, it is natural to experience increased stress, anxiety, or feelings of loss. The Employee Service Program (ESP) is available to assist you and your eligible family members. ESP counselors can talk with you by phone or video meetings and have a variety of stress management and wellness resources. To speak confidentially with a counselor, contact the Employee Service Program at 800-521-1377 or email MCSC-ESP@michigan.gov to request a video meeting.
 - Headspace Meditation & Mindfulness (SOM)
 - Headspace is a global leader in mindfulness and meditation through its app and online content offerings. They believe that mindfulness should encompass every aspect of life, not just when you are sitting to meditate.
 - Employees can visit <http://www.headspace.com/MI> to access a specially curated collection of science-backed, evidence-based guided meditations, along with at-home workouts that guide people through mindful exercises, sleep guide, kids content to help address rising stress and anxiety.
 - Warmline Mental Wellness Resource (MDHHS)
 - MDHHS has also taken additional steps to provide mental health resources during the COVID-19 pandemic, including the recently launched warmline that connects Michiganders living with persistent mental health conditions to certified peer support specialists. The warmline operates 10 a.m. to 2 a.m., seven days a week at 888-PEER-753 (888-733-7753).
 - The department has also published several guides in support of the emotional health of older adults, children, health care providers, first responders and others who may have unique needs when processing the impacts of this pandemic. Those can be found on the Resources section of MDHHS coronavirus website.
 - Information around this outbreak is changing rapidly. The latest information is available at Michigan.gov/Coronavirus and CDC.gov/Coronavirus

HEALTH AND SAFETY

- General: All Treasury COVID-19 Health and Safety concerns will be addressed through three elements:
 - The Treasury COVID-19 Exposure Control Plan (ECP)
 - Administrative Controls: training, procedure, policy, or shift designs that lessen the threat of a hazard to an individual, administrative controls typically change the behavior of people rather than removing the actual hazard. Additional engineering controls are not recommended for workers in the lower exposure risk group.
 - Engineering Controls: physical changes that protect workers by removing hazardous conditions or by placing a barrier between the worker and the hazard, i.e... PPE).
- Training - see Appendix E (Training Plan)
- Personal Protective Equipment (PPE) and Safety Equipment: Treasury's work environment is at low risk of exposure to COVID and the following items are available to Treasury employees. If additional PPE is required for higher risk duties, IE...face shields or respirators, contact the Treasury Health and Safety Coordinator, Brian Rush / rushb@michigan.gov.
 - The Treasury PPE and Exposure Control programs are posted on the Treas "Vault" and are available upon request, contact Treasury Health and Safety Coordinator: Brian Rush, rushb@michigan.gov, 517-241-3824.
 - The requirement to use PPE and Safety equipment will be modified with changes in the threat level of the COVID-19 virus. The Emergency Management Coordinator (Jeff Connell, connellj1@michigan.gov, 517-636-5335) will provide routine communications as pandemic risk mitigation measures change.
 - In accordance with MIOSHA Emergency Rules Coronavirus Disease 2019 (COVID-19), October 14, 2020:
 - The employer shall provide employees with personal protective equipment 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.
 - The employer shall ensure that the personal protective equipment is properly fitted and worn; used consistently; regularly inspected, maintained, and replaced, as necessary; and properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, or the work environment.
 - Gloves: Use of gloves for most of Treasury's job duties are not recommended at this time. Voluntary use of gloves for individual comfort is allowed if gloves are disposed of after every use/touch point.

- Respirators: Treasury staff are not authorized to use respirators in Treasury workspace. For exceptions to this policy, contact the Treasury Health and Safety Coordinator: Brian Rush, rushb@michigan.gov or 517-256-8269.
- A PPE Hazards Assessment has been created for the COVID-19 Pandemic event. A copy of the assessment can be obtained from the Treasury Health and Safety Manager.
- **Face Coverings (Masks):** In accordance with MDHHS (Gathering Prohibition and Face Covering Order: dated October 29, 2020), all Michigan residents are encouraged to wear face masks upon leaving their home of residence.
 - 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 in Treasury workspace.
 - All Treasury employees will be provided with face masks if requested. Disposable face masks and reusable nonmedical cloth face coverings and instructed on how to properly wash them. Employees may provide and use their own masks if they are approved; completely cover the mouth, nose, and chin; and are at least as effective as the nonmedical cloth face covering provided to all employees.
 - Face coverings worn in the workplace shall NOT be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites, etc.
 - Face coverings representing certain colleges, universities, sports teams, etc. are permissible provided they meet the above-mentioned criteria.
 - Visitors to Treasury workspace will be provided a disposable mask.
 - Face coverings or masks that incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling are NOT sufficient face coverings because they allow respiratory droplets to be released into the air.
 - Neck gaiter tube-style face scarves and open-chin triangle bandanas are also not allowed.
 - Face coverings are to be worn when employees cannot consistently maintain 6' of separation from other individuals whenever in shared spaces (e.g., in-person meetings, hallways, restrooms, breakrooms, elevators, etc.).
 - Employees who cannot consistently maintain 3' of separation from other individuals in the workplace should also consider wearing a face shield.
- **Section/Business Areas Beware**
 - the use of personal protective equipment or clothing (e.g., respirators, gloves, face shields, etc.) for protection against COVID-19 may necessitate the employer to assess the workplace to determine if hazards are present (or likely are present);
 - verify a hazard assessment has been performed;
 - develop a written program, select PPE designed and constructed to be safe for the work to be performed;
 - select PPE that properly fits each affected employee;
 - communicate selection decisions to each employee;
 - train employees how to put on, take off, inspect, clean/disinfect, and request replacement;
 - provide an initial and/or periodic medical evaluation under certain circumstances;

- and maintain training and medical records. Refer to MIOSHA PPE Standards Part 33, 433, and 451 for additional information.
- Reasonable Accommodation
 - Please contact your Human Resources Director or the agency Safety Coordinator with any questions. Employees who are medically unable to wear a cloth face covering MUST contact the agency Reasonable Accommodation Coordinator to initiate the reasonable accommodation process. Reasonable accommodations are available to qualified applicants and employees with disabilities. Please contact the agency Reasonable Accommodation Coordinator with any questions.
- Social Distancing
 - Social distancing efforts will continue to be enforced for all Treasury activities.
 - Seating in gathering/meeting spaces will be limited and appropriate distance from other individuals should be maintained.
 - Face Coverings are required (if medically tolerable) to be worn when workers cannot consistently maintain 6 feet of separation from other individuals in the workplace. Currently, Treasury has no activities that would require the use of face shields for employees that are within 3 feet.
- Health Surveillance of Employees.
 - 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.
 - Contractors are required to conduct daily entry self-screening protocol when entering Treasury work space, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
 - The employer shall direct employees to promptly report any signs and symptoms of COVID-19 to the employer before or during the work shift.
 - **Feeling Sick & 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. After supervisor notification, employees will be directed to 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 and Treasury Facilities.

- The employer shall physically isolate any employees known or suspected to have COVID-19 from the remainder of the workforce, using measures such as, but not limited to:
 - Not allowing known or suspected cases to report to work.
 - Sending known or suspected cases away from the workplace.
 - Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.
- When an employer learns of an employee, visitor, or customer with a known case of COVID-19, the employer (HR) shall:
 - Immediately notify the local public health department, and within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19.
 - The employer shall allow employees with a known 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 and they are released from any quarantine or isolation order by the local public health department.
- Workplace Controls for Employers.
 - The employer shall designate one or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under these rules. The COVID-19 safety coordinator must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the COVID-19 safety coordinator role.
 - The employer shall place posters in the languages common in the employee population that encourage staying away from the workplace when sick, cough and sneeze etiquette, and proper hand hygiene practices.
 - The employer shall keep everyone on the worksite premises at least 6 feet from one another to the maximum extent possible and to reduce congestion, including using ground markings, signs, and physical barriers, as appropriate to the worksite.
 - The employer shall provide non-medical grade face coverings to their employees at no cost to the employee.
 - The employer shall require face coverings to be worn when employees cannot consistently maintain 6 feet of separation from other individuals in the workplace and consider face shields when employees cannot consistently maintain 3 feet of separation from other individuals in the workplace.
 - The employer shall require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.

