



Office of the Auditor General

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PREPAREDNESS and RESPONSE PLAN

In accordance with the CDC's latest guidance, the OAG has developed a COVID-19 Preparedness and Response Plan. 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 and Response Plan is readily available to employees via the OAG Intranet site and is also available upon request.

The OAG Safe Start Team is responsible for developing and implementing the OAG Preparedness and Response plan. The team includes Paul Green and Jackie Lawson, the HR Director and Assistant Director, under the authority of Doug Ringler and Laura Hirst, the Auditor General and Deputy. The Preparedness and Response Plan has been established for the OAG in accordance with CDC guidance. The Plan has also been developed to meet the [MIOSHA General Duty Clause](#) which states the employer shall “furnish to each employee, employment and a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to the employee.”

The plan will be periodically reviewed and updated accordingly. Employees should contact Paul or Jackie for any return to work or COVID-19 safety questions.

The OAG has 164 employees, with about 50 permanently assigned to the Victor Center. We occupy only 1 floor at the Victor Center. The remaining staff are typically assigned to audits at various locations in the downtown Lansing area or the Secondary Complex. These staff are also occasionally assigned to work or visit at the Victor Center. We consider our employees to be lower exposure risk for COVID-19 because our employees are office workers who have minimal close contact with coworkers, customers, or the public. Many of our staff now either work exclusively from home or have a “hybrid” schedule in which they work intermittently at home and at Lansing-area offices.

CDC has stated that 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.

This plan to safely return employees to the workplace addresses the Victor Center and the other audit work site locations.

Victor Center

- Sanitizing/Cleaning

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.

The employee from Office Services will be responsible for periodically wiping down common-area doorknobs and elevator buttons. Disposable disinfectant wipes will be provided and used. Other areas such as meeting room tables or desks, the break room area (refrigerator, microwaves, dishwasher, coffee maker, ice machine, table, counter tops), the supply room (the refrigerator and the shelving). will be also be periodically wiped down

Employees with offices will be responsible for periodically wiping down the doorknobs to their own offices. They will also wipe down their own desks and tables as they deem necessary. Disposable disinfectant wipes will be provided and used.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the Victor Center. Paul Green and Jackie Lawson will be responsible for seeing that such a cleaning and disinfection is performed as required. Depending on the nature of the exposure, Victor Center building management will be contacted and will be responsible for providing cleaning crews to conduct the enhanced cleaning and disinfection. Victor Center building management will instruct their janitorial team to do, as needed, a thorough disinfecting of all touch points in the common areas, including but not limited to door handles, elevator call stations, and bathroom fixtures and stalls.

- Will employees who come to the Victor Center be required to wear cloth face coverings/masks or any other PPE?

The wearing of face coverings is optional and up to the discretion of each employee.

Face coverings that are 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.

OSE has advised that gloves are not recommended unless you are disposing after every use/touch point. The OAG will provide hand sanitizer for this purpose.

- What is the guidance with regard to social or “physical” distancing?
Social distancing is no longer required under OSE’s latest guidance.

Audit Locations

- What protocols and precautions must OAG employees adhere to?

All OAG staff will comply with the protocols and restrictions established by the department(s) for their buildings. All employees, contractors, interns, and other persons doing work on behalf of the State of Michigan will be required to

participate in daily health screenings upon their return to the workplace. These health screenings are comprised of COVID-related questions (see below) 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.

State of Michigan COVID Screening App



Please answer the following required COVID Health Daily Screening questions

1. Are you physically entering the worksite or physically interacting with coworkers or members of the public while completing your job duties today?

Yes No

2. Have you experienced any NEW ONSET (without an alternate diagnosis or negative COVID-19 test) of the following symptoms in the past 5 days?

- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose

Or have you experienced any of the following symptoms within the last 5 days?

- fever or chills
- nausea or vomiting
- diarrhea

Yes No

3. Have you tested positive for COVID-19 in the last 10 days?

Yes No

4. In the past five days, have you been in close contact with a person infected with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period?

Yes No

5. Are you up to date (have received all primary and recommended booster doses) on the COVID-19 vaccine or have you recovered from a COVID-19 infection within the last 90 days?

If you are not sure if you are up to date on the COVID-19 vaccine, use this MDHHS tool: <https://www.michigan.gov/coronavirus/vaccine-tool>.

Yes No/Prefer not to answer

In addition to the protocols and restrictions established by the departments for their buildings, the OAG employees assigned to permanent OAG work sites will be responsible for wiping down, as needed, the door knobs, desks, tables etc. for the work site with disinfectant wipes, which will be provided by the OAG.

