



Safely Returning Executive Office Employees to the Workplace

Continuity guidance for Executive Office on safely returning some
employees to the workplace during COVID-19

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COVID-19
Exposure Control Plan for the
Executive Office

GENERAL

The Executive Office has developed this [COronaVirus Disease 2019 \(COVID-19\) Preparedness & Response Plan](#) in accordance with the [Centers for Disease Control and Prevention's \(CDC\)](#) 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 that are causing, or are likely to cause death or serious physical harm to the employee.”

The purpose of this plan is to eliminate or minimize potential exposure to and the transmission of COVID-19 in the workplace. 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 the Human Resources Director who has been designated as the Executive Office’s [Agency Safety Coordinator](#).

EXPOSURE DETERMINATION

The Executive Office 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. The Executive Office 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’s 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
Executive Staff (office environment)	Lower	Frequent hand washing and use of hand sanitizer. Social distancing is strongly recommended inside of state facilities whenever possible.
Constituent Services	Lower	Frequent hand washing and use of hand sanitizer. Social distancing is strongly recommended inside of state facilities whenever possible.

Per the CDC [Interim Public Health Recommendations/Guiding Principles](#), indoor and outdoor activities pose a minimal or lower (caution) risk to fully vaccinated people. Additionally, fully vaccinated people have a reduced risk of transmitting COVID-19 to unvaccinated people. In general, employees are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

Employees who do not meet these requirements are NOT fully vaccinated and are encouraged to keep taking all precautions until they are fully vaccinated.

ENGINEERING CONTROLS

The Executive Office 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 at least 6’ apart with their computers facing inward and away from cubicle doors or aisleways, 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 the Executive Office.

Position/Task	Administrative Controls
1.	Employees are required to self-monitor for COVID-19 signs and symptoms prior to leaving for the workplace.
2.	Employees with COVID-19 symptoms should stay home and contact their supervisor to request appropriate leave approval or lost time.
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 their Human Resources Director.
4.	Employees who experience COVID-19 symptoms at work should notify their supervisor and the Human Resources Director immediately and will not be 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 FMLA leave.
5.	Employees are subject to a health screening consistent with the latest guidance from the CDC upon arrival at the workplace.
6.	If at any time during the employee’s work shift they develop COVID-19 symptoms, they are to report those symptoms to their immediate supervisor and to the Human Resources Director.
7.	Employees are encouraged to wash or sanitize their hands before coming to work, upon entering the building and regularly throughout the workday.
8.	Social distancing will be implemented and maintained where feasible and efficient. Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet away (about 2 arm lengths) from others

in indoor spaces. Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, avoiding the touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.
9. 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 agency business/operational needs and may be ended by the Chief of Staff or Human Resources Director anytime for any reason.
10. Use of videoconferencing or teleconferencing for meetings and gatherings will be considered regardless of teleworking or being in the office.
11. Where feasible and efficient, social distancing will be implemented in conference and meeting rooms.
12. Employees will be encouraged to use break rooms during non-busy times while maintaining social distancing or use outdoor seating areas during lunches, breaks, etc.
13. Employees who have been exposed to a person with COVID-19 at the workplace and requiring quarantine will be instructed by the Human Resources Director as to next steps. The employee's health status, health information or COVID-19-related exposure information will be kept confidential to the extent possible.

HAND 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, the Executive Office 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 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 AND OTHER PERSONAL PROTECTIVE EQUIPMENT

Face coverings/masks are generally no longer required while working in an office setting or outdoors 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.
- Departments and agencies may have additional policies to address specific operational needs, visitors and clients, employee tasks, work locations, or quarantine or isolation.
- Local public health authorities and organizations may adopt other masking requirements to be followed.
- Employees who are at elevated risk or feel better protected may mask consistent with operational needs.
- State masking requirements may be updated in the future as conditions evolve.

The Executive Office will provide employees with any required personal protective equipment or clothing (PPE) 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.

For the purposes of this plan, a nonmedical cloth face covering/mask 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 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 must 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.

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.
- Limit the number of occupants. For example, a car may allow for a driver plus another individual who sits in the rear seat on passenger side of the car. A 12–15-person van might accommodate 4-5 persons (e.g., driver, 1st row passenger side, 2nd row driver side, 3rd row passenger side, etc.).
- 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.
- Social distance when outside of the vehicle.

TRAVEL

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

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 Human Resources Director 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 Human Resources Director, who will follow-up with building management if appropriate.

DAILY HEALTH SCREENING/HEALTH SURVEILLANCE

All employees, contractors, interns, or other persons conducting work on behalf of the Executive Office will be required to participate in daily health screenings upon their return to the workplace. These health screenings are comprised of COVID-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 CONTACT AND WHEN TO QUARANTINE

Employees who are not fully vaccinated should be quarantined 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 Human Resources Director and follow their instructions.

Employees who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms.

Local public health authorities often determine and establish the quarantine options for their jurisdictions. Please contact the Human Resources Director with any questions.

TRAINING

All employees, contractors, interns, or other persons conducting work on behalf of the Executive Office must successfully complete the OSE's "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-related best practices. Training must minimally 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 Human Resources Director 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., social distancing, hand 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).