- **Field Work (Taxpayer Visit)**
 - Every attempt should be made to minimize onsite/field engagements with business establishments and Taxpayers. If possible, conduct interactions remotely (by phone, web conferencing, fax, letter, or email).
 - **Prepare for your visit:**
 - Conduct opening conferences by telephone
 - Ask for a staging area to meet
 - Restrict the number of meeting participants
 - Ask that employee interviews be conducted remotely
 - Conduct records reviews remotely
 - Conduct health screening protocol
 - Provide the establishment with Treasury's COVID-19 Visitor Statement
 - Conduct Site Exposure Assessment (MIOSHA – Coronavirus Exposure Control Plan)
 - Avoid establishments with high-risk exposure, i.e....hospitals, adult care facilities, etc. If an onsite visit is required to a high-risk establishment, coordinate visit with the Treasury Health and Safety Officer, Brian Rush, rushb@michigan.gov.
 - **During your visit**
 - If a staff member finds themselves with a Taxpayer that clearly exhibits Sneezing/Coughing/Flu Symptoms, cancel the meeting, and reschedule the visit.
 - Limit the time spent at an establishment and limit contact with others in the business.
 - Take the most direct route into the facility to minimize the exposure risk.
 - Omit the walkaround when possible
 - Do not enter high risk area, i.e....patient isolation rooms, intensive care units, emergency rooms
 - Respect and adhere to an establishment's COVID-19 Risk Mitigation Protocols
 - Wear a face covering or mask if medically tolerable
 - Wash your hands / use hand sanitizer during and after engagements
 - Have PPE readily available during all visit
 - **During Travel:**
 - When possible, avoid dine in options for meals
 - Avoid multiple employees in one vehicle. If this is required, use appropriate PPE.
- **General Capacity Limitations of Gatherings (Indoor/Outdoor)**
 - Gatherings and Returns to the Workplace, & the related Authorization Process includes hosting an in-person event and attending an event hosted by an outside entity. Per the MIOSHA Emergency Rule 5.8, the employer shall create a policy prohibiting in-person work for employees to the extent their work 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 the agency/department must submit a written request to the OSE Director for approval. Requests should 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.

- **Gatherings: effective November 18, 2020, in accordance with MDHHS Emergency Order under MCL 333.2253 – Gatherings and Face Mask Order, the following is in effect and will expire December 8, 2020: see Appendix M**
- Potluck lunches are not authorized at this time. Future guidance will be provided when this restriction is released.

- Pre-packaged, individually wrapped, or boxed type lunches are authorized for group lunches, strict social distancing measures must be followed. Purchase food from an authorized food vendor when possible.
- Cubicles: employees should be respectful of every individual's comfort level in social distancing. Even if a minimum of 6 feet can be maintained, some individuals will still not be comfortable with other staff members in their cubicle. Every attempt should be made to respect a coworker's space and ask before you enter their cube area. When possible, use other forms of communication over face-to-face interactions, i.e....text, chat, phone, or email.
- Personal Hygiene
 - Heightened personal hygiene measures will be extremely important for onsite activities. Consistent hygiene measure may be the most important factor in reducing the risk of virus exposure. Additionally, it is essential for employees to not come to work if they have COVID-19 symptoms.
 - Hand Hygiene (Wash Hands Often)
 - Frequently wash your hands with soap and warm water for 20 seconds.
 - Use hand sanitizer that contains at least 60-80% alcohol per CDC guidelines.
 - Avoid touching any part of your face with unwashed hands.
 - If voluntarily wearing exam gloves, please follow guidelines above or discard gloves in trash – then wash hands.
 - Using Facial Tissues
 - Respiratory Etiquette: remember to always cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze.
 - Restroom Etiquette: Restrooms have been updated with signage to reduce the available facilities to accommodate distancing requirements. Masks should be worn in restrooms when social distancing measures cannot be maintained. Employees are asked to be courteous in this space and may have to leave and return or find another restroom to allow for safe social distancing.
- Disinfection of Environmental Surfaces (Infectious Disease Disinfecting)
 - The most effective measure in fighting infectious disease transmission from surfaces is hand washing and avoidance of placing hands on your face. Additional information is provided in Treasury COVID-19 Training, Appendix "F".
 - Employees will have to provide self-help cleaning of their work areas and stations to augment Peckham enhanced cleaning rotations (MI Safe Start Plan – DTMB Managed Office Buildings, Appendix A: Cleaning Schedule) in maintaining a virus free work environment. Peckham will continue to conduct additional cleaning measures that include a robust rotation of surface cleaning and common area disinfecting. Work Area Cleanliness is an employee's responsibility and the following items need to be wiped down routinely, at a minimum, twice daily when possible:
 - Keyboards/Mouse
 - Counter tops
 - Desk chairs

- Cabinets
- Chair Arms/Handles and Backs
- Office Utensils

*****Use caution and do not spray disinfectant on electronic devices**

- Treasury Facilities will assist and monitor enhanced cleaning activities in Treasury leased spaces. Generally, lessors are responsible for these activities with coordination from DTMB Real Estate Division. Questions can be directed to treas-facility-services@michigan.gov.
- PPE & Cleaning Supply Distribution
 - The Facilities staff provided an initial push package of PPE to all Treasury offices. This packet is only expected to last about a month or more depending on usage and will be filled with the following items, dependent on availability.
 - Non-Surgical Gloves (Small - Large)
 - Face Coverings (non-Respirator)
 - Hand Sanitizer (1-Gallon Jug with Refillable Spray Bottles)
 - Funnel
 - Spray Disinfecting Cleaner
 - Paper Towels
 - Kleenex
 - Digital Thermometer
 - Placemats
 - Wipes
 - PPE and cleaning supplies have been supplied to all Treasury facilities. Supplies in the Operations Center and the Austin Building will continue to be stocked by the Treasury facilities staff. It is expected that supplies will continue to be readily available and Treasuries field offices will be able to procure their own PPE/supplies. If any PPE/supplies become difficult to procure, contact Treasury facilities for assistance.
 - Face Shields are available upon request, Treas-facility-services@michigan.gov.
- Air Quality
 - DTMB Facilities will monitor air quality and exchange in DTMB buildings. (MI Safe Start Plan – DTMB Managed Office Buildings, pg. 5)
- Water
 - DTMB has installed some water bottle fillers and is in the process of turning off drinking fountains. Drinking water is readily available in all Treasury workspace.
 - Ice Machines and water distribution spickets will still be available.
 - Water bottle dispensers will still be available.
 - Vending Machines with water for purchase are still available.

- Touchless Surface Modifications
 - Trash Receptacle Modifications: All trash receptacles, when possible, should be modified to have touchless lids or an open top. It is not the intent of this directive to have every business area purchase new receptacles. If possible, look for a method to modify current trash receptacles to provide touchless waste disposal.
 - Restrooms: DTMB is currently working on providing touchless fixtures in all DTMB facilities. As funding and resources become available, Treasury employees will see modifications to restroom facilities.
 - Breakroom
 - The Treasury facilities staff is working to obtain modifications to ice machines that will allow them to be touchless. As modifications become available, Treasury employees will see implementation of modifications throughout Treasury workspace. Routine cleaning and contractual sanitation of ice machines will continue as scheduled.
 - Sanitation Stations will be available in all breakrooms to allow touchable surfaces to be cleaned after use. Treasury employees are asked to be respectful and clean breakroom surfaces that have been touched after use.

- Common Space (Cafeteria/Breakroom/Conference Rooms)
 - Masks will always be worn in common spaces.
 - Face-to-Face Meetings: when possible, meetings should only be conducted if other non-face-to-face interactions will not suffice for the interaction, transaction, or meeting.
 - Maximize use of audio or video conference methods when possible.
 - In-person meetings are allowed if necessary, but social distancing measures must be adhered to and face coverings will be required to conduct meeting.
 - Sanitizing materials will be available, and employees should wipe down surfaces upon completion of the meeting. (MI Safe Start Plan – DTMB Managed Office Buildings, pg. 6)

- Signage
 - (MI Safe Start Plan – DTMB Managed Office Buildings, Appendix C: Signage)

- COVID-19 Testing, Monitoring and Self-Screening
 - Self-Screening Stations – Medical screening stations are available in all Treasury workspaces. These stations are designed to help employees determine if they are symptomatic for COVID-19.
 - Screening Station Material
 - CDC Symptoms Guidance (Screening Checklist)
 - Digital Thermometer
 - Disinfecting Supplies
 - Hand Sanitizer

 - Treasury Self Screening Form: Appendix G

- Criteria: EMHSD News Release #134 COVID-19 Testing Criteria, dated April 14, 2020 & CDC Requirements
 - Rapid Testing Sites: www.michigan.gov/coronavirus
 - Call Michigan Coronavirus Hotline (1-888-535-6136), 8 a.m. to 5 p.m.
 - Email: COVID19@michigan.gov

- MDHHS COVID-19 test prioritization criteria are as follows:

High Priority:

- Hospitalized patients with symptoms.
- Any health care worker, first responder, or congregate care facility worker with symptoms.
- Residents in any congregate care facility, including prisons and shelters, with symptoms.

