

## COVID-19 Preparedness & Response Plan for Low & Medium Risk Employees

### General

The Michigan Economic Development Corporation (MEDC) has developed this **CO**rona**VI**rus **D**isease **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”. Accordingly, the following Coronavirus/COVID-19 Preparedness & Response Plan has been established for the Michigan Economic Development Corporation (MEDC) in accordance with CDC’s latest guidance related to COVID-19.

These guidelines were developed specifically for MEDC and are subject to change as professional/expert recommendations, regulatory guidance, and statewide practices continue to evolve. This document is intended to direct onsite, tactical operations in alignment with best practice, the Centers for Disease Control, Michigan Occupational Safety & Health Administration, and Michigan Department of Health and Human Services, to the greatest extent possible.

This is a working document and will be updated to reflect changes and introduce new recommended practices, as they become available. It is intended to apply to all MEDC employees and support MEDC Facility and Human Resources policies and to provide information and instruction for all who enter our facilities to keep themselves and others safe. These written guidelines and supporting information in the Appendices will be available to all MEDC employees via the Intranet, sent via email and upon request.

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 the Human Resources Director or the [Agency Safety Coordinator](#).

### Exposure Determination

The MEDC 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 MEDC 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](#).

**Lower (caution) exposure risk jobs.** 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.

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 contact with coworkers, customers or the public
- ✓ Healthcare workers providing only telemedicine services
- ✓ Transportation and delivery drivers.

**Medium exposure risk jobs.** 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.* Examples include:

- ✓ All field staff and office employees who frequently meet directly face-to-face with the public
- ✓ Those who have frequent contact with coworkers
- ✓ Those who may have contact with the general public (e.g. schools, prisons, jails, nursing homes and other congregate care facilities, high population density work environments and some high-volume retail settings)

The MEDC has determined that the following positions/jobs/tasks have the following exposure determination(s).

<b>Positions/job/task</b>	<b>Determination</b>	<b>Qualifying Factors (i.e. no public contact, public contact, job task description)</b>
Field-based, outward facing staff (Business Development & Community Development) whose primary function is marketing Michigan as the place to do business and foster the growth of vibrant communities across the state; Marketing & Communications staff (lead marketing agency for the state of Michigan)	Medium exposure risk (38% of workforce/jobs/functions)	Public facing / community, contact and interaction with businesses, community leaders and vendors.
All other MEDC positions	Lower exposure risk (62% of workforce/jobs/functions)	No public contact; primary work functions performed remotely or in office environment.

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

The MEDC 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.).

The MEDC RTF-SS team will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

The following engineering controls have been implemented:

Position/Job/Task	Engineering Control
All MEDC positions with access to the facility	Installing distancing 'markers' in the facility in to ensure a proper 6' is maintained in areas of higher volume of people (including elevator cars).

### 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 MEDC:

- ✓ Employees are required to self-monitor for [COVID-19 signs and symptoms](#) prior to leaving for the workplace.
- ✓ Employees who have experienced a new onset of [COVID-19 symptoms](#) that cannot otherwise be attributed to an alternate diagnosis or negative COVID-19 test must contact their supervisor and Human Resources Director for further direction and follow-up.
- ✓ 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.
- ✓ Employees who experience [COVID-19 symptoms](#) at work should notify their supervisor 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 leaves.
- ✓ Employees are subject to a health screening upon arrival at the workplace.
- ✓ Employees are required to promptly report any signs and symptoms of COVID-19 to the Human Resources Director during work to their supervisor.
- ✓ Employees are encouraged to wash or sanitize their hands before coming to work, upon entering the building and regularly throughout the workday.
- ✓ 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 Agency Director or Human Resources Director anytime for any reason.

- ✓ Use of videoconferencing or teleconferencing for meetings and gatherings will be considered regardless of teleworking or being in the office.
- ✓ 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 & Disinfection of Environmental 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 MEDC 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/Masks and Other Personal Protective Equipment (PPE)**

The MEDC 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.

The following type(s) of PPE have been selected for use:

Positions/job/task	PPE
All MEDC positions	None provided currently

For the purposes of this plan, a nonmedical cloth face covering/mask is NOT considered PPE. Employees that are in the office or attending indoor or outdoor events, are generally no longer *required* to wear masks. Masks are, however, still optional/encouraged, based on personal choice.

Additional exceptions/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.
- *Local* health departments 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.
- Masking requirements for public meetings held at MEDC facilities will mirror those above.

**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 [MEDC 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.

### Reasonable Accommodations

Reasonable accommodations may be available to qualified applicants and employees with disabilities. Please contact the MEDC ADA Title I Reasonable Accommodation Coordinator with any questions.

### 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. 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 the [Insert Agency name here] 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.

## **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 Screenings/Health Surveillance**

All employees, contractors, interns, or other persons conducting work on behalf of the MEDC 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 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 to 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 do not have symptoms, and follow other applicable CDC guidance.

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 Human Resources Director and follow their instructions.

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 MEDC 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 shall 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., 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 records of employee training be maintained that, at a minimum, document the name(s) of employee(s) trained, date of training, name of trainer, and content of training.

## **Recordkeeping**

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

All MEDC 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\(a\)-\(b\)\(11\)](#).

### **MEDC Return to Work/Safe Start Teams (RTF-SS)**

The MEDC COVID-19 Safe Start Team and the Return-to-Work Task Force shall be minimally comprised of the Executive Vice President of Finance/Administrative Operations, Director of Human Resources & Administration and Facilities Manager/Safety Coordinator. Other MEDC 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 MEDC 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 Director of Human Resources & Administration and Facilities Manager/Safety Coordinator will serve as the MEDC's 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.

### **Additional Support/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 State of Michigan's [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](http://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](#)

### Resources for Employees

#### *As Health Care Seekers – Corporate Employees*

- ✓ <https://www.mibluesperspectives.com/2020/03/14/coronavirus-outbreak-what-you-need-to-know/>
- ✓ <https://www.mibluesperspectives.com/2020/03/09/how-to-access-telehealth-care-during-the-coronavirus-outbreak/> - How to Access Telehealth support during COVID 19

#### *As Health Care Seekers – State Employees*

- ✓ [https://www.michigan.gov/mdcs/0,4614,7-147-22854\\_29351---,00.html](https://www.michigan.gov/mdcs/0,4614,7-147-22854_29351---,00.html) – Information regarding the Employee Service Program related to COVID-19 and managing stress and anxiety needs; or other personal and work-related concerns. (800-521-1377, or [MCSC-ESP@mi.gov](mailto:MCSC-ESP@mi.gov)).

- ✓ [https://www.michigan.gov/mdcs/0,4614,7-147-22854\\_38681---,00.html](https://www.michigan.gov/mdcs/0,4614,7-147-22854_38681---,00.html) – Contact information for all state employee health plans to request information related COVID-19 resources.

**Miscellaneous**

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

## Employee COVID-19 Return to Workplace Checklist (Appendix A)

**Note to Managers:** 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#:	
Manager Name:	

### A. MEDC Property

Please confirm which of the following MEDC-owned items/equipment you are returning to the office.

- 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 an 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 state home and call both my immediate manager and healthcare provider 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](mailto: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.

**I VERIFY I UNDERSTAND THE EXPECTATIONS FOR PERFORMING MY JOB IN THE WORKPLACE UNDER OUR NEW COVID-19 PREPAREDNESS PROTOCOLS.**

Employee Signature \_\_\_\_\_ DATE \_\_\_\_\_

Manager Signature \_\_\_\_\_ DATE \_\_\_\_\_