



Michigan Department of

TREASURY

Treasury Return to the Office Plan (v18)

Effective: July 12, 2021

(Updated: June 24, 2022)

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Record of Changes

Change Date	Page/Section Change
June 24, 2022	Updated plan language to reflect OSE guidance sent June 23.
March 7, 2022	Pg 5: OSE Guidance (Return to Office date change), amended Phase 3 start date to May 3, 2022
March 7, 2022	Pg 8: Amended Phase 3 start date to May 3, 2022.
March 7, 2022	Pg 8: Updated Carpool and Rideshare language.
March 7, 2022	Throughout: Revised Face covering/Mask guidance per OSE, as of March 3
January 7, 2022	Pg 5: OSE Guidance (Return to Office date change), amended Phase 3 start date to February 28, 2022
January 7, 2022	Pg 8: Amended Phase 2 start date to Jan 11, 2022 & added 90-day warm up with onsite days of Tuesday and Wednesday.
January 7, 2022	Pg 8: Amended Phase 3 start date to March 1, 2022 & added 90-day warm up with onsite days of Tuesday and Wednesday.
Sept 28, 2021	Pg 5: added COVID-19 Safety Coordinator
Sept 28, 2021	Pg 8: updated Treasury timeline
Sept 28, 2021	Pg 8-9: added Carpool and Rideshares
Sept 28, 2021	Pg 12-13: updated Close Contacts and When to Quarantine
Sept 28, 2021	Pg 13: updated Support Resources
Sept 28, 2021	Pg 16: updated COVID-19 Face Mask Policy ET-03220 (mandatory wear)
Sept 28, 2021	Pg 20: return to work checklist required for all staff
Sept 28, 2021	Pg 21: updated Appendix C (state property), added training links
Sept 28, 2021	Pg 25: added training links to Appendix G
Sept 28, 2021	Pg 33: updated OSE Risk Definitions
Sept 28, 2021	Pg 34-35: updated Face Coverings and PPE requirements for Employees
Sept 28, 2021	Pg 5: OSE Guidance (Return to Office date change), Amended Phase 3 start date to Jan 3, 2022
Sept 28, 2021	Pg 8-9: added Carpool and Rideshares
Sept 16, 2021	Pg 7: OSE Guidance (Return to Office date change)
August 24, 2021	Pg 4: Intro
August 24, 2021	Pg 5: extended implementation of Phase 3 to Jan 3, 2022
August 24, 2021	Pg 13-14: added CDC disinfecting guidance
August 24, 2021	Pg 16: added Face Mask Policy (ET-03220)
August 24, 2021	Pg 34: added new mask requirement
August 24, 2021	Pg 34: N95, KN95 language
November 22, 2021	Pg 8: Changed Phase 4 date to January 10, 2022

Introduction

The Department of Treasury has developed the **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.....”.

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 Pam Bennett, Human Resources Director, Brian Rush, Health and Safety Coordinator, or Jeff Connell, Emergency Management Coordinator.

The Department of Treasury is considered critical infrastructure, providing State Government Financial Services, and is authorized with OSE approval to conduct onsite and field work functions as required. The following planning guidance will be utilized by Treasury business areas as they move portions of their staff to onsite work.

Beginning July 12, 2021, Treasury staff will phase back into onsite work as follows:

Phase 1: July 12, 2021 (17-level Administrators and above)

Phase 2: Jan 11, 2021 (14-16 level Staff – Hybrid)

Phase 3: Feb 15, 2022 (Date Change: All Staff start onsite work as assigned by business area: May 3, 2022)

Staff may choose to work entirely remotely until May 3, 2022. This date will be reviewed monthly to determine if modifications are necessary. The Treasury Emergency Response Team will continue to monitor pandemic activity and implement environmental and administrative protective measures as needed to mitigate trending COVID exposure risk in Treasury workplaces.