Priority:

- Persons with symptoms of potential COVID-19 infection, including:
 - Shortness of breath.
 - Muscle pain.
 - New loss of taste or smell.
 - Vomiting or diarrhea.
 - Sore throat.
- Asymptomatic patients in preparation for surgical procedures, as deemed necessary by the treating clinician.
- Asymptomatic people with known exposure to a person with COVID-19 or exposure to a person with COVID-19 symptoms.
- Asymptomatic people living or working in a congregate care facility or other high-risk setting (such as nursing home, jail, prison, homeless shelter, assisted living facility, etc.) that:
 - Had a confirmed case among residents or workers.
 - Is in a region of medium risk or higher or is receiving patients from an area of medium risk or higher.
- Asymptomatic people who work in a profession that puts them at high risk of exposure, including:
 - Repeated close contact of prolonged duration with the public.
 - Working in a high-risk profession where clusters of infections have been identified (such as migrant workers, food processing facilities, etc.).
 - Working in-person during a period of strict social distancing or, in areas with some sectors re-opening, having worked in-person during the period of strict social distancing.
- Persons identified by clinicians or public health officials who can be tested for public health monitoring research purposes.
- People without symptoms who live in communities where there has been inequitable access to testing and a need to increase the rate of people tested

per day – such as areas with higher proportion of racial/ethnic minorities, rural communities.

Permissible:

- Persons without symptoms who are prioritized by local health departments or clinicians, for any reason.
 - Asymptomatic people living or working in a congregate care facility or other high-risk setting (such as a nursing home, jail, prison, homeless shelter, assisted living facility) in any region.
 - Asymptomatic people leaving their home for work.
-
- **Staff Virus Monitoring Activity:** The Treasury Safe Start Team will monitor daily activity of the impacts of COVID-19 on Treasury employees. Business areas may be asked for assistance in reporting. The following items will be used in projecting the impact of COVID-19 on Treasury business areas.
 - Daily monitoring of COVID-19 geographic impact on Treasury facility locations, MDHHS reporting.
 - Daily monitoring of impact on well-being of the Treasury staff by location.
 - Onsite staff member density by location.
 - Virus escalation identification – MDHHS.
 - Increase/decrease public interactions based on CDC and State recommendations.
-
- **Treasury Return to Work & COVID-19 Exposure Plan:** The Treasury Return to Work & COVID-19 Exposure Plans are available on the Treasury “Vault” web portal.
-
- **Smart Workspace II Taskforce**
 - Treasury Facilities staff will create a Smart Workspace II Taskforce to begin discussion on the future look of Treasury workspace.
 - The committee will recommend facility improvements for health and safety concerns. Modifications and improvements will be reviewed for submission to the Smart Workspace Committee.

- **Appendix A: Treasury Telework Policy**

Treasury's Telework Policy (BT-03092) and additional Telework guidance can be found at:
<https://stateofmichigan.sharepoint.com/teams/insidetreasury/Pages/Telework.aspx>

Appendix B:

Supervisor Certification of Readiness to Return Employees to the Workplace

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

- My section has identified essential services, operational requirements, and prioritized movement of staff back into onsite work. This includes identifying the percentage or number of employees:
 - Required to work on premises
 - Who will remain remote on a short term, medium term, and long-term basis?
- My section has identified performance metrics associated with each operation in the new normal and can collect/monitor staff performance.
- My section has social distancing plans in place for work areas, elevators, meeting rooms, and common spaces. Any changes to layout of work areas or additional barrier construction has been approved by my Deputy Treasurer and Treasury Facilities.
- My section has self-screening protocol stations available for all employees, vendors, and visitors entering the facility.
- My section has communicated infection control protocols including handwashing, health screening, temperature taking, face covering wearing, and respiratory etiquette to anyone who is in the workplace.
- My section has plans in place for telework, flextime, and staggered schedules where social distancing is not possible.
- My section has communicated travel restrictions and policies for remote meetings.
- My section has verified that Treasury facilities has coordinated with DTMB facilities or the landlord (leased facilities) to ensure extra cleaning and sanitizing schedules are in place, and appropriate modifications to the workplace have been completed.
- DTMB and Treasury Facilities have provided appropriate and sufficient signage 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 and any other that may be required in accordance with this plan. My business area will work with Treasury Facilities if additional items are required.
- My section has made cleaning and disinfecting supplies available for employees to maintain their workspaces and equipment, along with adequate hygienic products such as soap, towels, and tissues.
- My section has a process for employees and supervisors to report, inventory, and sanitize all state-owned equipment and office furniture removed from the section and subsequently returned.

- My section staff members have received move-in communications updates before they return to the site. (Updates provided by Treasury Communications in accordance with the Treasury Strategic Communications Plan)
- My section has notified all employees how to contact the Employee Service Program (ESP) if necessary.
- My section has mechanisms in place to report and resolve compliance issues with safety protocols. These mechanisms are widely known to employees, either through signage or frequent verbal or written communications.
- My section has protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working.
- If applicable, my section has the necessary Personal Protective Equipment (PPE) on hand to distribute to employees when necessary.
- I certify my section has protocols in place to comply with SOM policy allowing the safe return of employees to the workplace. By signing this certification, I attest my section 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.

SUPERVISOR/MANAGER/ADMINISTRATOR SIGNATURE: _____

DATE: _____

Appendix C: Employee Return to Work Checklist

Supervisors must have each employee complete the following form on the employees' first day back in the workplace. You must review your agency protocols with your employees before they sign this form.

Welcome back! We are glad you are here.

Employee Name:

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 Bag
- Docking Station: asset # _____
- Computer Monitor: asset # _____
- USB Flash Drive
- Mouse & Keyboard
- VPN Hard Token: asset # _____
- Printer: asset # _____
- Desk Phone w/Power Cord
- Surge Protector / Power Strips
- Building keys
- Purchase Card
- Cell Phone: asset # _____
- Headset
- Office Chair
- Jetpack (Hotspot): asset # _____
- Other (please specify)

Yes No - I verify the state-owned equipment marked above has been cleaned and sanitized according to guidelines?

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 coverings, and other protocols to reduce the spread of COVID-19. I understand that I need to stay home if I am sick.
- Yes No – I have completed all required COVID-19 Health and Safety training.
- I understand that I may be required to disinfect high touch areas and participate in daily health screenings.

BY SIGNING, I ACKNOWLEDGE THAT I WILL COMPLETE A DAILY HEALTH SCREENING TO BEGIN MY WORKDAY. I VERIFY THAT I HAVE REVIEWED MY WORKPLACE'S EXPOSURE CONTROL PLAN, RETURN TO WORK PLAN, HAVE COMPLETED ALL REQUIRED COVID-19 TRAINING AND UNDERSTAND THE EXPECTATIONS FOR PERFORMING MY JOB IN THE WORKPLACE UNDER NEW COVID-19 PREPAREDNESS PROTOCOLS.

Employee Signature: _____ DATE:

Supervisor Signature: _____ DATE:

Appendix D: Strategic Communications Plan

Safely Returning Employees to the Workplace Communication Plan May 18, 2020

This plan is intended to compliment the *Treasury COVID-19 Return to Work Plan*.

Treasury's MISSION is to provide fair and efficient financial services on behalf of taxpayers, governments, students, and all Michiganders, for the long-term fiscal health and stability of our state.

Our primary focus is on the health and safety of Treasury employees who provide these important services.

KEY MESSAGES:

- You are Treasury's key to success. Please do your part to keep yourself and each other safe and healthy by maintaining social distancing, washing your hands and staying home when you are sick.
- Thank you for continuing to demonstrate our values of integrity, innovation, inclusion and service in all that you do.
- We are proud of you and proud to work with you.
- For us to meet our mission and be successful, we need the knowledge, expertise, and contributions of everybody on the team.
- We will continue to use our knowledge, creativity, flexibility and our willingness to help each other and serve Michigan.
- To ensure we have as safe and healthy workplace, we have developed a COVID-19 Preparedness Plan in response to the COVID-19 pandemic.
- The *Treasury COVID-19 Return to Work Plan* is available upon request and posted on *The Vault* for all employees to review.
- Managers and employees are all responsible for implementing this plan.
- Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, leadership, and those we serve. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.
- We are glad to be working on getting our team back together! It has been a difficult time for everyone and each one of us has been affected by COVID-19 in different ways.
- We will work together to create and maintain a safe and healthy work environment for ourselves and those we serve.
- The state Employee Service Program (ESP) is an excellent resource for employees.
- By doing your part to stay safe and healthy, you are also helping to keep your loved ones safe.