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 Paul or Jackie and follow their instructions.

Requirement to Report Symptoms

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 Paul or Jackie for further direction and follow-up. Employees should stay home and contact their healthcare provider if they have a fever, cough, or other symptoms, or believe they might have COVID-19. All OAG employees are expected to conduct a self-assessment for any indication of COVID-19 symptoms or other illness. Employees who exhibit any COVID-19 symptoms (feeling feverish, new or worsening cough, shortness of breath, sore throat, among others) or who do not feel well should stay home and not come to work.

Staff should report if they, or those with whom they have had contact, are experiencing COVID-19 symptoms. This will apply to all staff regardless of where they are working.

Anyone who tests positive for COVID-19, has had close personal contact with someone who has tested positive for COVID-19, or exhibits COVID-19 symptoms should immediately notify Paul Green or Jackie Lawson. If necessary, Paul or Jackie will notify Victor Center building management. Victor Center personnel, as necessary, will thoroughly disinfect and clean any areas the employee was in. The Office will inform potentially affected OAG employees about an employee testing positive.

In addition, if an OAG employee working at another building tests positive for COVID-19, Paul or Jackie will follow the protocol for DTMB and will notify the appropriate Human Resources Director.

Employees already at work who begin to not feel well should immediately notify his/her supervisor and leave the work site and go home. If the employee is working at the Victor Center and is not able to immediately go home, the employee will

move to the isolated cubicle outside of the ADA file room until the employee is able to go home.

COVID-19 Exposure Control Plan

As part of the COVID-19 exposure control plan, the following will be communicated to all staff via email and also through posters at the Victor Center:

Hand Hygiene

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.
- Touching your face covering.
- Using the restroom.

We will also provide hand sanitizer and dispensers and will place them in areas such as the restrooms, the break room, the supply room, and meeting rooms.

Respiratory Etiquette

Employees are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Cleaning and Disinfection

As discussed, procedures will be in place to periodically wipe down and disinfect areas where employees may have been present. Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, tables, door knobs, shelving, equipment, and appliances. This includes meeting rooms, restrooms, the break room, the supply room, mailboxes, and offices. We have already purchased a large supply of disinfectant wipes and will make them readily available to employees who need or want to wipe down work areas.

Training

Staff will be required to view mandatory training with regard to COVID-19 awareness and precautions. This will include completing the OSE-provided “COVID-19: Keeping You Safe at Work” training. Some of this training involves basic concepts such as hand washing. Staff will also be required to read the Preparedness and Response plan. Michele Novak shall coordinate SARS-CoV2

training and ensure compliance with all training requirements. Training will be provided via training videos which address understanding COVID-19 and how to stay safe. The videos and plan will be posted on the OAG intranet for all employees to view and read. The training will train employees on:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.
2. Symptoms of COVID-19.
3. Steps the worker must take to notify the OAG of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
4. The risk of a COVID-19 exposure.
5. Measures that the OAG and the Victor Center building management are taking to prevent employee exposure to the virus.
6. Rules that the employee must follow to prevent exposure to and spread of the virus.
7. Building/office signage.
8. Resources Available (e.g., Employee Service Program).

Employees will self-certify that they have viewed the training videos and read the safety plan. Michele Novak will monitor employees for compliance.

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.
- 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.

Domestic Travel

While it is rare for OAG employees to travel out of state for work-related activities, OSE has provided the following guidance when doing so:

- Travel should be delayed until employees are up to date with their COVID-19 vaccination.
- To maximize employee protections and potentially prevent the spreading of COVID-19 to others, all persons traveling on behalf of the OAG will follow the latest CDC guidance for business travel.

Support/Resources for Employees

The following links provide additional support/resources to help meet employees' needs:

- Employee Service Program: Confidential program to assist employees with personal and work-related concerns. www.mi.gov/esp, 800-521-1377, or MCSC-ESP@mi.gov.
- [State of Michigan Agency/Department Return to Work Plans](#)
- [CDC COVID-19 Resources](#)
- Michigan.gov/coronavirus
- [MIOSHA COVID-19 Resources](#)
- [MIOSHA General Industry Safety & Health Standards](#)
- [OSHA COVID-19 Resources](#)
- Any applicable [State of Michigan Executive Orders & Directives](#)

Recordkeeping

The Office of Administration will maintain and retain all records with regard to Preparedness and Response plans including training, health surveillance, sanitizing/cleaning, etc. These records will be retained for at least 1 year.