

Michigan Department of Environment, Great Lakes, and Energy (EGLE)

Reassemble Plan

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General

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has developed this **CO**rona**VI**rus **D**isease 20**19** (COVID-19) Preparedness & Response Plan in accordance with the [Centers for Disease Control and Prevention \(CDC\)](#) latest guidance and the [MIOSHA general duty clause](#), which requires the employer to furnish each employee with “a place of employment that is free from recognized hazards.”

The purpose of this plan is to eliminate or minimize potential exposure to and the transmission of COVID-19 in the workplace based on CDC guidance. All employees are responsible for complying with all applicable aspects of this plan. This written plan is available to all employees via the intranet and upon request. Questions about this plan should be directed to [EGLE's Quality of Life-Human Resources \(QOL-HR\) Director](#) or [EGLE Reassemble Team](#).

Exposure Determination

EGLE has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to COVID-19. EGLE has determined that all office positions, jobs, or tasks fall into the medium or lower (caution) exposure risk levels. This determination is consistent with the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) [Hazard Recognition/Clarifying Risk of Worker Exposure to COVID-19](#).

Medium Exposure Risk: Jobs that require either frequent close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) or sustained close contact with other people in areas with community transmission. *Because any given person may be an asymptomatic carrier, an employee's exposure risk may increase when they have repeated, prolonged contact with other people in these situations, particularly where physical distancing and other infection prevention measures may not be possible or are not robustly implemented and consistently followed.*

Lower (caution) Exposure Risk: Jobs that do not require close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) with other people. Employees in this category have minimal occupational contact with the public and other coworkers.

Positions/Job/Task	Exposure Determination	Qualifying Factors (i.e., no public contact, public contact, job task description)
EGLE Field Work	Medium to Low Risk	Limited public contact, field work outside EGLE office.

Positions/Job/Task	Exposure Determination	Qualifying Factors (i.e., no public contact, public contact, job task description)
EGLE Office Work	Low Risk	No public interaction only works in office setting.
EGLE Laboratory Work	Low Risk	Limited public contact in the laboratory facility's area.

Per the CDC employees are best protected when they are up to date with their COVID-19 vaccination. In general, employees are up to date on their COVID-19 vaccination if they have received all recommended doses in the primary series and [one booster](#) when eligible. Getting a second booster is not necessary to be considered up to date at this time.

Engineering Controls

EGLE has implemented feasible engineering controls to minimize or eliminate employee exposure to COVID-19. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions (e.g., restrict office access, situate employees with their computers facing inward and away from cubicle doors or aiseways, use of high cubicle walls/panels or other barriers, enclosed offices, etc.).

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The following administrative controls have been established for EGLE.

Position/Task	Administrative Controls
All Employees	1. Employees are required to self-monitor for COVID-19 signs and symptoms prior to leaving for the workplace.
	2. Employees who have experienced new onset COVID-19 symptoms that can not otherwise be attributed to an alternate diagnosis or negative COVID-19 test must contact their supervisor and QOL-HR Director by utilizing the Positive COVID-19 reporting form for further direction and follow-up.
	3. Employees who do not pass the screening criteria will be instructed to contact their supervisor, not report to work, and may use appropriate leave credits or lost time. Employees who don't pass the screening criteria due to a positive COVID-19 test or exposure should contact the QOL-HR Director by utilizing the Positive COVID-19 reporting form for further direction and follow-up.
	4. Employees who experience COVID-19 symptoms at work should notify their supervisor immediately and will not be

Position/Task	Administrative Controls
	<p>permitted to stay at work. The Michigan Civil Service Commission (MCSC) and collective bargaining agreements have leave policies in place that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Eligible employees have access to paid sick and annual leave, and unpaid medical and Family Medical Leave Act leave.</p>
	<p>5. Employees are subject to a health screening upon arrival at the workplace.</p>
	<p>6. Employees are required to promptly report any signs and symptoms of COVID-19 to the QOL-HR Director by utilizing the Positive COVID-19 reporting form or Close-Contact reporting form during work to their supervisor.</p>
	<p>7. Employees are encouraged to wash or sanitize their hands before coming to work, upon entering the building and regularly throughout the workday.</p>
	<p>8. Flexible/alternate work schedules, remote work, or a combination of remote work/in-office work may be considered on a case-by-case basis. These options are neither a benefit nor an entitlement; they are subject to EGLE business/operational needs and may be ended by the Director or QOL-HR Director anytime for any reason.</p>
	<p>9. Use of videoconferencing or teleconferencing for meetings and gatherings will be considered regardless of teleworking or being in the office.</p>
	<p>10. Employees who have been exposed to a person with COVID-19 at the workplace and requiring quarantine will be instructed by the QOL-HR Director by utilizing the Close-Contact reporting form . The employee’s health status, health information, or COVID-19-related exposure information will be kept confidential to the extent possible.</p>