STRATEGY	TACTIC/TOOL	RESPONSIBLE	TIMELINE
Create Re-Entry Vault portal	Vault banner and regularly updated announcement containing links to all related Vault articles		June 1
Announcement of plan and creation of Agency Safe Start Team (Treasury Emergency Response Team) and Return to Work Key Communicators Task Force	Message/Video from Treasurer Eubanks	Communications	June 1
Introduction of Agency Safe Start Team	Vault article	TEOC/Comms	June 1
Introduction of Return to Work Task Force/Key Communicators	Vault article	TEOC/Comms	June 5
Treasurer Move-In Message	Vault article	Communications	June 10
Communication Chat Sessions w/ Return to Work Task Force/Key Communicators	Teams	RTW Task Force/Comms	June 18
Share Plan Outline (high-level)	Bureau Directors, Supervisors/Managers Network, Discussion Guide, Vault	TEOC/Comms	
Signage	Vault article re: signage, begin posting in facilities	TEOC/Comms	
Re-entry phases	Bureau Directors, Supervisors/Managers Network, Discussion Guide, Vault	TEOC/Comms	
Training	Bureau Directors, Supervisors/Managers Network, Discussion Guide, Vault	TEOC/Comms	
Health/Safety Best Practices (including Mental Health resources)	Bureau Directors, Supervisors/Managers Network, Discussion Guide, Vault, Signage	TEOC/Comms	
Cleaning protocols	Bureau Directors, Supervisors/Managers Network, Discussion Guide, Vault, Signage (?)	TEOC/Comms	
Safety requirements, protocols, and expectations of employees to help mitigate the spread of COVID-19 in the workplace. Use the Supervisor Checklist (Appendix B) and Communication Resources (Appendix D) to certify completion.	Email, Vault, Team meetings	TEOC/Comms	
Welcome back message to those re-entering in Phase 1	Teams Meeting or Video message from Treasurer and	Comms	

	Deputy Treasurer		
Phase 1 update	Vault article with pictures of Phase 1 re-entry	TEOC/Comms	
Communications Chat Session for Phase 1 employees with Return to Work Task Force/Key Communicators	Teams	TEOC/Comms	
Bi-weekly updates	Vault	TEOC/Comms	
Welcome back message to those re-entering in Phase 2	Teams Meeting or Video message from Treasurer and Deputy Treasurer	Comms	
Phase 2 update	Vault article with pictures of Phase 2 re-entry	TEOC/Comms	
Communications Chat Session for Phase 2 employees with Return to Work Task Force/Key Communicators	Teams	TEOC/Comms	
Bi-weekly updates	Vault	TEOC/Comms	
Welcome back message to those re-entering in Phase 3	Teams Meeting or Video message from Treasurer and Deputy Treasurer	Comms	
Phase 3 update	Vault article with pictures of Phase 3 re-entry	TEOC/Comms	
Communications Chat Session for Phase 3 employees with Return to Work Task Force/Key Communicators	Teams	TEOC/Comms	
Bi-weekly updates	Vault	TEOC/Comms	
Welcome back message to those re-entering in Phase 4	Teams Meeting or Video message from Treasurer and Deputy Treasurer	Comms	
Phase 4 update	Vault article with pictures of Phase 4 re-entry	TEOC/Comms	
Communications Chat Session for Phase 4 employees with Return to Work Task Force/Key Communicators	Teams	TEOC/Comms	

Appendix E: Signage

Signage will be coordinated with DTMB in accordance with the MI Safe Start Plan - DTMB Managed Office Buildings, dated: June 17, 2020.

Checklist: Signage

Location	Content	Notes
Bathrooms	Handwashing instructions and spacing guidelines	
Breakrooms	Capacity to maintain social distancing	
Breakrooms	Instructions to cover food and beverages and remind employees to wash before and after eating.	
Other Sinks	Handwashing	
Hallways	Signage or tape on the floor demonstrating how to maintain social distancing	
Conference Rooms	Capacity to maintain social distancing	
Public Spaces and Service Areas	Signage or tape on the floor demonstrating how to maintain social distancing	
Workstations	Instructions for using personal protective equipment	
Throughout	Cover your cough	
Throughout	What to do if an employee falls ill	

Appendix F: Training Plan (Requirements)

The following training modules are available for all Treasury employees to prepare them for entry into Treasury workspace. Training is provided at no cost and conducted during normal work hours. Training records shall minimally include the date(s) of the training session(s), the content or summary of the training session(s), the person(s) who received the training and the name of the person who conducted the training.

Required

- **COVID-19: Keep you Safe at Work – SOM Learning Center**
State of Michigan COVID-19 Training.
- **Treasury Specific COVID-19 Training (Rush/Connell Brief)**
COVID-19 training focused on Treasury measures to combat COVID-19. Employees get a chance to ask questions about concerns with returning to onsite activities.
- **Treasury “COVID-19 Etiquette” Video (Vault)**
<https://stateofmichigan.sharepoint.com/teams/insidetreasury/news-events/Pages/Articles/Heading-into-the-Office2.aspx>
Video that shows Treasury protective measures and shows situations that employees may run into during onsite activities.

Optional

This training includes, but not limited to the following elements:

- Treasury Exposure Control Plan, and Treasury COVID-19 Return to Work Plan (virtual overview)
- Symptoms of COVID-19.
- How to report unsafe working conditions.
- 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.
- Workplace Infection Control Practices.
- Rules that the employee must follow to prevent exposure to and spread of the virus.
- The proper use of PPE and protective clothing.

Note***per the MIOSHA Emergency Rule, the agency/department must maintain all COVID-19 employee training records, health surveillance records, and records of required notifications for one (1) year from the date of generation.

Appendix G: Health Self Screening Questionnaire

TREASURY SELF-IMPLEMENTED HEALTH SCREENING

Note: This template 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).

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		
	YES	NO
3) Is your body temperature above 100.4 °F?	<input type="checkbox"/>	<input type="checkbox"/>
If “YES”, stay home and talk to your supervisor.		

Revised: 11/13/2020

Appendix H: Treasury Employee Visitor Statement

3961 (Rev. 03-19)



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

DATE: March 1, 2020

TO: State of Michigan Taxpayers

FROM: Jefferey Connell, Emergency Management Coordinator, Office of Departmental Services

SUBJECT: Treasury COVID-19 Visit Statement

Michigan Department of Treasury Employee Visitor Statement

The Michigan Department of Treasury has enacted proper safety procedures in our office and for site visits. These new procedures are designed to protect the health and safety of our customers and employees. They are:

- Treasury employees are following CDC guidelines for social distancing (six feet).
- Treasury employees are required to wear a face covering (if medically tolerable) in enclosed public spaces, shared spaces, hallways, restrooms, and if social distancing of six feet cannot be maintained.
- Treasury employees have received training on recognizing symptoms of COVID-19, personal hygiene, and respiratory etiquette.
- If additional safety guidelines are required in your facility, please email Treas-Facility-Services@michigan.gov.

Appendix I: SITE-SPECIFIC SARS-COV-2 EXPOSURE ASSESSMENT AND CONTROL PLAN

Establishment Name:	Treasury Staff:	Date:
EXPOSURE ASSESSMENT (Assess the risk of SARS-CoV-2 exposure to Treasury staff)		
Exposure Risk (pick one): <input type="checkbox"/> Lower <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very High (per OSHA Guidance)		
List locations and activities in establishment where Treasury staff could be exposed to SARS-CoV-2:		
List factors affecting exposure risk (e.g., high risk area or buildings, lack of PPE, etc.)		
EXPOSURE CONTROL PLAN (List measures Treasury staff will use to protect themselves from exposure)		
Hazard Isolation		
<input type="checkbox"/> Conduct entire inspection remotely <input type="checkbox"/> Limit time at establishment <input type="checkbox"/> Conduct opening conference by phone <input type="checkbox"/> Provide advance notice to establish lowest exposure risk route into site and low exposure risk staging area <input type="checkbox"/> Take low exposure risk route into establishment <input type="checkbox"/> Establish staging area with low exposure risk <input type="checkbox"/> Omit walkaround <input type="checkbox"/> Keep walkaround focused and brief	<input type="checkbox"/> Plan walkaround by learning remotely about work operations and their locations <input type="checkbox"/> Do not enter very high exposure risk areas <input type="checkbox"/> Conduct interviews remotely from employees <input type="checkbox"/> Interview employees away from their workstations and exposure risk <input type="checkbox"/> Conduct program and record reviews remotely <input type="checkbox"/> Conduct closing conference by phone <input type="checkbox"/> Other:	
Administrative & Work Practice Controls		
<input type="checkbox"/> Keep 6 feet from others <input type="checkbox"/> Avoid handshakes <input type="checkbox"/> Wash hands frequently <input type="checkbox"/> Use hand sanitizer <input type="checkbox"/> Always wash hands that are visibly soiled <input type="checkbox"/> Do not touch face with hands <input type="checkbox"/> Do not touch contaminated surfaces	<input type="checkbox"/> During interviews have employees and employer reps wear masks or cloth face coverings <input type="checkbox"/> Have employees decontaminate before employee interviews <input type="checkbox"/> Immediately remove oneself from sick people <input type="checkbox"/> Other:	
Personal Protective Equipment		
<input type="checkbox"/> Respiratory protection Type: _____ <input type="checkbox"/> Gloves <input type="checkbox"/> Gown <input type="checkbox"/> Other:	<input type="checkbox"/> Face Protection Type: _____ <input type="checkbox"/> Eye Protection Type: _____ <input type="checkbox"/> Cloth face covering	
If PPE is to be used, list when and where it will be used:		

Appendix J: Onsite Meeting and Event Checklist

Purpose: This checklist can be utilized to plan for onsite meetings, training, and events, to ensure that all Health and Safety requirements have been met as described in the Treasury COVID-19 Return to Work Plan.

