



COVID-19 Preparedness & Response Plan Update

This Coronavirus 2019 (COVID-19) Preparedness and Response Plan (PRP) update has been established for the Michigan State Police (MSP) in accordance with [Centers for Disease Control and Prevention \(CDC\)](#) latest guidance and the [MIOSHA General Duty Clause](#), which requires the employer to furnish each employee with “a place of employment that is free from recognized hazards.....”.

This plan is available to members via the [Office of the State Employer website](#). The purpose of this program is to minimize or eliminate members exposure to COVID-19. All members are responsible for complying with the PRP. Please direct questions to the MSP [Disability Management Unit](#).

Exposure Determination

All members fit into one of four categories for risk exposure, consistent with the U.S. Department of Labor’s Occupational Safety and Health Administration (OSHA) [Hazard Recognition](#), noting that a member’s category could change based upon the work assignment.

Very High Risk

- Duties with exposure to known sources during specific medical, postmortem, or laboratory procedures,
- Could include healthcare, laboratory, or morgue employees during specific procedures,
- Per the CDC, fully vaccinated employees (non-healthcare workers) likely fall into the lower COVID risk level.

High Risk

- Duties with a high potential exposure to known or suspected sources of COVID-19,
- Could include licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers.

Per the CDC, fully vaccinated employees (non-healthcare workers) likely fall into the lower COVID risk level.



Medium Risk

- Duties that require frequent and/or close contact (within 6 ft) with the general public
- Frequent contact with travelers who may return from locations with widespread COVID-19 transmission
- In areas where there is ongoing community transmission, workers in this category may have contact with the general public (i.e., schools, high-population-density work environments, high-volume retail settings, etc.)
- Per the CDC, fully vaccinated employees (non-healthcare workers) likely fall into the lower COVID risk level

Low Risk

- Duties that do not require contact with people known or suspected of being infected with coronavirus
- No frequent close contact (within 6 ft) with the general public
- Minimal contact with co-workers

Per the CDC, employees are best protected when they are up to date with their COVID-19 vaccination. In general, employees are considered 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 & Administrative Controls

The MSP will adhere to [CDC](#) guidance to prevent members and the public we serve from contracting COVID-19. To that end, the MSP will focus on the below areas to mitigate COVID-19 exposure.

Engineering Controls involve isolating members from work-related hazards using ventilation and other engineered solutions. Worksite commanders will implement, where appropriate, engineering controls to mitigate member exposure to COVID-19 which may include:

- High-efficiency air filters,
- Increased ventilation rates,
- Physical barriers (clear plastic barriers, sneeze guard, plexiglass, etc.),
- Drive-up, drive-thru, or curbside services.



Administrative Controls are workplace policies, procedures, and practices that minimize or eliminate member exposure to the hazard. Worksite commanders will introduce, where appropriate, administrative controls to mitigate member exposure to COVID-19 which may include:

- Posting [signage](#) related to COVID-19 signs, symptoms, and related resources.
- Requiring members to self-monitor for [COVID-19 signs and symptoms](#) prior to leaving for the workplace.
- Requiring a health screening upon arrival at the workplace.
- Employees who do not pass the health screening criteria are instructed to contact their supervisor, not report to work, and may use appropriate leave credits or lost time.
- Members who:
 - o Have tested positive for COVID-19,
 - o Are experiencing a new onset of [COVID-19 symptoms](#) that cannot otherwise be attributed to an alternate diagnosis, or
 - o Have had [close contact](#) with someone who has tested positive for COVID-19,

should refer to the [MSP COVID-19 questionnaire](#) for additional guidance or contact MSP HR at MSP-DisabilityMgt@michigan.gov. The employee's health status, health information, or COVID-19-related exposure information will be kept confidential to the extent possible.

- 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 Director or Human Resources at any time and for any reason.
- Use of videoconferencing or teleconferencing for meetings and gatherings will be considered regardless of whether any particular individual is teleworking or is physically present in the office.

Hand Hygiene

All members are encouraged to wash or sanitize their hands before coming to work, and shall engage in hygienic [Safe Work Practices](#) including frequent hand washing, wiping down work areas (keyboards, computer mice, counter tops, desks, door



handles, etc.) or any other surfaces that may have been exposed to the member's germs thoroughly before and after each shift.