Hands Hygiene and Disinfection of Work Surfaces

Frequent handwashing is one of the best ways employees can protect themselves from getting sick. To prevent the spread of germs during the COVID-19 pandemic, employees should wash their hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

- Blowing your nose, coughing, or sneezing.
- Entering and leaving a public place or work area.
- Preparing or eating food.
- Touching a potentially contaminated surface or object, such as a door handle,

- table, etc.
- Touching garbage.
- Touching your eyes, nose, and mouth with unwashed hands.
- Using the restroom.

When the provision of handwashing facilities is not feasible, EGLE will provide employees with antiseptic hand sanitizers or towelettes.

The virus that causes COVID-19 can land on work surfaces. While the risk of infection from touching a surface is low, regular housekeeping practices have been implemented for the routine cleaning and disinfecting of elevators, restrooms, breakrooms, conference/meeting rooms, training rooms, doorknobs, and other high touch areas.

CDC guidance will be followed for special cleaning and disinfecting when someone in the office or when someone who visited the office has tested positive for COVID-19.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Please refer to the Department of Technology, Management and Budget [DTMB Return to Office Plan, State Workplace Guidelines](#) for any additional cleaning and disinfection criteria.

Face Coverings/Masks and Other Personal Protective Equipment

Face coverings/masks are generally no longer required while working in an office setting or outdoors. However, this is subject to some considerations:

- Masking may still be required in high-risk congregate settings, such as long-term-care, healthcare, and correctional facilities, or in response to accommodation requests.
- Agencies may have additional policies to address specific operational needs, visitors and clients, employee tasks, work locations, or quarantine or isolation.
- Employees may be directed to wear a face covering while visiting a facility as part of their official job duties.
- Local health departments and organizations may adopt other masking requirements to be followed.
- State masking requirements may be updated in the future as conditions evolve.
- Employees are required to wear a well-fitting mask when around others through day 10 after exposure, new onset of symptoms, or a positive test result.

EGLE will provide employees with any required personal protective equipment (PPE) or clothing for the protection from COVID-19 appropriate to the exposure risk associated

with the job following the CDC and OSHA guidance. All types of PPE are to be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable.
- Consistently and properly worn, when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, stored, or disposed of as applicable to avoid contamination of self, others, or the environment.

Positions/job/task	PPE
All EGLE positions	None currently

For the purposes of this plan, a nonmedical cloth face covering is NOT considered PPE.

Note: Some exceptions may apply; exceptions are NOT automatic. Reasonable accommodations may be available to qualified applicants and employees with disabilities. Employees requesting an exception MUST contact the [Agency's ADA Title I Reasonable Accommodation Coordinator](#) to initiate the reasonable accommodation/disability accommodation process.

Employees may provide and use their own face coverings/masks consistent with operational needs. Face coverings/masks worn in the workplace shall NOT be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites, etc. Face coverings/masks representing certain colleges, universities, sports teams, etc. are permissible provided they meet the above-mentioned criteria.

Employees who are at elevated risk or feel better protected may mask consistent with operational needs may wear a face covering.

For employees wishing to voluntarily wear a N95 mask at work, they must follow the [MIOSHA Part 451 Respiratory Protection](#) standard for voluntary use of respirator and those outlined in EGLE's respirator protection program. Please coordinate with your supervisor and division health and safety coordinator if you would like to wear a N95 mask. KN95 masks can be worn at any time and do not require respirator protection program certification.

Carpool and Rideshares

The following protective measures are required whenever two or more persons share either a state vehicle or personal vehicle for work purposes:

- Stay home when sick.
- Increase the fresh air intake via the vents or by slightly opening the windows.

Clean and disinfect frequently touched surfaces in the vehicle at the beginning and end of each shift, and after an occupant becomes sick.

AGENCIES USING VTS MOTOR POOL VEHICLES. Vehicle and Travel Services (VTS) has advised that drivers using motor pool cars should bring agency-provided wipes to clean and disinfect frequently touched vehicle surfaces at the beginning and end of each shift, as they no longer provide these supplies or clean between uses. Motor pool cars are typically assigned and rotated based on operational need with the vehicle sitting the longest being the assigned first, etc.

Travel

All international business travel must be approved by the Office of the State Employer (OSE). Requests are to be submitted through the completion of an [online form](#) and will be considered on a case-by-case basis. OSE determinations or requests for additional information will be returned to the individual submitting the online form. A separate request must be submitted for each employee traveling.