- My section has Deputy Treasurer approval and has provided the following information to HR (Pam Bennett) and received approval from OSE for onsite meeting:
 - Date(s) and time of onsite work:
 - Location, building and rooms:
 - Number of Personnel (onsite):
 - Detailed Justification:
 - Detailed COVID-19 Protection Measures:
 - Socially distanced meeting room(s)
 - Face Coverings
 - No more than 20 people per 1,000 square feet in each room (starting October 9th)
 - PPE, cleaning, and disinfecting supplies are available
 - Consult with H&S Coordinator before submitting request to HR to identify any additional protection measures that prove helpful

- My section has scheduled COVID-19 response training with the Health and Safety Coordinator, Brian Rush (required no later than first day of meeting).
 - COVID-19: Keep you Safe at Work (SOM Learning Center)
 - Training focused on information about COVID-19, Executive Directive requirements and proper wear of PPE.
 - Treasury Specific COVID-19 Training (Rush/Connell Brief)
 - COVID-19 training focused on Treasury measures to combat COVID-19. Employees get a chance to ask questions about concerns with returning to onsite activities.
 - Treasury “COVID-19 Etiquette” Video (Vault)
 - Video that shows Treasury protective measures and shows situations that employees may run into during onsite activities.
<https://stateofmichigan.sharepoint.com/teams/insidetreasury/news-events/Pages/Articles/Heading-into-the-Office2.aspx>

- My section has communicated infection control protocols including handwashing, health screening, face covering requirements, and respiratory etiquette before their first day.

- I certify my section has protocols in place to comply with executive orders allowing the safe onsite meeting. By signing this certification, I attest my section has followed all applicable guidance in this document and has communicated or will communicate all relevant standards and policies to meeting participants.

SUPERVISOR/MANAGER/ADMINISTRATOR SIGNATURE: _____ DATE: _____

HEALTH & SAFETY COORDINATOR SIGNATURE: _____ DATE: _____

DEPUTY TREASURER SIGNATURE: _____ DATE: _____

Appendix K: Equipment Transfer & Supply Distribution Planning

Purpose: This checklist is to ensure that all Health and Safety Requirements have been met as described in the Treasury COVID-19 Return to Work Plan for equipment transfer.

Scope: The Operations Center loading dock will be used for the distribution and recovery of equipment. A drive thru service maybe used contingent on equipment size, number of employees participating, and weather conditions. Treasury Field Offices may perform equipment transfers based on a safe location and where social distancing can be maintained and face coverings will be worn.

Definitions: Equipment Coordinator – a Treasury employee that is designated by a specific business area to coordinate and perform equipment transfers.

Note: All employees participating in this activity must be symptom free as described in the Treasury COVID-19 Return to Work Plan.

- My section has received approval from Deputy Treasurer to have Equipment Coordinator onsite for this activity.
- All equipment must be cleaned and sanitized by following CDC Guidelines [Cleaning and Disinfecting Your Facility](#)
- Equipment Coordinator schedules individual appointments when using the loading dock.
- Employees may enter the loading dock only to assist in the distribution or recovery of equipment by adhering to the following:
 - Maintain six feet of social distancing
 - Face coverings must be worn
- Equipment Coordinator schedules a specific timeframe for drive thru service.
- Face Coverings must be worn by both parties when using the drive thru service.
- I certify my section has protocols in place to comply with executive orders allowing the safe transfer of equipment. By signing this certification, I attest my section has followed all applicable guidance in this document and has communicated or will communicate all relevant standards and policies.

SUPERVISOR/MANAGER/ADMINISTRATOR SIGNATURE: _____

DATE: _____

Appendix L: COVID-19 Exposure Control Plan

This Coronavirus/COVID-19 Exposure Control Plan and Return to Work Plan has been established for the Department of Treasury in accordance with the Governor’s latest Executive Directives, MIOSHA Emergency Rules, DHHS Epidemic Orders, and CDC guidance. This plan is available to employees via Treasury’s “Vault” website at [Treasury’s Return to Work Resources](#) and upon request. The Treasury plan 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. Please contact Pam Bennett, Human Resources Director, with any questions regarding these plans.

This ECP includes but is not limited to:

- Employee Exposure Determination
- Implementation of various methods of exposure control, including but not limited to:
 - Universal precautions
 - Engineering and Administrative controls
 - Personal protective equipment
 - Housekeeping
- Return to work goals and identification of essential functions
- Post-exposure evaluation and follow-up
- Procedures for evaluating circumstances surrounding an exposure incident
- Training
- Recordkeeping

The methods of implementation of these elements are discussed further in the Treasury COVID-19 Return to Work Plan.

EXPOSURE CONTROL PLAN, & PREPAREDNESS PLAN ADMINISTRATION

The Health and Safety Coordinator, Emergency Management Coordinator, and Agency Safe Start Team are responsible for the implementation of the ECP and Treasury COVID-19 Return to Work Plan. The Health and Safety Coordinator will maintain, review, and update plans at least annually, and whenever necessary to include new or modified tasks and procedures. The Emergency Management Coordinator will provide oversight and management controls. The Health and Safety Coordinator (Brian Rush) can be reached at 517-241-3824. All employees who could be potentially exposed to COVID-19 or other potentially infectious materials (OPIM) must comply with all procedures and work practices outlined.

***Note:** Treasury’s Emergency Management Team will be the “Agency Safe Start Team.”

The Health and Safety Coordinator, and Agency Response Team will maintain and provide all necessary personal protective equipment (PPE), engineering controls, administrative controls, and work practice controls as required by the ECP and Treasury COVID-19 Return to Work Plan.

The Health and Safety Coordinator will ensure that adequate supplies of the equipment are available. For additional details contact Brian Rush, Austin Building, 517-241-3824.

The Health and Safety Coordinator, and the Michigan Civil Service Commission will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and MIOSHA/OSHA records are maintained. For additional details contact Brian Rush, Austin Building, 517-241-3824.

The Health and Safety Coordinator will be responsible for coordinating all training, documentation of training, and making the written ECP and the Treasury COVID-19 Return to Work Plan available to employees, MIOSHA, OSHA, and state of Michigan representatives. For additional details contact Brian Rush, Austin Building, 517-241-3824.

I. EMPLOYEE EXPOSURE DETERMINATION

A Risk Assessment has been conducted and scored accordingly to determine and reduce exposure. Please reference the risk assessment in the Treasury COVID-19 Return to Work Plan for more information.

Employees should immediately report unsafe working conditions to their Supervisor or the Health and Safety Coordinator.

Part-time, temporary, contract and per diem employees are covered by the standards. The provisions of the standards will be met for these employees.

II. METHODS OF IMPLEMENTATION AND CONTROL

A. Universal Precautions

All employees will utilize universal precautions.

B. Exposure Control Plan and Treasury COVID-19 Return to Work Plan

All employees will receive an explanation of these plans before reentry into the workplace. It will also be reviewed as needed. All employees have an opportunity to review these plans and are readily available at [Treasury's Return to Work Resources](#).

C. Contingency Plans

Where circumstances can be unforeseen in which recommended procedures could not be followed, the employer will review these procedures for employee protection, incident investigation, follow-up and revise as necessary.

D. Engineering and Administrative Controls

Engineering controls for the Department of Treasury include but are not limited to increased ventilation (DTMB), physical Barriers, removal of trash can lids, touchless sink fixtures, doors and lights, and employee access control.

Administrative controls include but are not limited to restricting non-essential travel, promoting proper hand hygiene and use of hand sanitizer, health surveillance, frequent cleaning of personal workspace, remote work, workspace spacing and relocation, and use of posters, signs, and floor markings.

This facility identifies the need for changes in engineering controls, administrative controls, and work practices through review of MIOSHA/OSHA standards, employee interviews, the CDC, and other state agency policies.

The Department of Treasury evaluates new procedures or new services by employee group meetings in coordination with other state agencies. The following staff are involved in this process: **Department of Treasury Agency Safe Start Team.**

The Health and Safety Coordinator, and Emergency Management Coordinator will ensure effective implementation of these recommendations if necessary.

F. Personal Protective Equipment (PPE) and Protective Clothing

PPE and protective clothing are provided to our employees at no cost to them. Training is provided by the Health and Safety Coordinator or designee on the use of the appropriate PPE or protective clothing for the tasks or procedures employees will perform.

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 in all Treasury offices. All Treasury employees will be provided two reusable nonmedical cloth face coverings and instructed on how to properly wash them. Employees may provide and use their own masks if they are approved; completely cover the mouth, nose, and chin; and are at least as effective as the nonmedical cloth face covering provided to all employees.

Face coverings worn in the workplace shall NOT be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites, etc. Face coverings representing certain colleges, universities, sports teams, etc. are permissible provided they meet the above-mentioned criteria. Visitors to the Treasury Offices will be provided a disposable mask. Face coverings or masks that incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling are NOT sufficient face coverings because they allow respiratory droplets to be released into the air.