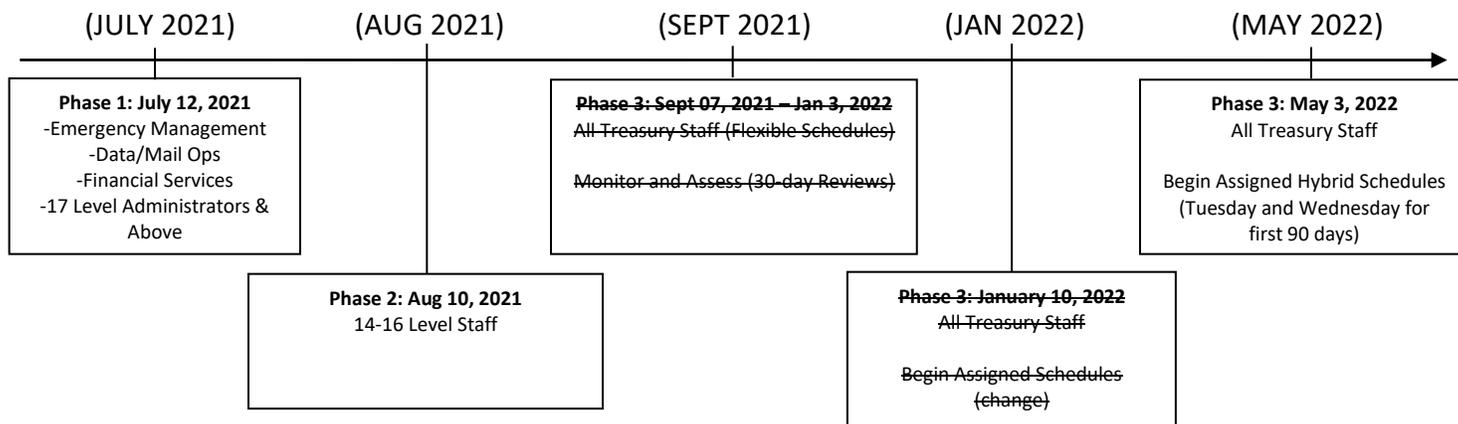
Return to the Office Plan and Guidance

The Treasury COVID-19 Return to the Office Plan is available to all employees upon request and posted to the “**Vault**” for review by Treasury employees.

Communications Plan (see Appendix C: Strategic Communications Plan)

Treasury Timeline: Return to the Office

OSE Update: 09/16/2021, Departments are authorized to move forward with a safe transition back to the office where programming allows.



Based on move-in priority, business areas are asked to coordinate move-in activity with the Treasury facilities staff. The facility team will help reduce congregation of staff members at entrances, common areas and provide additional move-in equipment if needed as staff move back into their individual workspaces.

Treasury employees will elect or be assigned one of three schedules:

Fully Remote: fully remote staff will be assigned by management.

Hybrid: 1st 90-days, Tuesday & Wednesday only. After 90-days, Monday and Friday Remote, Tuesday through Thursday onsite.

Fully Onsite: Monday through Friday onsite.

Exposure Determination for COVID-19

The Department of Treasury 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 Department of Treasury 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](#).

Medium Exposure Risk: 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.*

Lower (caution) Exposure Risk: 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.

Positions/Job/Task	Exposure Determination	Qualifying Factors
Standard Activity in workplace (general office environment)	Lower	Office workers. No close contact with coworkers, customers, or the public. No travel.
Standard Activity in workplace (mail room)	Lower	Office workers. No close contact with coworkers, customers, or the public. No travel.
Cash Rooms (public interaction in enclosed building with glass barrier)	Lower	Office workers. No close contact with coworkers, customers, or the public. No travel.
Face to Face with Taxpayer (public interaction outdoors)	Lower	No close contact with customers outdoors. Limited travel.
Face to Face with Taxpayer (public interaction in enclosed building)	Medium	Potential close contact with customers. Limited travel.

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 Department of Treasury 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.).