To maximize employee protections and potentially prevent the spreading of COVID-19 to others, all persons traveling on behalf of EGLE will follow the latest CDC guidance for domestic and international business travel.

All domestic and international business travel should be delayed until employees are up to date with their COVID-19 vaccination.

Double occupancy hotel rooms are highly discouraged at this time. Special exemptions may be authorized by division leadership or if the co-occupants normally reside in the same residence.

Feeling Sick and Sick Employees

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 the QOL-HR Director by utilizing the [Positive COVID-19 reporting form](#) and their immediate supervisor 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 the QOL-HR Director by utilizing the [Positive COVID-19 reporting form](#) or [Close-Contact reporting form](#), who will follow-up with building management if appropriate.

Daily Health Screenings/Health Surveillance

All employees, contractors, interns, or other persons conducting work on behalf of EGLE

will be required to participate in daily health screenings upon their return to the workplace. These health screenings are comprised of COVID-19-related questions about symptoms and suspected or confirmed exposure to people with possible COVID-19.

These health screenings can occur through one or more ways (e.g., paper questionnaire, COVID screening app using a state-issued electronic device, [web-based questionnaire](#) using a personal or state-issued cell phone, or by an employee swiping their employee identification badge/access card to enter restricted areas such as parking lots, buildings, rooms, locked storage areas, etc.).

Note: Each time an employee logs onto a state-provided electronic device or swipes their identification/badge to access a secure site or area the person affirms they are symptom-free and feeling well.

Persons exhibiting signs of illness will not be permitted into the building.

Close Contacts and When to Quarantine

Employees who are up-to-date with their vaccinations (have received all recommended doses in the primary series and [one booster](#) when eligible) or who have tested positive for COVID-19 in the past 90 days do NOT need to quarantine after contact with someone who has COVID-19 unless they have symptoms. However, employees who have not tested positive for COVID-19 within the past 90 days should get tested 5 days after exposure, even if they do not have symptoms, and follow other applicable CDC guidance and report the exposure to the QOL-HR Director by using the [Close-Contact reporting form](#).

Employees who are not up to date with their COVID-19 vaccination should quarantine if they have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24 -hour period) with someone who has COVID-19. Quarantine is about keeping employees who might have been exposed to COVID-19 away from others. Report COVID-19 exposure(s) to the QOL-HR Director by utilizing the [Close-Contact reporting form](#) and follow their instructions.

Local public health authorities often determine and establish the quarantine options for their jurisdictions. Please contact the [QOL-HR Director](#) with any questions.

Training

All employees, contractors, interns, or other persons conducting work on behalf of EGLE must successfully complete the OSE “COVID-19: Keeping You Safe at Work” training, which can be found out on the [Civil Service Learning Center](#). This training is in addition to any building-specific training needed to ensure compliance with applicable training requirements and/or COVID-19-related best practices. In addition, all EGLE staff are to complete the EGLE-specific [Reassemble Plan Training](#). Training shall at a minimum

include, but is not limited to:

- Routes by which the virus causing COVID-19 is spread.
- Symptoms of a COVID-19 infection.
- Steps employees must take if they have a fever, cough or other symptoms, or believe they might have COVID-19 (e.g., stay home; call their immediate supervisor and healthcare provider; notify their QOL-HR Director using either the [Close Contact](#) and [Positive COVID-19 reporting form](#) if the employee, a family member, or someone the employee lives with tests positive for COVID-19 so the agency can contact trace and monitor others with whom the employee had been in close contact while at work; etc.).
- The risk of a COVID-19 exposure.
- Measures that the building has taken, and work rules employees must follow to prevent exposure (e.g., hand cleansing hygiene, routine cleaning and disinfection, use of personal protective equipment, travel restrictions, daily health screenings, close contact and when to quarantine, building signage, etc.).
- Resources available (e.g., Employee Service Program).

Recordkeeping

All EGLE COVID-19 related records (e.g., health screenings, training records, etc.) will be kept in accordance with applicable EGLE record retention requirements.

All EGLE work-related records and COVID-19 exposures will be reported and recorded as required by MIOSHA Standard [Part 11: Recording and Reporting of Occupational Injuries and Illnesses](#). For more information, refer to [OSHA's Updated Interim Enforcement Response Plan for Coronavirus Disease 2019 \(COVID-19\)](#) or [29 CFR 1904.39\(a\)-\(b\)\(11\)](#).

COVID-19 Reassemble Team

Reassemble Team. EGLE's Reassemble Team (members listed below) developed this plan with advice and support from executive office leaders, division directors, and other EGLE team members. This team will provide day-to-day leadership, decision making, and resource support in the implementation of this plan. It will serve as an on-call resource for the district and division leaders who will execute this plan on a space-by-space, unit-by-unit basis.