Neck gaiter tube-style face scarves and open-chin triangle bandanas are also not allowed. Face coverings are to be worn when employees cannot consistently maintain 6' of separation from other individuals whenever in shared spaces (e.g., in-person meetings, hallways, restrooms, breakrooms, elevators, etc.). Employees who cannot consistently maintain 3' of separation from other individuals in the workplace should also consider wearing a face shield.

Please contact Pam Bennett, Human Resources Director or Brian Rush, the agency Health and Safety Coordinator with any questions. Employees who are medically unable to wear a cloth face covering **MUST** contact the agency Reasonable Accommodation Coordinator to initiate the reasonable accommodation process. Reasonable accommodations are available to qualified applicants and employees with disabilities. Please contact Brian Rush, the agency Reasonable Accommodation Coordinator with any questions.

The types of PPE or protective clothing available to employees are as follows: **Face coverings, non-latex surgical gloves.** **NOTE:** Face coverings are not considered PPE.

PPE or protective clothing is in designated lobbies and work areas. Locations may change based on subsequent phased reentry plans. PPE or protective clothing may be obtained through the employee's managers, supervisors, and the Health and Safety Coordinator.

All employees using PPE or protective clothing must observe the following precautions:

- Wash hands immediately before and after use of gloves or face coverings.
-
- Gloves are not recommended unless you are disposing after every use/touch point; Treasury has provided hand sanitizer for this purpose.
- Never wash or decontaminate disposable face covering for reuse.
- Used PPE or protective clothing may be disposed of in a standard trash container.
- Remove immediately or as soon as feasible any garment known to be contaminated by other potentially infectious materials (OPIM), in such a way as to avoid contact with the outer surface.

Treasury's written PPE program is available for review. Please contact Brian Rush, Health and Safety Coordinator.

G. Housekeeping

The Department of Technology, Management and Budget (DTMB), and the Real Estate Division (SFA), will manage the coordination of cleaning and disinfecting activities.

Employees will be responsible for cleaning their personal workspace. For more information on cleaning and disinfecting, please see the Treasury COVID-19 Return to Work Plan.

H. Monitor and Assess the Exposure Control Plan and Preparedness Plan for Treasury

The Agency Safe Start Team will monitor implementation of the return to work plan and perform necessary functions to mitigate issues and irregularities.

III. LABELS

The following labeling method(s) is used in this facility:

DTMB, or an approved service provider will ensure warning labels are affixed if necessary. Employees are to notify the Health and Safety Coordinator if they discover regulated waste containers without proper labels.

IV. RETURN TO WORK GOALS AND IDENTIFICATION OF ESSENTIAL FUNCTIONS

The Agency Safe Start Team will establish workplace goals and identify essential functions as noted in the Treasury COVID-19 Return to Work Plan. Treasury will update these goals as conditions change and as additional services can return to normal.

V. REPORTING SYMPTOMS, POST-EXPOSURE EVALUATION AND 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 Pam Bennett, 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.

VI. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Health and Safety Coordinator will review the circumstances of all exposure incidents to determine:

- Engineering and Administrative 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 (*gloves, face covering, 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 Health and Safety Coordinator will ensure that appropriate changes are made to the ECP and the Treasury COVID-19 Return to Work Plan.

VII. EMPLOYEE TRAINING

All employees will receive training conducted by the Health and Safety Coordinator or designee. As new information becomes available, or there are changes to the Treasury COVID-19 Return to Work Plan, additional training will be provided.

This training includes, but not limited to the following elements:

- Treasury Exposure Control Plan, and Treasury COVID-19 Return to Work Plan (virtual overview)
- Symptoms of COVID-19.
- How to report unsafe working conditions.
- 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.
- Workplace Infection Control Practices.
- Rules that the employee must follow to prevent exposure to and spread of the virus.
- The proper use of PPE and protective clothing.

All reasonable efforts will be made to have Treasury employees complete the required training prior to employees reentering the workspace.

Training materials for this department are available on the State of Michigan Learning Center, The Vault, and from the Health and Safety Coordinator. They are: Treasury Specific COVID-19 Training, Office of State Employer “COVID-19: Keeping You Safe at Work”, and Treasury COVID-19 Etiquette Video.

VIII. RECORDKEEPING

A. Training Transcripts and Reports

Training in the State of Michigan Learning Center (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.

For training not on the SOMLC, a training record will be provided by the Health & Safety Coordinator for documentation, and will include content, name, and date. All records will be retained by the Health and Safety Coordinator for one year from time of generation.

Employee training records can be accessed on the SOMLC by the employee and supervisor. Training record requests not available on the SOMLC should be addressed to the Health and Safety Coordinator.

B. MIOSHA/OSHA Recordkeeping

An incident is evaluated to determine if the case meets MIOSHA/OSHA Recordkeeping requirements. This determination and the recording activities are done by the Health and Safety Coordinator, and the Disability Management Office.

Appendix M: MDHHS Emergency Order under MCL 333.2253 – Gatherings and Face Mask Order



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ROBERT GORDON
DIRECTOR

November 15, 2020

Emergency Order under MCL 333.2253 – Gatherings and Face Mask Order

Michigan law imposes on the Michigan Department of Health and Human Services (MDHHS) a duty to continually and diligently endeavor to “prevent disease, prolong life, and promote public health,” and gives the Department “general supervision of the interests of health and life of people of this state.” MCL 333.2221. MDHHS may “[e]xercise authority and promulgate rules to safeguard properly the public health; to prevent the spread of diseases and the existence of sources of contamination; and to implement and carry out the powers and duties vested by law in the department.” MCL 333.2226(d).

The novel coronavirus (COVID-19) is a 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 for this disease. COVID-19 spreads through close human contact, even from individuals who may be asymptomatic.

In recognition of the severe, widespread harm caused by epidemics, the Legislature has granted MDHHS specific authority, dating back a century, to address threats to the public health like those posed by COVID-19. MCL 333.2253(1) provides that “[i]f the director determines that control of an epidemic is necessary to protect the public health, the director by emergency order may prohibit the gathering of people for any purpose and may establish procedures to be followed during the epidemic to insure continuation of essential public health services and enforcement of health laws. Emergency procedures shall not be limited to this code.” See also *In re Certified Questions*, Docket No. 161492 (Viviano, J., concurring in part and dissenting in part, at 20) (“[T]he 1919 law passed in the wake of the influenza epidemic and Governor Sleeper’s actions is still the law, albeit in slightly modified form.”); *id.* (McCormack, C.J., dissenting, at 12). Enforcing Michigan’s health laws, including preventing disease, prolonging life, and promoting public health, requires limitations on gatherings and the establishment of procedures to control the spread of COVID-19. This includes limiting the number, location, size, and type of gatherings, and requiring the use of mitigation measures at gatherings as a condition of hosting such gatherings.

On March 10, 2020, MDHHS identified the first two presumptive-positive cases of COVID-19 in Michigan. As of November 13, 2020, Michigan had seen 244,741 confirmed cases and 7,929 confirmed deaths attributable to COVID-19. Michigan was one of the states most heavily impacted by COVID-19 early in the pandemic, with new cases peaking at nearly 2,000 per day in late March. Strict preventative measures and the cooperation of Michiganders drove daily case numbers dramatically down to less than 200 confirmed cases in mid-June, greatly reducing the loss of life. Since October, Michigan has seen an exponential growth in cases. Daily new cases are now over 6,000 which is three times higher than what was seen in the spring.

The State of Michigan presently has a seven-day average of 512 cases per million people, which is five times higher than the case rate on October 1. Test positivity has increased from 3.2% in early October to 12% on November 13. And while testing has increased 78% since October 1, test positivity has increased 225% during that same time frame, indicating COVID-19 spread is happening much more quickly than tests being administered. All regions in Michigan are now at the highest risk level, with seven-day averages in excess of 150 cases per million residents. Rising cases creates significant pressure on our emergency and hospital systems. Complaints of coronavirus-like illness in emergency departments increased for the ninth week in a row for the state. Hospitalizations for COVID-19 have doubled in less than two weeks, and there are now over 4.5 times the hospitalizations recorded on October 1. An average of 363 daily hospital admissions were seen in Michigan in the last week, and with individuals under 60 years old accounting for nearly half of all new hospital admissions. With over 3,000 Michiganders hospitalized for COVID-19, 15% of all available inpatient beds are now occupied by patients who have COVID-19, the highest number since mid-April. The state death rate is 5 deaths per million people and continues to increase. The current death rate is four times higher than it was in early October. There are more than 300 weekly deaths in Michigan and nearly every region has more than 20 weekly deaths. Due to delays between exposure, onset of symptoms, and hospitalization, the sharp rise in new infections suggests that the state is entering the most challenging phase of the pandemic thus far.

