

# Michigan Civil Service Commission (MCSC)

## COVID-19 Preparedness and Response Plan (Rev. 6/28/22)

The MCSC has developed this COVID-19 Preparedness and Response Plan in accordance with the [CDC's latest guidance](#) and the [MIOSHA General Duty Clause](#), which requires each employer to furnish to each employee "employment and 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. This plan is available to employees via the intranet and upon request. The MCSC is committed to providing a safe workplace for workers and visitors. To ensure this, we have developed this plan to mitigate the potential for exposure to SARS-CoV-2 and transmission of COVID-19 in our workplaces and communities. This requires full cooperation among our workers, management, and visitors.

All employees are responsible for implementing and complying with all aspects of this plan. MCSC managers have our full support in enforcing this plan. Under the plan, MCSC employees working in the Capitol Commons Center will follow the safety protocols described below. MCSC employees providing HR services for other agencies will follow the safety protocols established by their host agencies for their worksites, including any applicable agency-specific face covering requirements. All worksites will have individual plans to reduce the spread of COVID-19 that reflect their unique situations.

The MCSC has designated its HR director, Stephanie Lenneman, as the worksite COVID-19 safety coordinator for the Capitol Commons Center to implement, monitor, report on, and ensure compliance with the COVID-19 control strategies and requirements in this plan. Please direct questions on the plan to the HR director or HR office.

### Exposure Determination

The MCSC has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The MCSC has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) [Hazard Recognition/Clarifying Risk of Worker Exposure to COVID-19](#).

- **Lower Exposure Risk Jobs.** - This category consists of jobs that have minimal occupational contact with the public and other coworkers or do not require contact with people known to be or suspected of being infected with COVID-19. Examples include:
  - Remote workers and those working from home during the pandemic.
  - Office workers, call center staff, labor and trades employees, and grounds crew personnel who do not have frequent close contact with coworkers, customers, or the public.
  - Healthcare workers providing only telemedicine services.
  - Transportation and delivery drivers.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The MCSC has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities.

The MCSC has categorized its jobs as follows:

Job/Task	Exposure Risk Determination	Qualifying Factors
Career Services Staff	Low or Medium	No Public Contact/Public Contact
Hearings Office Staff	Low or Medium	No Public Contact/Public Contact
Training Staff	Low or Medium	No Public Contact/Public Contact
All other staff	Low	No Public Contact

**NOTE:** Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

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

### Engineering Controls

The MCSC has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. 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.). Due to the limited public-contact and lower exposure risk faced by most MCSC employees, the majority of controls implemented are administrative controls detailed below. The primary engineering control implemented is the introduction of plastic shields at the information desk where public visitors are greeted.

### 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 MCSC:

Applicability	Administrative Control
All Employees	Self-monitor for <a href="#">COVID-19 signs and symptoms</a> before leaving for the workplace.
All Employees	Employees who have experienced a new onset of <a href="#">COVID-19 symptoms</a> that cannot otherwise be attributed to an alternate diagnosis or who have not received a negative COVID-19 test since symptom onset must contact their supervisor and Human Resources Director for further direction and follow-up.
All Employees	Employees are subject to a health screening upon arrival at the workplace.
All Employees	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 HR director
All Employees	Employees are required to promptly report any signs and symptoms of COVID-19 to the HR director during work to their supervisor.
All Employees	Employees who experience <a href="#">COVID-19 symptoms</a> at work must notify their supervisor immediately and will not be permitted to stay at work. The MCSC and collective bargaining agreements have leave policies that promote workers staying at home when they are sick, when household members are sick, or when exposed to a contagious disease endangering others. Eligible employees have access to paid sick and annual leave and unpaid medical, and FMLA leaves.
All Employees	Employees are encouraged to wash or sanitize their hands before coming to work, upon entering the building and regularly throughout the workday.

All Employees	Promote remote work and flexible work hours where appropriate consistent with operational needs. These options are neither a benefit nor an entitlement; they are subject to agency business needs and may be ended by the director or HR director anytime for any reason
All Employees	Use of videoconferencing or teleconferencing for meetings and gatherings will be considered regardless of teleworking or being in the office.
All Employees	Employees who have been exposed to a person with COVID-19 at the workplace and requiring quarantine will be instructed by the HR 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.
Everyone	Provide customers and the public with tissues and trash receptacles.
Everyone	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.

### 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.
- Caring for someone who is sick.
- 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, gas pump, shopping cart, or electronic cashier register, pin pad, or screen.
- Touching garbage.
- Touching your eyes, nose, and mouth with unwashed hands.
- Touching/handling an animal, animal feed, or animal waste.
- Using the restroom

When the provision of handwashing facilities is not feasible, the MCSC 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 Personal Protective Equipment (PPE)

Face coverings are generally no longer required while working, subject to some considerations:

- Agencies may have additional policies to address specific operational needs, visitors and clients, employee tasks, work locations, or quarantine or isolation. MCSC employees providing HR services for other agencies will follow any face covering requirements established by their host agencies for their worksites.
- Local health departments and organizations may adopt other face covering requirements to be followed.
- Employees who are at elevated risk or feel better protected may use a face covering consistent with operational needs.
- State face covering requirements may be updated in the future as conditions evolve.

**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, consistent with operational needs. Any 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.

### **Carpool and Rideshares**

The following protective measures are required whenever two or more persons intend to share a 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 at the beginning and end of each shift, and after an occupant becomes sick.
- Practice hand hygiene and cough etiquette.

### **Travel**

Domestic and international business travel should be delayed until employees are up to date with their COVID-19 vaccination. 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. Approval or requests for additional information will be returned to the individual submitting the 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 the MCSC 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 **stay home** and contact their HR director or designee and their immediate supervisor if they, a family member, or someone they live with tests positive for COVID-19 so human resources can trace and monitor others with whom the employee has been in close contact 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 HR director, 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 the MCSC 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.). 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 COVID-19 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 their exposure, even if they don't have symptoms, and follow other applicable CDC guidance.

Employees who are not up to date on their COVID-19 vaccinations 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 HR director and follow their instructions.

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

The MCSC will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their worklocation.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

The MCSC will not discharge, discipline, or otherwise retaliate against employees who stay home or leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, the HR director will notify any coworkers, contractors, or visitors who may have come into contact with the person who is the confirmed case of COVID-19 within 24 hours. When notifying coworkers, contractors, and visitors, the MCSC will not reveal the name or identity of the confirmed case.

The MCSC will allow employees with a confirmed 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.

### **Training**

All employees, contractors, interns, or other persons conducting work on behalf of the MCSC must successfully complete OSE's "COVID-19: Keeping You Safe at Work", 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 COVID-related best practices. Training or information provided must include, at a minimum:

- Routes by which the virus causing COVID-19 is spread.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on

environmental surfaces.

- Symptoms of 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 HRD if they, a family member, or someone the employee lives with test 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 t (e.g., daily health screenings, hand hygiene, routine cleaning and disinfection, use of personal protective equipment, travel restrictions, isolation protocol, close contact and when to quarantine, building signage, etc.).
- Resources available. (e.g., Employee Service Program).

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**

The MCSC will maintain records of training, health surveillance, and required notifications in accordance with the applicable MCSC retention schedules. All MCSC 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](#) or [29 CFR 1904.39\(a\)-\(b\)\(11\)](#).

### **COVID-19 Safe Start Team**

The MCSC COVID-19 Safe Start Team shall minimally be comprised of the director, deputy directors, and HR director. Other MCSC 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 MCSC 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**

Stephanie Lenneman is the MCSC COVID-19 Safety Coordinator. The COVID-19 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](mailto: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](https://www.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.