In general, hand washing is required whenever significant hand contamination occurs and cross contamination may occur. Hand washing must occur frequently, especially during the below key times. The fundamental principle of hand washing is removal, not killing, of viruses, and should generally occur:

- **Before, during, and after** preparing food
- **Before and after** eating food
- **Before and after** caring for someone at home who is sick with vomiting or diarrhea
- **Before and after** treating a cut or wound
- **After** using the toilet
- **After** [changing diapers or cleaning up a child who has used the toilet](#)
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

Proper hand hygiene involves the use of soap and running water, rubbing all surfaces of the hands vigorously for at least 20 seconds (e.g., sing the "Happy Birthday Song" twice). The amount of time spent washing hands is important to reduce the transmission of pathogens to food, water, people, and inanimate objects.

Close attention should be paid to the nail areas, as well as the area between the fingers and under rings. Hand washing is defined as the vigorous, rubbing together of all surfaces of lathered hands, followed by rinsing under a stream of water.

If soap and running water are not available, use an alcohol-based hand sanitizer (> 60% alcohol content) to clean your hands. Alcohol-based hand sanitizers significantly reduce the number of germs on skin and are fast-acting. Hands should be rubbed until the surfaces of the hand are dry.

Hand drying after washing with soap and water should be achieved by use of single-use disposable paper hand towels. Turn off the faucet by using the disposable hand towel to reduce recontamination of the hands by the faucet handle.



If forced air dryers are used, use the lower portion of the arm or elbow to turn off the water faucet after hand washing. Repeated drying of hands with reusable cloth towels is not recommended and should be avoided.

Good infection control practice to avoid self-contamination is to avoid touching your eyes, nose, and mouth with gloved or ungloved contaminated hands, placing pens, pencils caps or your fingers in your mouth, or licking your finger to turn a page.

Wash your hands to minimize the risk of contaminating your work environment by touching doorknobs, light switches, and telephones with contaminated gloved, or ungloved, hands.

Disinfection of Environmental Surfaces

Cleaning and disinfection will increase at all MSP facilities to limit exposure to COVID-19. Janitorial services conducted within Department of Technology, Management and Budget (DTMB) managed facilities will be completed twice daily by contracted janitorial service vendors, with a focus on frequently touched surfaces (e.g., door handles, push/panic bars, handicap entry buttons, etc.), in lobby areas, restrooms, breakrooms, conference rooms, cafeterias, retail space, elevators, and on drinking fountains. Janitorial service providers will provide cleaning supplies for common area use to include replenishing hand sanitizer stations.

MSP on-site facilities staff will work with cleaning service providers to establish an enhanced cleaning and disinfection plan and schedule for non-DTMB managed facilities.

Cleaning and disinfecting plans will be based on CDC and Environmental Protection Agency (EPA) guidance and will describe how and when janitorial service providers will clean and disinfect common spaces, surfaces, and frequently touched objects.

The janitorial service provides all cleaning supplies. Disinfectants must meet the minimum standards set forth by the U. S. Government, Centers for Disease Control. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to. Safety Data Sheets for each of the chemicals will be maintained by janitorial service providers and available upon request.

In the event of a COVID-19 worksite exposure, HR personnel will work with worksite command to provide notification and cleaning procedures, using a State of Michigan contracted restoration cleaning company, according to CDC-approved protocol.



Members will be responsible for wiping down personal work areas thoroughly at the beginning and end of each shift using MSP-provided cleaning supplies or other EPA approved disinfectants. Areas to be cleaned include keyboards, counter tops, computer mice, door handles, critical surfaces, chair arm rests, and any other relevant surfaces the member contacts frequently.

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

Face Coverings and Personal Protective Equipment and Clothing

The MSP will provide members with personal protective equipment or clothing (PPE), for protection from COVID-19, appropriate to the exposure risk associated with particular jobs and in accordance with current 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 is NOT considered PPE.

At this time, employees at department worksites are [not required to wear face coverings while working](#). However, face coverings may still be required in high-risk congregate settings, such as schools, healthcare facilities, and correctional facilities, or if required by any non-departmental facility they enter.