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 Department of Treasury:

Position/Task	Administrative Controls
All Employees	1. Employees are required to self-monitor for COVID-19 signs and symptoms prior to leaving for the workplace.
	2. 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.
	3. 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.
	4. 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.
	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 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. Social distancing is not required in Treasury workspace. Due to varying comfort levels of onsite staff, social distancing should be allowed if appropriate. In addition, other everyday preventive actions to reduce the spread of COVID-19, include wearing approved face coverings/masks, avoiding the touching of your face with unwashed hands, and frequently washing of hands with soap and water for at least 20 seconds. Social distancing, also called "physical distancing", means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet away (about 2 arm lengths) from others.
	9. 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 Director anytime for any reason.
	10. Use of videoconferencing or teleconferencing for meetings and gatherings will be considered regardless of teleworking or being in the office.
	11. Conference rooms and the training room will be arranged to ensure appropriate spacing between tables and chairs, attendees etc.
	12. Employees will be encouraged to use break rooms during non-busy times while maintaining social distancing or use outdoor seating areas during lunches, breaks, etc.
	13. 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.

Daily Visit

If you are not currently scheduled to work in a Treasury building and would like to drop in, please obtain approval from your supervisor, manager, and bureau/office director. Complete daily attestation.

Telecom

Individual work phones can be moved to a remote worksite with supervisor approval. If Cisco phones are being moved to the remote work environment, please contact Treas-Facility-Services@michigan.gov (Rene Brown) for remote phone options, i.e., MRA, Softphone, TEAMs, etc.....

Remote call center activities and move should be directed to: Treas-Facility-Services@michigan.gov (Rene Brown).

Onsite Meetings

There are currently no restrictions for onsite meetings. Treasury meeting space has enhanced spacing and will have reduced seating capacities. If there are greater capacity needs, contact Treasury Facilities: treas-facility-services@michigan.gov

Treasury Equipment (Remote)

The following office equipment is authorized in the remote work environment:

- Monitor (Second Monitor with Bureau/Office Director Approval)
- Keyboard
- Mouse
- Phone (CISCO Desk Phone-MRA or Soft Phone)
- Headset
- VPN (Soft or Hard Token)
- Docking Station (With Bureau/Office Director Approval)
- Laptop (Transported between onsite and remote work)
- Webcam (Optional based on business area needs)
- Monitor Privacy Screen (Optional based on business area needs)

Note: SOM office chairs are not authorized in the remote work environment.

Remote Work

Employees must follow ET-03217 Remote Work Policy ([Treasury Remote Work Policy](#)).

Due to the confidentiality of the information that we deal with on a day-to-day basis, there are additional requirements that must be adhered to in the Treasury Telework Security Guidance document:

(<https://stateofmichigan.sharepoint.com/teams/insidetreasury/PublishingImages/Pages/Telework/Treasury%20Telework%20Guidance.pptx>).

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, Treasury 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

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

- Employees and Visitors may voluntarily choose to wear a facial covering that meets state and agency workplace standards.
- Masking may still be required in high-risk congregate settings, or in response to accommodation requests.
- Local health departments and organizations may adopt other masking requirements to be followed.
- Agencies may have additional policies to address specific operational needs, visitors and clients, employee tasks, work locations, or quarantine or isolation
- 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.

The Department of Treasury 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.

PPE is not required for employees at this time.

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 [Department of Treasury 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.

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.

Use of 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.

Travel and Field Work

All international business travel must be approved by Office of the State Employer. 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 Department of Treasury 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.

Employees working in the field are required to be aware of and follow local ordinances or requirements imposed in that area, including requirements posted by businesses. More information on community transmission can be found by visiting [COVID-19 by County | CDC](#). Employees may also submit **Appendix D: Treasury Employee Visitor Statement** to customers/taxpayers as needed.

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 or 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 Department of Treasury 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 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.

Training

All employees, contractors, interns, or other persons conducting work on behalf of the Department of Treasury must successfully complete the following training:

[COVID-19: OSE's Keeping You Safe at Work \(LCM\)](#)
[COVID-19 Treasury COVID-19 Training](#)

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 the Director or Deputy 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.

Recordkeeping

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

All Department of Treasury 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 [OSHA's Updated Interim Enforcement Response Plan for Coronavirus Disease 2019 \(COVID-19\) or 29 CFR 1904.39\(a\)-\(b\)\(11\)](#).

COVID-19 Safe Start Team

The Department of Treasury COVID-19 Safe Start Team shall minimally be comprised of the Emergency Management Coordinator, Human Resources Director, and the Health and Safety Coordinator. Other Treasury 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 Treasury 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 Health and Safety Coordinator will serve as the Treasury COVID-19 Safety Coordinator.

