

# COVID-19 PREPARDNESS PLAN

## MICHIGAN GAMING CONTROL BOARD

The purpose of this document is to provide guidance to employees and contractors in all Michigan Gaming Control Board (MGCB) worksites for returning to in office operations in a manner that reduces the spread of COVID-19.

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## Introduction

The MGCB has developed this **CO**rona**VI**rus **D**isease **2019** (COVID-19) Preparedness 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.

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 COVID-19 Preparedness Plan (MCP) is readily available to employees electronically via MGCB Intranet, Michigan Office of the State Employer (OSE) internet site, and upon request. Questions about this plan should be directed to the Human Resources Director/ [Safety Coordinator](#).

Full-time, permanent-intermittent, part-time, temporary, contract, and per diem employees are covered by the standards outlined in this document.

## Program Administration

MGCB formed a safe start team to ensure plans to return employees to the workplace are implemented consistently across the agency. The employees included in MGCB's Safe Start Team (MSST) are as follows:

- Henry Williams, Executive Director
- Holli Doyle, Financial Services Section Manager
- Karen Finch, Detroit Administrative Services Manager
- Melissa Hamp, Department Analyst
- Dave Murley, Deputy Director of Online Gaming and Legal Affairs
- Bob Simon, Deputy Director of Administration
- Carla Schulte, Deputy Director of Casino Operations
- Kurt Steinkamp, Deputy Director of Licensing and Investigations
- Lori Fedewa, Human Resources Director (HR)/ Safety Coordinator/ Reasonable Accommodation Coordinator

The MSST will be responsible for establishing and implementing return to workplace goals, reviewing and updating the MCP, and improvement needs regarding agency communications, engineering and administrative work practice controls, and PPE used during the pandemic. All staff are encouraged to communicate to their deputy director, manager, supervisor, or the Safety Coordinator any suggestions for policy improvements and updates as well as any COVID-related questions or concerns.

## Exposure Determination

MGCB has conducted a risk assessment in accordance with the CDC, fully vaccinated employees (non-healthcare workers) likely fall into the lower COVID risk level. The results of this assessment are outlined below.

The **lower risk** category consists of employees that are not required to be in 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 or other co-workers. This includes general office operations (all MGCB employees) and mail processing (employees in the Detroit Administrative Services Section and Financial Services).

The **medium risk** category consists of employees that require 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. Employees of the Enforcement, Employee Licensing, Horse Racing, Investigations, Criminal Investigations, Enterprise Licensing, Audit, iGaming, and Indian Gaming Sections are included in this risk category.

Per the [CDC](#), employees are best protected when they are up to date with their COVID-19 vaccination. In general, employees are considered fully vaccinated 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 contact Lori Fedewa, Reasonable Accommodation Coordinator, with any questions.

## Engineering Controls

DTMB will manage air filters and ventilation rates for Cadillac Place and Lottery Building (see MI Safe Start Plan – DTMB Managed Buildings). The casino and track offices are maintained by the company owner; however, the MCPP includes provisions for each casino and track to have a preparedness plan in accordance with CDC guidance.

Supervisors and managers will consider staff seating arrangements when making decisions on returning staff to in-office operations. Plexiglass shields have been installed in work areas where direct exposure to the public occurs. This includes casino reception areas, casino licensing areas, DPL processing rooms, interview rooms at Cadillac Place, and the licensing counter at Northville Downs. MGCB will continually evaluate engineering controls through review of CDC guidance. Updates to the MCPP will be made as changes are deemed appropriate.

## 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 MGCB.

Position/Task	Administrative Controls
<b>All Employees</b>	1. Employees are required to self-monitor for <a href="#">COVID-19 signs and symptoms</a> prior to leaving for the workplace.
	2. Employees who have experienced a new onset of <a href="#">COVID-19 symptoms</a> 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.
	3. Employees who do not pass the screening criteria will be instructed to contact their supervisor, not report to the worksite or leave the worksite, 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 <a href="#">COVID-19 symptoms</a> 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.

	5. Employees are subject to a health screening upon arrival at the workplace.
	6. Employees are required to promptly report any signs and symptoms of COVID-19 to the Human Resources Director, and, during work to their supervisor.
	7. Employees are encouraged to wash or sanitize their hands before coming to work, upon entering the building, and regularly throughout the workday.
	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 MGCB business/operational needs and may be ended by the Executive Director or Human Resources Director anytime for any reason.
	9. Use of videoconferencing or teleconferencing for meetings and gatherings will be considered regardless of teleworking or being in the office. In-person meetings can be conducted, if necessary, but social/physical distancing measures must be adhered to.
	10. 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.

## Training

All employees, contractors, interns, or other persons conducting work on behalf of the MGCB 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, 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 MGCB COVID-19 related records (e.g., health screenings, training records, etc.) will be kept in accordance with applicable MGCB record retention requirements.