Employees may voluntarily choose to wear a facial covering that meets state and agency workplace standards.

Please contact [MSP Human Resources](#) or the [agency Safety Coordinator](#) with any questions. Members who are medically unable to wear a cloth face covering MUST contact the agency [Reasonable Accommodation Coordinator](#) to initiate the reasonable accommodation process. Reasonable accommodations are available to qualified applicants and members with disabilities. Please contact the agency [Reasonable Accommodation Coordinator](#) with any questions.

State masking requirements may be updated in the future as conditions evolve.



Health Surveillance

All members entering an MSP worksite will be required to participate in daily health screenings via the State of Michigan (DTMB) COVID Screening App. 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 from a worksite 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 MSP Worksites.

Please refer to the [MSP Guidance for Employees Regarding COVID-19](#) and follow the instructions therein with respect to information regarding quarantine length, symptomology, close contact, and positive COVID tests.

Carpool and Rideshares

The following protective measures are required whenever two or more persons share either a state vehicle or a 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 MSP will follow the latest [CDC guidance for domestic and international business travel](#). All domestic and international business travel should be delayed until members are up to date with their COVID-19 vaccination.

Feeling Sick and Work-Related Post-Exposure Evaluation & Follow-up

Members should stay home and complete the [MSP COVID-19 questionnaire](#) if they have a fever, cough, or other symptoms related to COVID-19 or believe they might have COVID-19. Members may also contact the Human Resources [Disability Management Unit](#) at any time with questions or concerns. Human Resources will trace and monitor others who may have been in close contact with a COVID positive individual 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 Human Resources.

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 refer to the [MSP Guidance for Employees Regarding COVID-19](#) and follow the instructions therein with respect to information regarding quarantine length, symptomology, close contact, and positive COVID tests. You may also contact Human Resources at [this email address](#) with questions.



Recordkeeping

The MSP Safety Coordinator or designee shall coordinate COVID-19 required recordkeeping. All COVID-19 member-related records will be kept in accordance with agency retention schedules.

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

Training

Prior to returning to the workplace, all MSP members shall complete OSE-provided "COVID-19: Keeping You Safe at Work" training available via the [Civil Service Learning Management System](#), and complete the [Return to Work Checklist](#).

Training should be completed within the week prior to returning to the workplace to ensure the latest information and guidance are incorporated.

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 employee training records minimally contain the name(s) of employee(s) trained, date of training, name of trainer and content of training.

Safe Start Team, the Return-to-Work Task Force, and the Business Recovery/Quality Assurance Teams

The MSP has established an Agency Safe Start Team that is comprised of the following members:

- Ms. Stephanie Horton – Human Resource Director
- Insp. Mike Johnson – Facilities and physical security
- F/Lt. Aimee Brimacombe – Risk Management
- Ms. Shanon Banner – Public Affairs Manager
- Mr. Bob Kirkby – Forensic Science Division
- Ms. Nicole Brown – Executive Operations

The Return-to-Work Task Force is comprised of the Agency Safe Start Team and other department members, as needed, to provide expertise on specific topics.

This team is responsible for establishing and implementing return to workplace goals, reviewing and updating the MSP 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)

Stephanie Horton will serve as the MSP COVID-19 Safety Coordinator.

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

Resources, Websites, and Contacts

Employee Service Program: Confidential program to assist members with personal and work- related concerns. www.mi.gov/esp, 800-521-1377, or MCSC-ESP@mi.gov.

- [CDC Coronavirus Resources](#)
- [MSP Office of Behavioral Sciences](#)
- Applicable [State of Michigan Executive Orders & Directives](#)
- [State of Michigan Agency/Department Return to Work Plans](#)
- Michigan.gov/coronavirus



- [MIOSHA COVID-19 Resources](#)
- [MIOSHA Emergency Rules](#)
- [MIOSHA General Industry Safety & Health Standards](#)
- [OSHA COVID-19 Resources](#)
- [MSP Comprehensive COVID-19 Flowchart](#)
- [MSP COVID-19 Interactive Questionnaire](#)

Supervisor Checklist

[Return to work member checklist \(EX-080\)](#)

Miscellaneous

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