To protect vulnerable individuals, ensure the health care system can provide care for all health issues, and prevent spread in schools during the influenza season, we must reduce the spread of COVID-19. This necessitates use of more forceful mitigation techniques to reduce the spread of the virus. As such, it is necessary to issue orders under the Public Health Code addressing these topics.

Considering the above, and upon the advice of scientific and medical experts, I have concluded pursuant to MCL 333.2253 that the COVID-19 pandemic continues to constitute an epidemic in Michigan. I have also, subject to the grant of authority in 2020 PA 238 (signed into law on October 22, 2020), herein defined the symptoms of COVID-19 based on the latest epidemiological evidence. I further conclude that control of the epidemic is necessary to protect the public health and that it is necessary to restrict gatherings and establish procedures to be followed during the epidemic to ensure the continuation of essential public health services and enforcement of health laws. As provided in MCL 333.2253, these emergency procedures are not limited to the Public Health Code.

I therefore order that:

1. Definitions.

- (a) “Child-care organization” means that term as defined by section 1(b) of the Child Care Organizations Act, 1973 PA 116, as amended, MCL 722.111(b) and day, residential, travel, and troop camps for children (as defined by Rule 400.11101(1)(q) of the Michigan Administrative Code).
- (b) “Face mask” means a tightly woven cloth or other multi-layer absorbent material that closely covers an individual’s mouth and nose.
- (c) “Food service establishment” means that term as defined in section 1107(t) of the Food Law, 2000 PA 92, as amended, MCL 289.1107(t).
- (d) “Employee” means that term as defined in section 2 of the Improved Workforce Opportunity Wage Act, 2018 PA 337, as amended, MCL 408.932, and also includes independent contractors.
- (e) “Gathering” means any occurrence, either indoor or outdoor, where two or more persons from more than one household are present in a shared space.
- (f) “Household” means a group of persons living together in a shared dwelling with common kitchen or bathroom facilities. In dwellings with shared kitchen or bathroom facilities occupied by 20 or more unrelated persons, households are defined by individuals who share a bedroom.
- (g) “Organized sports” means competitive athletic activity requiring skill or physical prowess and organized by a sports organizer.
- (h) “Sports Organizer” means an institution, association, or other organization that sets and enforces rules to ensure the physical health and safety of all participants for an organized sport.
- (i) “Exercise facility” means a location in which individuals participate in individual or group physical activity, including gymnasiums, fitness centers, and exercise studios.
- (j) “Symptoms of COVID-19” means at least 1 of fever, uncontrolled cough, or atypical new onset of shortness of breath, or at least 2 of the following not explained by a known physical condition: loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain. Per section 1(h) of 2020 PA 238, this definition represents the latest medical guidance, and serves as the controlling definition.

2. General capacity limitations at gatherings.

(a) Indoor gatherings:

(1) Are prohibited at residential venues, except where no more than 10 persons from no more than 2 households are gathered. Such gatherings should be held consistent with guidance issued by the Department of Health and Human Services for such gatherings;

(2) Are prohibited at non-residential venues.

(b) Outdoor gatherings are permitted only as follows:

(1) At residential venues, 25 or fewer persons are gathered, comprised of no more than 3 households;

(2) At non-residential venues:

(A) 25 or fewer persons are gathered at a venue without fixed seating, and attendance is limited to 20 persons per 1,000 square feet, including within any distinct area within the event space;

(B) 25 or fewer persons are gathered at a venue with fixed seating, and attendance is limited to 20% of seating capacity of the venue.

(c) The limitations to gatherings in sections 2(a) and 2(b) do not apply to:

(1) Incidental, temporary gatherings of persons in a shared space, such as frequently occur in an airport, bus station, exercise facility, food service establishment, shopping mall, or public pool, except as prohibited in section 3;

(2) Gatherings between an employee and a customer for the purpose of receiving services;

(3) Workplace gatherings that occur consistent with the Emergency Rules issued by MIOSHA on October 14, 2020;

(4) Voting or official election-related activities;

(5) Training of law enforcement, correctional, medical, or first responder personnel, insofar as those activities cannot be conducted remotely;

(6) Education and support services at public, nonpublic, and boarding schools serving students in prekindergarten through grade 8;

- (7) Children in a child-care organization or camp setting;
- (8) Persons traveling on a school bus or other public transit;
- (9) Gatherings for the purpose of medical treatment, including mental health and substance use disorder support services;
- (10) Gatherings of up to 25 persons for the purpose of a funeral;
- (11) Residential care facilities, which are subject to the October 21 epidemic order entitled “Requirements for Residential Facilities,” or any replacement of that order.

(d) As a condition of hosting a gathering under this order, organizers and venues must design the gathering to encourage and maintain physical distancing, and must ensure that persons not part of the same household maintain 6 feet of distance from one another to the extent possible.

3. Gathering restrictions for particular types of facilities.

(a) Gatherings, are prohibited in the following settings:

- (1) Entertainment venues, including: auditoriums; arenas; banquet halls; cinemas; conference centers; concert halls; performance venues; sporting venues; stadiums; and theaters;
- (2) Recreational facilities and places of public amusement, including: amusement parks; arcades; bingo halls; bowling alleys; casinos; night clubs; skating rinks; strip clubs; water parks; and trampoline parks;

(b) Gatherings are permitted at food service establishments under the following conditions:

- (1) Persons are not gathered indoors except in custodial settings, medical facilities, school and university cafeterias, shelters, and soup kitchens. If attendees are seated at tables, persons must be 6 feet apart, or members of a household may share a table and tables must be spaced a minimum of 6 feet apart;
- (2) Persons participating in outdoor dining are seated no more than 6 to a table and tables are spaced a minimum of 6 feet apart.

(c) Nothing in this section shall be construed to prohibit the use of these facilities for public health or other emergency purposes.

4. Gathering restrictions for facilities. In addition to the gathering limitations set forth elsewhere in this order, the following limitations apply to gatherings in the following facilities:

(a) A gathering at a retail store, library, or museum must not exceed 30% of total occupancy limits established by the State Fire Marshal or a local fire marshal. Nevertheless, a retail store, library, or museum may permit one customer at a time to enter if strict adherence to the 30% total occupancy limit would otherwise result in closure.

(1) Retail stores must establish lines to regulate entry and checkout, with markings for patrons to enable them to stand at least six feet apart from one another while waiting.

(b) At exercise facilities:

(1) Gatherings must not exceed 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal; and

(2) There must be at least 12 feet of distance between each occupied workout station;

(3) Gatherings for group fitness activities or classes are prohibited.

(c) Gatherings in waiting rooms at outpatient health-care facilities, veterinary clinics, and other businesses are prohibited unless the facility implements a system to ensure that persons not of the same household maintain 6 feet of distance. To the extent possible, this system must include a policy that patients wait in their cars for their appointments to be called.

(d) A gathering at an indoor or outdoor pool not otherwise prohibited by this order must not exceed 25% of bather capacity limits described in Rule 325.2193 of the Michigan Administrative Code.

(e) In facilities offering non-essential personal care services, including hair, nail, tanning, massage, traditional spa, tattoo, body art, and piercing services, and similar personal care services, gatherings are only permitted to the extent that services do not involve the removal of face masks. All services must be provided by appointment, and gatherings in waiting areas are prohibited.

5. Schools, colleges, and universities.

(a) Gatherings at public, nonpublic, and boarding schools for the purpose of conducting in-person instruction, sports, and extracurricular activities serving pupils in grades 9 through 12 are prohibited, except for in-person instruction of pupils who are English Language Learners or participants in special education services;

(b) Gatherings at public, nonpublic, and boarding schools for the purpose of conducting in-person instruction of pupils in prekindergarten through grade 8 are permitted, subject to local health department and school district decisions on

remote learning. Gatherings for the purpose of sports and extracurricular activity are prohibited;

- (c) Gatherings at public, nonpublic, and boarding schools are permitted for the purpose of providing services to students in need, including food distribution, access to internet connectivity, physical and mental health care services, and child care;
- (d) Gatherings at colleges and universities are prohibited for the purpose of holding in-person classes, extracurricular events, or other events are prohibited, except as permitted in sections 2 and 6 of this order.

6. Organized sports gathering restrictions.

- (a) Gatherings for the purpose of organized sports are prohibited unless all participants, teams, and venues comply with the enhanced testing regimen specified in the Additional Mitigation Measures for Safer Athletic Practice and Play without the use of Face Coverings section of [MDHHS guidance on Additional Measures for Safer Athletic Practice and Play](#). Sports organizers complying with this section may host gatherings for the purpose of practice and competition notwithstanding the gathering prohibitions in sections 2 and 5(c).
- (b) Sports organizers may not permit gatherings of spectators.