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

## 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 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.

## Daily Health Screenings/Health Surveillance

Cadillac Place/Lottery Building – All employees, contractors, interns, and other persons doing work on behalf of the MGCB 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. Persons (e.g., employees, contractors, interns, etc.) exhibiting signs of illness will not be permitted into the building. 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 (e.g., parking lot, 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.

Detroit Casino Offices and Horse Racing Track – See the casinos and horse racing track offices COVID-19 Preparedness Plans for worksite entry details.

## Site access for non-employees

Lottery Building - Lobby access to non-essential visitors is suspended until Lottery reopens the lobby to the public. Customers will continue to send all documents via U.S. mail for processing. Once the Lottery Building lobby is opened to the public, customers will be allowed to enter the building after a health screen is conducted to drop off documents in person. CDC guidelines are followed when conducting health screens. MGCB's site contact will work with Lottery to keep up to date on changes made to building entrances.

For visitors that require an appointment or an in-person meeting, health screening questions are required for visitors and is reviewed when the appointment or meeting is scheduled. Upon entry into the building, an MGCB employee will greet the visitor at the lobby entrance, ensure the Lottery health screen is completed, and escort the visitor to the meeting or appointment site.

Cadillac Place – Visitors are required to enter Cadillac Place via the main entrances. Upon entering the building visitors will sign in with security. MGCB's site contact will work with DTMB to keep up to date on changes made to building entrances.

Detroit Casino Offices and Horse Racing Track – See the casinos and horse racing track offices COVID-19 Preparedness Plans for the process for visitors entering casino and track offices.

## Travel and Transportation Restrictions

All persons traveling on behalf of the MGCB 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.

All international business travel must be approved by OSE. The employee's manager must submit a written request to the Deputy Director of Administration for review and submission to the OSE Director. Additional information will be requested by the Deputy Director of Administration after the initial request is submitted to OSE. A separate request must be submitted for each employee traveling.

## Carpool and Rideshares

Travel utilizing a state vehicle is permitted. The following protective measures are required:

- Stay home when sick.
- Increase the fresh air intake via the vents or by slightly opening the windows.
- Clean and disinfect surfaces often.
- Following use of a state vehicle, clean and disinfect all high-touch surfaces. This includes keys, steering wheel, door handles (interior and exterior), gear shift, temperature and radio control panel, seat belt hardware, arm rests, power window/lock buttons, seat adjuster buttons/knobs, and dashboard. Disinfecting wipes will be included in each State vehicle. 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.

## 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 MGCB 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 Personal Protective Equipment (PPE)

Face coverings/Masks are generally no longer required while working in an office setting or outdoors but are subject to some considerations:

- Face coverings/masks 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 face covering/mask requirements to be followed.
- Employees who are at elevated risk or feel better protected may wear face coverings/masks consistent with operational needs.
- State face covering/mask requirements may be updated in the future as conditions evolve.

Face Coverings/Masks and PPE is available to our employees at no cost. Questions regarding the use of face coverings/masks and PPE for the tasks or procedures employees will perform can be directed to their deputy director, manager, or supervisor.

The types of face coverings/masks and PPE available to employees are as follows: face coverings/masks (disposable, one-use), non-latex surgical gloves (disposable, one-use). In addition, face shields and gowns are supplied to staff at the Detroit casinos and Cadillac Place that take fingerprints.

Employees can bring in their own face coverings/masks and PPE, but it must be appropriate for the work 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 covering/mask 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.

Face coverings/Masks can voluntarily be used by employees when interacting with the public. Disposable face coverings/masks are provided to the public when receiving fingerprint services as part of the licensing process.



Disposable gloves can voluntarily be used by employees that handle mail, employees conducting fingerprint services, and upon request to all other employees. Disposable gloves are intended to be used only once and should be properly discarded after each use.

Face shields and gowns are provided to Employee Licensing and Enterprise Licensing Section employees that cannot maintain six feet of distance between them and the public during the licensing process (i.e. fingerprinting). The use of face shields and gowns is voluntary.

The MGCB 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 required use:

Positions/job/task	PPE
All MGCB positions	None currently

## Case Monitoring

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 their HR director or designee 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 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 agency, who will follow-up Human Resources, if appropriate.

DTMB is coordinating with the HR office for all state agencies to ensure state employees working in a facility where an employee or visitor has a confirmed case of COVID-19 are notified and proper measures are taken to sanitize affected areas. The Detroit casinos and horse racing track offices will provide notification to MGCB executive management of positive COVID-19 cases within 24 hours of the confirmed case. MGCB executive management will notify the agency's HR Director immediately. Within 24 hours the HR Director will notify all employees that work in the facility in question and arrange for a notice to be posted on the office entrances.