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

Support and Resources

Employees having difficulty transitioning back to in-person office work or who are experiencing other personal or professional challenges are encouraged to access resources provided by the [Employee Service Program \(ESP\)](#) website or contact ESP at 800-521-1377 or MCSC-ESP@mi.gov.

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
- 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.

Appendix A: Treasury Telework Policy

Treasury's Telework Policy (BT-03092) and additional Telework guidance can be found at:

<https://stateofmichigan.sharepoint.com/teams/insidetreasury/Pages/Telework.aspx>

Employees must follow ET-03217 Remote Work Policy

(<https://stateofmichigan.sharepoint.com/teams/insidetreasury/work/forms/Policies%20and%20Procedures/Policies/ET-03217,%20Remote%20Work%20Policy.pdf?CT=1623244696569&OR=Outlook-Body&CID=E56F509B-D60C-413A-92BA-A25222C7FD95#search=03217>).

Due to the confidentiality of the information that we deal with on a day-to-day basis, there are additional requirements that must be adhered in the Treasury Telework Guidance document:

(<https://stateofmichigan.sharepoint.com/teams/insidetreasury/PublishingImages/Pages/Telework/Treasury%20Telework%20Guidance.pptx>)

Appendix B:

Supervisor Certification of Readiness to Return Employees to Onsite Work Workplace

(Not required at this time)

Purpose: Supervisors can utilize the attached checklist to prepare for their sections return to onsite work. This checklist can be utilized to plan for onsite meetings, training, and events, to ensure that all Health and Safety requirements have been met.

- My section has identified essential services, operational requirements, and prioritized movement of staff back into onsite work. This includes identifying the percentage or number of employees:
 - Required to work on premises
 - Who will remain remote on a short term, medium term, and long-term basis?
- My section has identified performance metrics associated with each operation in the new normal and can collect/monitor staff performance.
- My section has social distancing plans in place for work areas, elevators, meeting rooms, and common spaces. Any changes to layout of work areas or additional barrier construction have been approved by my Deputy Treasurer and Treasury Facilities.
- My section has self-screening protocol stations available for all employees, vendors, and visitors entering the facility.
- My section has communicated infection control protocols including handwashing, health screening, temperature taking, voluntary face covering wearing, and respiratory etiquette to anyone who is in the workplace.
- My section has plans in place for telework, flextime, and staggered schedules.
- My section has communicated travel restrictions and policies for remote meetings.
- My section has verified that Treasury facilities has coordinated with DTMB facilities or the landlord (leased facilities) to ensure extra cleaning and sanitizing schedules are in place, and appropriate modifications to the workplace have been completed.
- DTMB and Treasury Facilities have provided appropriate and sufficient signage denoting social distancing requirements, hygiene reminders, restrictions on public access, required conference room seating, maximum number of people allowed in each space, what to do if employees become ill and any other that may be required in accordance with this plan. My business area will work with Treasury Facilities if additional items are required.
- My section has made cleaning and disinfecting supplies available for employees to maintain their workspaces and equipment, along with adequate hygienic products such as soap, towels, and tissues.
- My section has a process for employees and supervisors to report, inventory, and sanitize all state-owned equipment and office furniture removed from the section and subsequently returned.
- My section staff members have received move-in communications updates before they return to the site. (Updates provided by Treasury Communications in accordance with the Treasury Strategic Communications Plan)
- My section has notified all employees how to contact the Employee Service Program (ESP) if necessary.

- My section has mechanisms in place to report and resolve compliance issues with safety protocols. These mechanisms are widely known to employees, either through signage or frequent verbal or written communications.
- My section has protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working.
- If applicable, my section has the necessary Personal Protective Equipment (PPE) on hand to distribute to employees when necessary.
- I certify my section has protocols in place to comply with SOM policy allowing the safe return of employees to the workplace. By signing this certification, I attest my section has followed all applicable guidance in this document and has communicated or will communicate all relevant standards and policies to employees before they return or immediately as they return to the workplace.