Note: It is recommended that employee training records minimally contain the name(s) of employee(s) trained, date of training, name of trainer and content of training.

RECORDKEEPING

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

All Executive Office 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 Revised Enforcement Guidance for COVID-19 cases](#) or [29 CFR 1904.39\(a\)-\(b\)\(11\)](#).

COVID-19 SAFE START TEAM

The Executive Office COVID-19 Safe Start Team must minimally be comprised of the Executive Office administrative staff. Other Executive Office employees may be assigned special duties on a case-by-case basis.

This team will be responsible for establishing and implementing return to workplace goals, reviewing and updating the Executive Office COVID-19 Preparedness & Response Plan, and identifying best practices and improvement needs stemming from agency communications, engineering and administrative work practice controls, and protective measures used during the pandemic.

COVID-19 SAFETY COORDINATOR(S)

The Human Resource Director will serve as the Agency Safety Coordinator. The Agency Safety Coordinator will monitor or report on implemented COVID-19 control strategies required for the workplace as needed or requested.

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 Agency/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](#)
- [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.

APPENDIX A: RETURN TO WORKPLACE CHECKLIST

Employee COVID-19 Return to Workplace Checklist

Note to Supervisors: please have employees complete this form on their first day back into the workplace. Agency COVID safety measures and protocols should be reviewed with or by the employee before they sign this form.

Welcome Back Employees. We are glad you are here!

Employee Name and ID#: _____
Supervisor Name: _____

a) State Property

Please confirm any state-owned equipment or property being returned to the workplace OR select N/A if equipment or property was not borrowed or is to be returned at a future date and time.

- Building/office keys or keycard
- Cell phone
- Computer or another mobile device (e.g., desktop, e-reader, laptop, notebook, PDA, tablet, etc.)
- Computer monitor(s)
- Files, records, reference materials, USB flash drive(s) containing data, etc.
- Keyboard, mouse/trackball, etc.
- Office chair
- Purchasing card(s)
- Other (please specify): _____
- N/A. Equipment or property was not borrowed.
- N/A. I am not returning borrowed equipment or property at present time because _____

b) Communications

- I have updated/modified my work telephone voicemail and email automatic reply message to include current contact information.
- I have received, reviewed, and had the opportunity to ask questions about my agency's COVID-19 Preparedness and Response Plan.
- I understand the expectations of and importance for social distancing, hand hygiene, cleaning and disinfection, face coverings if required, daily health screenings, and other safety measures used in the workplace to reduce the spread of COVID-19.
- I acknowledge I must stay home and call both my immediate supervisor and healthcare provided if I am feeling sick or have a fever, cough, other COVID-19-related symptoms, or believe I might have COVID-19.
- Employees having difficulty transitioning back to in-person office work or who are experiencing other personal or professional challenges are encouraged to access the resources provided by the [Employee Service Program \(ESP\)](#) website or contact ESP at 800-521-1377 or MCSC-ESP@mi.gov.

c) Training

- I have successfully completed the "COVID-19: Keeping You Safe at Work" training available on the Civil Service Learning Center as required by the Office of the State Employer.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

APPENDIX B: HEALTH SCREENING QUESTIONNAIRE

COVID-19 HEALTH SCREENING QUESTIONNAIRE

Notice: To help reduce the spread of COVID-19, all employees and contractors entering this workplace **MUST** complete a daily entry self-screening protocol covering symptoms and suspected or confirmed exposure to people with possible COVID-19.

Print Name:		Agency:	
Please read each question carefully		Circle the answer that applies to you	
1) Have you newly experienced any of the following symptoms in the past 48 hours that cannot otherwise be attributed to a known medical or physical condition? <ul style="list-style-type: none"> • fever or chills • cough • shortness of breath or difficulty breathing • fatigue • muscle or body aches • headache • new loss of taste or smell • sore throat • congestion or runny nose • nausea or vomiting • diarrhea 		YES	NO
2) Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?		YES	NO
3) Are you fully vaccinated? To be considered fully vaccinated, you must be ≥2 weeks following receipt of the second dose in a 2-dose series or ≥2 weeks following receipt of one dose of a single-dose vaccine.		YES	NO/PREFER NOT TO ANSWER
If fully vaccinated, you do not need to answer the remaining questions			
4) Have you been in close physical contact in the last 14 days with anyone who is known to have laboratory-confirmed COVID-19 OR anyone who has any symptoms consistent with COVID-19? Close physical contact is defined as being within 6 feet of an infected/symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting from 48 hours before illness onset (or, for asymptomatic individuals, 48 hours prior to test specimen collection).		YES	NO
5) Are you currently waiting on the results of a COVID-19 test other than one for pre-travel or post-travel?		YES	NO
6) Have you traveled internationally in the past 10 days? Travel is defined as any trip that is overnight AND on public transportation (plane, train, bus, Uber, Lyft, cab, etc.) OR any trip that is overnight AND with people who are not in your household.		YES	NO

Employees and contractors exhibiting signs of illness or answering “YES” to questions #1, #2, #4, #5 or #6 will not be permitted into the building. Employees or contractors who are denied building access **MUST** call their immediate supervisor to discuss available options (e.g., telework, use of leave credits, seek medical care as needed, etc.)