7. Face mask requirement at gatherings.

- (a) All persons participating in gatherings are required to wear a face mask.
- (b) As a condition of gathering for the purpose of transportation, transportation providers must require all staff and patrons to use face masks, and must enforce physical distancing among all patrons to the extent feasible.
- (c) Except as provided elsewhere in this order, a person responsible for a business, store, office, government office, school, organized event, or other operation, or an agent of such person, must prohibit gatherings of any kind unless the person requires individuals in such gatherings (including employees) to wear a face mask, and denies entry or service to all persons refusing to wear face masks while gathered.
- (d) A person responsible for a business, store, office, government office, school, organized event, or other operation, or an agent of such person, may not assume that someone who enters the facility without a face mask falls within one of the exceptions specified in section 8 of this order, including the exception for individuals who cannot medically tolerate a face mask. An individual's verbal representation that they are not wearing a face mask because they fall within a specified exception, however, may be accepted.

- (e) A person responsible for a child-care organization or camp, or an agent of such person, must not allow gatherings unless face masks are worn by all staff. Children must wear face masks as indicated below:

(1) All children 2 years and older when on a school bus or other transportation provided by the child-care organization or camp;

(2) All children 4 years and older when in indoor hallways and indoor common areas;

(3) All children 5 years and older when in classrooms, homes, cabins, or similar indoor settings.

8. **Exceptions to face mask requirements.** Although a face mask is strongly encouraged even for individuals not required to wear one (except for children under the age of 2), the requirement to wear a face mask in gatherings as required by this order does not apply to individuals who:

- (a) Are younger than 5 years old, outside of child-care organization setting (which are subject to requirements set out in section 7(e));
- (b) Cannot medically tolerate a face mask;
- (c) Are eating or drinking while seated at a food service establishment or at a private residence;
- (d) Are exercising outdoors and able to consistently maintain 6 feet of distance from others;
- (e) Are swimming;
- (g) Are receiving a medical service for which removal of the face mask is necessary;
- (h) Are asked to temporarily remove a face mask for identification purposes;
- (i) Are communicating with someone who is deaf, deafblind, or hard of hearing and whose ability to see the mouth is essential to communication;
- (j) Are actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, and where wearing a face mask would seriously interfere in the performance of their public safety responsibilities;
- (k) Are at a polling place for purposes of voting in an election;
- (l) Are engaging in a religious service; or

- (m) Are giving a speech for broadcast or to an audience, provided that the audience is at least 6 feet away from the speaker.

9. Contact tracing requirements for gatherings.

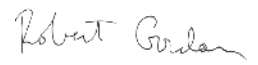
- (a) Gatherings are prohibited at the following facilities unless the facility maintains accurate records, including date and time of entry, names of patrons, and contact information, to aid with contact tracing, and denies entry for a gathering to any visitor who does not provide, at a minimum, their name and phone number:
 - (1) All businesses or operations that provide barbering, cosmetology services, body art services (including tattooing and body piercing), tanning services, massage services, or similar personal care services;
 - (2) Exercise facilities.
- (b) All businesses or operations that provide in-home services, including cleaners, repair persons, painters, and the like must not permit their employees to gather with clients unless the business maintains accurate appointment records, including date and time of service, name of client, and contact information, to aid with contact tracing.
- (c) Upon request, businesses, schools, and other facilities must provide names and phone numbers of individuals with possible COVID-19 exposure to MDHHS and local health departments to aid in contact tracing and case investigation efforts.
- (d) Data collected under this section:
 - (1) Must not be sold, or used for sales or marketing purposes without the express consent of each patron;
 - (2) Must be protected as confidential information to the fullest extent of the law;
 - (3) Must not be provided to law enforcement or immigration officials except upon receipt of a lawful subpoena from a court or other lawful court order;
 - (4) Must be retained for 28 days by the collecting organization, after which time the data must be destroyed. If facilities use existing data to fulfill this requirement, they may instead follow their own pre-existing data retention and destruction policies at the conclusion of the 28-day retention period.

10. Implementation.

- (a) Nothing in this order modifies, limits, or abridges protections provided by state or federal law for a person with a disability.
- (b) Under MCL 333.2235(1), local health departments are authorized to carry out and enforce the terms of this order.
- (c) Law enforcement officers, as defined in the Michigan Commission on Law Enforcement Standards Act, 1965 Public Act 203, MCL 28.602(f), are deemed to be “department representatives” for purposes of enforcing this order, and are specifically authorized to investigate potential violations of this order. They may coordinate as necessary with the appropriate regulatory entity and enforce this order within their jurisdiction.
- (d) Neither a place of religious worship nor its owner is subject to penalty under this order for allowing religious worship at such place. No individual is subject to penalty under this order for engaging in religious worship at a place of religious worship.
- (e) Consistent with MCL 333.2261, violation of this order is a misdemeanor punishable by imprisonment for not more than 6 months, or a fine of not more than \$200.00, or both.
- (f) Nothing in this order affects any prosecution or civil citation based on conduct that occurred before the effective date of this order.
- (g) Nothing in this order should be taken to interfere with or infringe on the powers of the legislative and judicial branches to perform their constitutional duties or exercise their authority, or protections guaranteed by the state or federal constitution under these emergency circumstances.
- (h) Consistent with any rule or emergency rule promulgated and adopted in a schedule of monetary civil penalties under MCL 333.2262(1) and applicable to this order, violations of this order are also punishable by a civil fine of up to \$1,000 for each violation or day that a violation continues.
- (i) If any provision of this order is found invalid by a court of competent jurisdiction, whether in whole or in part, such decision will not affect the validity of the remaining part of this order.
- (j) It is not a violation of this order for a person to enter a facility otherwise closed for gatherings if they are entering solely for the purpose of using restroom facilities.

This order takes effect on November 18, 2020 at 12:01 AM, at which time the October 29, 2020, order entitled Gatherings and Face Mask Order is rescinded. This order remains in effect through December 8, 2020 at 11:59 PM. Persons with suggestions and concerns are invited to submit their comments via email to COVID19@michigan.gov.

Date: November 15, 2020

A handwritten signature in cursive script that reads "Robert Gordon".

Robert Gordon, Director
Michigan Department of Health and Human Services

References

General

- [MDHHS Emergency Order Under MCL 333.2253 \(Gatherings and Face Mask Order\) November 15, 2020: State of Michigan Executive Orders & Directives](#) (effective November 18, 2020/12:01AM to December 8, 2020/11:59PM).
- [MIOSHA: Emergency Rules \(Coronavirus Disease 2019\) October 14, 2020\): https://www.michigan.gov/documents/leo/Final_MIOSHA_Rules_705164_7.pdf?utm_medium=email&utm_source=govdelivery](#)
- [Executive Directives: 2020-6 \(except sections 1, 2, & 4\), 2020-8, and 2020-11](#)
- [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](#)
- [State of Michigan: Coronavirus Information](#)
- [MIOSHA: COVID-19 Frequently Asked Questions](#)
- [MIOSHA: COVID-19 Interim Enforcement Plan](#)
- [State of Michigan: Guidance for Business](#)
- [State of Michigan: Guidance for Individuals](#)
- [AG's Guidance to Help Determine Whether a Worker is a "Critical Infrastructure Worker"](#)
- [OSHA COVID-19 Resources](#)
- [OSHA: Guidance on Preparing Workplaces for COVID-19](#)
- [OSHA: Employer Responsibility information](#)
- [CDC: Coronavirus \(COVID-19\)](#)
- [CDC: Environmental Infection and Control Guidelines for Air Handling](#)
- [ASHRAE: Technical Resources for COVID-19 Preparedness](#)
-

Handwashing

- [CDC: Clean Hands Save Lives](#)
- [CDC: What You Need to Know About Handwashing](#)
- [CDC: When and How to Wash Your Hands](#)

Respiratory etiquette: Cover your cough or sneeze

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

- CDC: Coughing and Sneezing

Social distancing

- CDC: Interim Guidance for Businesses and Employers to Plan and Response to COVID-19

Housekeeping

- CDC: Cleaning and Disinfecting Your Facility
- CDC: Cleaning and Disinfection for Community Facilities
- CDC: Cleaning and Disinfecting Your Home
- EPA: Disinfectants to use against SARS and COVID-19

Employees exhibiting signs and symptoms of COVID-19

- CDC: What to Do If You Are Sick

Training

- **COVID-19: Keep you Safe at Work – SOM Learning Center**
State of Michigan COVID-19 Training.
- **Treasury Specific COVID-19 Training (Rush/Connell Brief)**
COVID-19 training focused on Treasury measures to combat COVID-19. Employees get a chance to ask questions about concerns with returning to onsite activities.
- **Treasury “COVID-19 Etiquette” Video (Vault)**
<https://stateofmichigan.sharepoint.com/teams/insidetreasury/news-events/Pages/Articles/Heading-into-the-Office2.aspx>
Video that shows Treasury protective measures and shows situations that employees may run into during onsite activities.

Treasury Return to Work Plan Approval

Rachael Eubanks

Agency Director or Designee (print name)

Rachael Eubanks

Agency Director or Designee (signature)

November 1, 2020

Date