SUPERVISOR/MANAGER/ADMINISTRATOR SIGNATURE: _____

DATE: _____

Appendix C: Strategic Communications Plan

Safely Returning Employees to the Office Communication Plan July 21, 2021

Purpose: This Strategic Communications plan is intended to compliment the *Treasury COVID-19 Return to the Office Work Plan*.

Treasury’s MISSION is to provide fair and efficient financial services on behalf of taxpayers, governments, students, and all Michiganders, for the long-term fiscal health and stability of our state.

Our primary focus is on the health and safety of Treasury employees who provide these important services.

KEY MESSAGES:

- None at this time.

STRATEGY	TACTIC/TOOL	RESPONSIBLE	TIMELINE
n/a			

Appendix D: Treasury Employee Visitor Statement

3961 (Rev. 03-19)



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

DATE: March 4, 2022

TO: State of Michigan Taxpayers

FROM: Jefferey Connell, Emergency Management Coordinator, Office of Departmental Services

SUBJECT: Treasury COVID-19 Visit Statement

Michigan Department of Treasury Employee Visitor Statement

The Michigan Department of Treasury has enacted proper safety procedures in our office and for site visits. These new procedures are designed to protect the health and safety of our customers and employees. They are:

- Treasury employees are following CDC guidelines for facial coverings/masks and social distancing.
- Treasury employees working in the field are required to be aware of and follow local ordinances or requirements imposed in that area, including requirements posted by businesses.
- Treasury employees have received training on recognizing symptoms of COVID-19, personal hygiene, and respiratory etiquette.

If additional safety guidelines are required in your facility, please email Treas-Facility-Services@michigan.gov

Appendix E: SITE-SPECIFIC SARS-COV-2 EXPOSURE ASSESSMENT AND CONTROL PLAN

(Not required at this time)

Establishment Name:	Treasury Staff:	Date:
EXPOSURE ASSESSMENT (Assess the risk of SARS-CoV-2 exposure to Treasury staff)		
Exposure Risk (pick one): <input type="checkbox"/> Lower <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very High (per CDC Guidance)		
List locations and activities in establishment where Treasury staff could be exposed to SARS-CoV-2:		
List factors affecting exposure risk (e.g., high risk area or buildings, lack of PPE, etc.)		
EXPOSURE CONTROL PLAN (List measures Treasury staff will use to protect themselves from exposure)		
Hazard Isolation		
<input type="checkbox"/> Conduct entire inspection remotely <input type="checkbox"/> Limit time at establishment <input type="checkbox"/> Conduct opening conference by phone <input type="checkbox"/> Provide advance notice to establish lowest exposure risk route into site and low exposure risk staging area <input type="checkbox"/> Take low exposure risk route into establishment <input type="checkbox"/> Establish staging area with low exposure risk <input type="checkbox"/> Omit walkaround <input type="checkbox"/> Keep walkaround focused and brief <input type="checkbox"/> Plan walkaround by learning remotely about work operations and their locations <input type="checkbox"/> Do not enter very high exposure risk areas <input type="checkbox"/> Conduct interviews remotely from employees <input type="checkbox"/> Interview employees away from their workstations and exposure risk <input type="checkbox"/> Conduct program and record reviews remotely <input type="checkbox"/> Conduct closing conference by phone <input type="checkbox"/> Other:		
Administrative & Work Practice Controls		
<input type="checkbox"/> Keep 6 feet from others <input type="checkbox"/> Avoid handshakes <input type="checkbox"/> Wash hands frequently <input type="checkbox"/> Use hand sanitizer <input type="checkbox"/> Always wash hands that are visibly soiled <input type="checkbox"/> Do not touch face with hands <input type="checkbox"/> Do not touch contaminated surfaces <input type="checkbox"/> During interviews have employees and employer reps wear masks or cloth face coverings <input type="checkbox"/> Have employees decontaminate before employee interviews <input type="checkbox"/> Immediately remove oneself from sick people <input type="checkbox"/> Other:		
Personal Protective Equipment		
<input type="checkbox"/> Respiratory protection Type: _____ <input type="checkbox"/> Gloves <input type="checkbox"/> Gown <input type="checkbox"/> Other: <input type="checkbox"/> Face Protection Type: _____ <input type="checkbox"/> Eye Protection Type: _____ <input type="checkbox"/> Cloth face covering		
If PPE is to be used, list when and where it will be used:		

Appendix F: Onsite Meeting and Event Checklist

(Not required at this time)

Purpose: This checklist can be utilized to plan for onsite meetings, training, and events, to ensure that all Health and Safety requirements have been met. It will primarily be used when COVID-19 positive cases in Michigan are on the rise.