Working with the HR Director to identify the areas of the building in which the exposed individual came into contact, the agency will work to have an approved restoration/cleaning service that can provide CDC-approved protocol for cleaning and disinfecting of the exposed area and common spaces.

## 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](#)
- MDHHS Coronavirus Resources: [www.mi.gov/coronavirus](http://www.mi.gov/coronavirus)
- [Michigan.gov/coronavirus](http://Michigan.gov/coronavirus)
- [MIOSHA COVID-19 Resources](#)
- [MIOSHA General Industry Safety & Health Standards](#)
- [OSHA COVID-19 Resources](#)
- [MIOSHA Emergency Rules](#)
- 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.

## Questions

Questions regarding the content of the MCPP can be directed to:

Holli Doyle, Financial Services Section Manager	<a href="mailto:doyleh@michigan.gov">doyleh@michigan.gov</a>	cell 517-449-9348
Bob Simon, Deputy Director of Administration	<a href="mailto:simonr@michigan.gov">simonr@michigan.gov</a>	cell 517-763-1043
Lori Fedewa, HR Director/ Safety Coordinator/Reasonable Accommodation Coordinator	<a href="mailto:fedewal2@michigan.gov">fedewal2@michigan.gov</a>	cell 313-300-6155

## Appendix A: Employee Health Screening Form

# 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. 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.).

<b>Print Name:</b>	<b>Agency:</b>		
<b>Please read each question carefully</b>		<b>Circle the answer that applies to you</b>	
1) Have you experienced any new onset (without an alternate diagnosis or negative COVID-19 test) of the following symptoms in the past 5 days? <ul style="list-style-type: none"> <li>• fever or chills</li> <li>• cough</li> <li>• shortness of breath or difficulty breathing</li> <li>• fatigue</li> <li>• muscle or body aches</li> <li>• headache</li> <li>• new loss of taste or smell</li> <li>• sore throat</li> <li>• congestion or runny nose</li> <li>• nausea or vomiting</li> <li>• diarrhea</li> </ul>		<b>YES</b>	<b>NO</b>
2) Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?		<b>YES</b>	<b>NO</b>
3) Are you up-to-date on your vaccination? To be considered up-to-date, you must have received all recommended doses in the primary series and one booster when eligible.		<b>YES</b>	<b>NO/PREFER NOT TO ANSWER</b>
<b>If up-to-date with your vaccination, you do not need to answer the remaining questions.</b>			
4) Have you been in close physical contact in the past 5 days with a person infected 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).		<b>YES</b>	<b>NO</b>
5) Are you currently waiting on the results of a COVID-19 test other than one for pre-travel or post-travel?		<b>YES</b>	<b>NO</b>

Employees and contractors exhibiting signs of illness or answering “YES” to questions #1, #2, #4, or #5 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.).

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## Appendix B: Visitor Health Screening Form

# VISITOR COVID-19 HEALTH SCREENING QUESTIONNAIRE

Notice: To help reduce the spread of COVID-19, the State of Michigan has implemented health screenings for all persons entering a state workplace. The Center for Disease Control (CDC) recommends people do the following to help reduce the spread of the virus: stay home when sick; wash hands often; avoid close contact with individuals who are sick; cover mouth and nose with a tissue when coughing or sneezing or use the inside of their elbow; and clean and disinfect frequently touched surfaces daily.

<b>Print Name:</b>	<b>Date:</b>	
<b>Reason for Visit:</b>	<b>Person Visiting:</b>	
<b>Please read each question carefully</b>		
1) Have you experienced any new onset (without an alternate diagnosis or negative COVID-19 test) of the following symptoms in the past 5 days? Check all that apply.		
<input type="checkbox"/> fever or chills <input type="checkbox"/> headache <input type="checkbox"/> cough <input type="checkbox"/> new loss of taste or smell <input type="checkbox"/> shortness of breath or difficulty breathing <input type="checkbox"/> sore throat <input type="checkbox"/> fatigue <input type="checkbox"/> congestion or runny nose <input type="checkbox"/> muscle or body aches <input type="checkbox"/> nausea or vomiting <input type="checkbox"/> <input type="checkbox"/> diarrhea		
2) Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?	<b>YES</b>	<b>NO</b>
3) Have you been in close physical contact in the past 5 days with a person infected 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).	<b>YES</b>	<b>NO</b>
4) Are you currently waiting on the results of a COVID-19 test other than one for pre-travel or post-travel?	<b>YES</b>	<b>NO</b>
<b>For Health Screener Use Only</b>		
<b>Entry Allowed:</b>  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Screener's Name:</b>	

Visitors exhibiting signs of illness or answering "YES" to questions #1, #2, #4, or #5 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.).

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