EGLE Reassemble Team

Topic	Lead
Team Lead	Michael McClellan
Project Coordinator	Sarah Howes
Environmental Support	Jay Eickholt

Communication	Andy Draheim
Facilities	Mary Kay Hawes
Health and Safety	Dana Bradt
Human Resources	Hillary Fabus
Information Technology	Brad Pagratis
Policy and Procedures	Dale Shaw
Procurement	Paul McDonald
Training	Cat Kneale
Travel	Paul McDonald

Constitution Hall Reassemble Representatives

Division	Lead
Air Quality	Tom Shanley
Drinking Water and Environmental Health	Lisa Hoeh
Environmental Support	Mary Kay Hawes
Finance	Ed Willoughby
Information Management	Dale Shaw
Materials Management	Tracy Kecskemeti
Oil, Gas, and Minerals	Mark Snow
Remediation and Redevelopment	Mark Kussro
Water Resources	Laura Smith

District Office Reassemble Representatives

Location	Lead
Bay City	Bonni Roche
Cadillac	Bonni Roche

Location	Lead
Detroit	Dan Chamberlin
Gaylord	Bonni Roche
Grand Rapids	Dan Chamberlin
Jackson	Dan Chamberlin
Kalamazoo	Dan Chamberlin
Lab	Mary Kay Hawes
Marquette	Dan Chamberlin
Warren	Dan Chamberlin
635 Filley Street	Mary Kay Hawes
815 Filley Street	Mary Kay Hawes

Division Directors. Division directors will provide active oversight and support to their managers/supervisors as they implement this plan. They will also provide feedback to the Reassemble Team and executive office leaders on the challenges their teams are encountering and the corresponding solutions they are deploying.

Section Managers. District Supervisors, Unit Supervisors. Supervisors will work with the Environmental Support Division district office personnel, the Reassemble Team, and division directors to ensure effective implementation of this plan in the facilities where they work.

Supervisors. EGLE managers/supervisors are responsible for ensuring their direct reports understand this plan and follow all related work rules and EGLE policies. They will also work with their employees to establish in-person work schedules consistent with the provisions of this plan, particularly the workspace capacity limits that will be in place in the early days/weeks of the reassemble process and the division-by-division schedule for office/cubicle clean-outs and move-outs

Employees. EGLE team members are responsible for staying current on the content of this plan and the guidelines in effect for in-person and field work during its various phases, including securing required approvals before visiting EGLE facilities for in-person work or other purposes. Employees may route questions or concerns to the Reassemble Team and District Office Reassemble Representatives, through their division leaders, or to EGLE-Reporting@michigan.gov.

COVID-19 Safety Coordinator(s)

EGLE's Health and Safety Team¹ in conjunction with EGLE's Executive Office and Environmental Support Division will serve as EGLE COVID-19 Safety Coordinators.

The COVID-19 Safety Coordinators will monitor or report on implemented COVID-19 control strategies required for the workplace as needed or requested.

COVID-19 Vaccinations

Per the CDC employees are best protected when they are up to date with their COVID-19 vaccination. In general, employees are up to date on their COVID-19 vaccination if they have received all recommended doses in the primary series and [one booster](#) when eligible. Getting a second booster is not necessary to be considered up to date at this time. .

Please visit the CDC website to learn more about the [different COVID-19 vaccines](#), [possible side effects](#), or to [find a vaccination provider](#) near you.

All EGLE employees are encouraged to get vaccinated.

Support and Resources

Employees having difficulty transitioning back to in-person office work or who are experiencing other personal or professional challenges are encouraged to access resources provided by the [Employee Service Program \(ESP\)](#) website or contact ESP at 800-521-1377 or MCSC-ESP@mi.gov. Additional health and safety-related resources can be found below:

- [State of Michigan, Department Return to Work Plans](#)
- [CDC COVID-19 Resources](#) (e.g., vaccines, boosters, possible side effects, etc.)
- [Michigan.gov/Coronavirus](#) (e.g., emergency rules, epidemic orders, etc.)
- [MIOSHA COVID-19 Resources](#) (e.g., workplace safety documents, emergency rules, etc.)
- [MIOSHA General Industry Safety & Health Standards](#)
- U.S. Department of Labor [OSHA COVID-19 Resources](#) (e.g., requirements, guidance, tools, etc.)
- Any applicable [State of Michigan Executive Orders & Directives](#)

Miscellaneous

Please refer to the [DTMB Return to Office Plan, State Workplace Guidelines](#) for any additional requirements.

¹ EGLE's Health and Safety Team is defined as the EGLE's Health and Safety Coordinator, Division Health and Safety Coordinators and District Safety Coordinators.