- My section has Deputy Treasurer approval and has provided the following information to HR (Pam Bennett) for OSE approval of onsite meeting or event:
 - Total Number of Employees (Onsite) Involved:
 - Employee Names covered by this request:
 - Dates and times of access/meeting/training/event:
 - Name and address of building where access/meeting/training/event will take place:
 - Location: Room or Workspace
 - Title and description of meeting/training/event:
 - Detailed Justification - Reason for request (e.g., comply with rules, regulations, orders, or other authority), identify the authority and the related consequence(s) for noncompliance?
 - Why can't the requested work activity be completed remotely?
 - Does this request involve contact with individuals not listed above as employees covered by the request? If yes, explain.
 - Does the event or gathering involve travel? If yes, how will employee(s) get to/from the event or gathering?
 - Has the employee(s) completed the required COVID-19 Training? Completed no later than the 1st day of the meeting or event.
 - What additional safety measures are in place to protect employees/participants (e.g., limited attendance, staggered or rotated shifts, varied arrival times, building closed to the public, alternated break and lunch times, barriers between employees, etc.).
 - Has the Treasurer approved this request?
 - Is there any additional information you would like to provide to OSE for consideration?
- Additional Planning information: Detailed COVID-19 Protection Measures:
 - PPE, cleaning, and disinfecting supplies are available.
 - Consult with H&S Coordinator before submitting request to HR to identify any additional protection measures that prove helpful.

I certify my section has protocols in place to comply with state orders allowing the safe onsite meeting. By signing this certification, I attest my section has followed all applicable guidance in this document and has communicated or will communicate all relevant standards and policies to meeting participants.

SUPERVISOR/MANAGER/ADMINISTRATOR SIGNATURE: _____ DATE: _____
HEALTH & SAFETY COORDINATOR SIGNATURE: _____ DATE: _____
DEPUTY TREASURER SIGNATURE: _____ DATE: _____

Appendix G: Equipment Transfer & Supply Distribution Planning

(Not required at this time)

Purpose: This checklist is used to provide additional risk mitigation measures that ensure all Health and Safety requirements for equipment transfer and distribution are conducted during a high COVID positive case period.

Scope: The Operations Center loading dock will be used for the distribution and recovery of equipment. A drive thru service may be used contingent on equipment size, number of employees participating, and weather conditions. Treasury Field Offices may perform equipment transfers based on a safe location and where social distancing can be maintained and face coverings will be worn.

Definitions: Equipment Coordinator – a Treasury employee that is designated by a specific business area to coordinate and perform equipment transfers.

Note: All employees participating in this activity must be symptom free as described in the Treasury COVID-19 Return to the Office Plan.

- My section has received approval from a Deputy Treasurer to have an Equipment Coordinator onsite for this activity.
- All equipment must be cleaned and sanitized by following CDC Guidelines: Cleaning and Disinfecting Your Facility
- Equipment Coordinator schedules individual appointments when using the loading dock.
- Employees may enter the loading dock only to assist in the distribution or recovery of equipment by adhering to the following:
 - Maintain six feet of social distancing.
 - Face coverings must be worn.
 - Utilize hand sanitizer and wipes as needed.
- Equipment Coordinator schedules a specific timeframe for drive thru service.
- Face Coverings must be worn by both parties when using the drive thru service.
- I certify my section has protocols in place to comply with executive orders allowing the safe transfer of equipment. By signing this certification, I attest my section has followed all applicable guidance in this document and has communicated or will communicate all relevant standards and policies.

SUPERVISOR/MANAGER/ADMINISTRATOR SIGNATURE: _____

DATE: _____