



## COVID-19 PREPAREDNESS AND RESPONSE PLAN

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## COVID-19 PREPAREDNESS AND RESPONSE PLAN

Clinton County RESA takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Others either are or will soon be welcomed back into work, either because they are critical infrastructure workers, because they are needed to conduct minimum basic operations for our business or because our business is once again allowed to open. We want you to know that we are committed to reducing the risk of exposure to COVID-19, to minimize or eliminate employee exposure to COVID-19, and we are ready to provide a healthy and safe workplace for all our employees, customers and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC), the Michigan Occupational Health and Safety Administration (MIOSHA), and Mid-Michigan Health Department at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, MIOSHA, and other public officials at the state or local levels. Clinton County RESA is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all areas by wiping down frequently touched surfaces and spraying a mist throughout the buildings.
3. Requiring appropriate personal protection equipment including masks in common areas

**Note:** Clinton County RESA may amend this Plan based on changing requirements and the need of our business.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Guests - visitors/vendors

Our employees fall into one of the following categories as defined by MIOSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

## COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

Clinton County RESA has designated the following staff member as our COVID-19 Workplace Coordinator: **Human Resource Specialist**

### **The Coordinator's responsibilities include:**

- staying up to date on federal, state, and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state, and federal requirements

## RESPONSIBILITIES OF CLINTON COUNTY RESA DIRECTORS AND SUPERVISORS

All Clinton County RESA directors/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, Clinton County RESA expects that all directors/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Directors and supervisors must encourage this same behavior from all employees.

Clinton County RESA will require and keep a record of all self-screening protocols for all employees or contractors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

Clinton County RESA will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace.
- Require face coverings to be worn in enclosed areas even when six feet of separation can be achieved.
- Require face coverings while outside regardless if six feet of separation can be achieved.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., copy machines).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Restrict visitors to each of the facilities.

- Minimize the sharing of equipment and other commonly used items.
- Restrict face-to-face meetings. Communicate with others through phone, email, teleconference, and web conferences when possible/effective.
- Maintain flexible policies for individual employees in individual cases.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
  1. The local public health department, and
  2. Any co-workers, contractors, or suppliers who may have encounter a person with a confirmed case of COVID-19.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Train employees on how to report unsafe work conditions.

## RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. Clinton County RESA understands that to minimize the impact of COVID-19 at our facility, everyone needs to play their part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their directors or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their director, supervisor or contact Human Resource Specialist.

### MIOSHA and the CDC Prevention Guidelines

MIOSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Subjective fever (temperature greater than 100.4 degrees or higher);
- Shortness of breath or difficulty breathing
- New or worsening cough

Or at least two of these symptoms:

- Chills
- Headache
- Sore throat
- New loss of taste or smell
- Muscle aches
- Vomiting
- Diarrhea

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately and are strongly encouraged to seek medical treatment. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor or the Human Resource Specialist immediately. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. “Close contact” is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines “close contact” as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for 15 minutes within a 24-hour period,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

## HEALTH AND SAFETY PREVENTATIVE MEASURES FOR CLINTON COUNTY RESA

Clinton County RESA has put several best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

### Minimizing exposure from co-workers.

Clinton County RESA takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

#### General Education:

- Posting CDC information, including recommendations on risk factors
- Providing tissues and no-touch trash bins to minimize exposure to infectious secretions
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.

- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use

## Social Distancing

- Limit in-person meetings
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation
- Do not share food utensils and food with other employees

## Checklist for Employers when employee tests positive for COVID-19

- Treat positive test results and "suspected but unconfirmed" cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify workers' compensation carrier;
  - Record the infection in the employer's OSHA 300 log.
- Consider and then include employee benefit plans that may be available including: FMLA, paid sick leave, etc.
- Ask employee if they grant the employer permission to disclose the fact that the employee is infected.
  - If yes:
    - Notify employee's director(s) or supervisor(s) that employee is infected with COVID-19 and is out on leave.
    - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
  - If no:
    - Notify employee's director(s) or supervisor(s) only that employee is on a leave of absence for non-disciplinary purposes.
  - Regardless of yes or no:
    - Disclose identity of employee to any required notification to MIOSHA or the Mid-Michigan Health Department.
- Notify employee's co-workers who may have come into close contact with employee at work 48 hours prior to testing positive for COVID-19.
  - Not required to notify other office locations unless the employee visited those sites within past 48 hours prior to testing positive for COVID-19.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.

- For employees who had close contact with employee in past 48 hours, send them home for a 14-day self-quarantine.
- Respond to inquiries by CDC or public health authorities as received.

### Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work, health assessments and/or questionnaires prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- Guidance from the Mid-Michigan Health Department will be provided as to their return to work date.

### Actively encourage sick employees to stay home:

- Clinton County RESA will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider may also be considered

### If an employee has a confirmed case of COVID-19, Clinton County RESA ensures the following:

- We will communicate with co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will report cases to MIOSHA via their reporting/recordkeeping requirements
- Clinton County RESA will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider/Health Department will also be considered
- We will perform increased environmental cleaning and disinfection
  - We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - After using a Clinton County RESA vehicle, employees are responsible for cleaning and disinfecting the vehicle.
  - Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms
  - Monitor and respond to absenteeism
- Flexible work environment where individuals may be able to work remotely.

### Other considerations:

- Employees are reminded about our employee assistance program (EAP) resources and community resources as needed.
  - Unum EAP hotline at 800-854-1446

- Mid-Michigan Health Department. Clinton County at 989-224-2195. Gratiot County at 989-875-3681. Montcalm County at 989-831-5237

### Minimizing exposure from those outside of our workforce including customers, and temporary or contract labor

- Clinton County RESA practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes.
- **Social distancing practices to be observed:**
  - In person meetings are to be made by appointments only
  - Limit the number of visitors allowed into workplace
  - Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Any individual entering one of Clinton County RESA facilities will have a questionnaire to be completed prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.

### Minimizing exposure from the visitors/vendors

- All business partners that work within Clinton County RESA have been provided this Plan
- When possible, Clinton County RESA will limit the number of visitors in the facility.
- Any individual entering one of the Clinton County RESA facilities will have to complete a questionnaire completed prior to entry.
- All deliveries will be handled through curbside pick-up or delivery

### Minimizing exposure from the general public

- Business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions.
- Social distancing practices to be observed:
  - 6-foot distances are marked in areas where individuals might gather/wait
  - Limit number of individuals allowed into workplace
  - Minimize face to face contact
  - Computer workstations positioned at least 6 feet apart
- Information is posted throughout Clinton County RESA's facilities educating individuals on ways to reduce the spread of COVID-19
- Any individual entering Clinton County RESA will have to complete a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.

This Plan is based on information and guidance from the CDC and MIOSHA at the time of its development. The safety of our employees and visitors remain the top priority at Clinton County RESA. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, Clinton County RESA is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, MIOSHA, Mid-Michigan Health Department and any other public entities.

### Offices Regulations

- a. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- c. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias).
- d. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- e. Post signs about the importance of personal hygiene.
- f. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- g. Institute cleaning and communications protocols when employees are sent home with symptoms.
- h. Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- m. Suspend all nonessential visitors.
- n. Restrict all non-essential travel, including in-person conference events.