

COVID-19 Preparedness and Response Plan

Stage 1

BEFORE RESUMING NORMAL BUILDING OCCUPANCY (March – May 2020)

ADMINISTRATIVE CONTROLS:

- The director is the main contact/spokesperson for media and public health contacts.
- PPE for the office and staff is obtained and available for use: gloves, masks, hand sanitizer. There are paper masks available or staff may use their own cloth masks from home.
- Staff is trained on correct PPE usage and practices. (Proper use of PPE videos: <https://www.youtube.com/watch?v=eVJbenwzR1s> and <https://www.youtube.com/watch?v=QJhovw76alw> plus additional resources below)
- The director works remotely and visits the office only to open mail, leave directions and paperwork for the bookkeeper, and sign checks. The bookkeeper does essential tasks at the office alone. Neither individual is in contact with each other physically, in order to reduce risk.
- Hard surface cleaning is performed upon leaving the office: copy machine, counters, door knobs, and telephone handsets. Use bleach spray cleaner and handi-wipe or paper towels.
- Begin at-home health checks before coming into the office, and maintain records at home. If there are any symptoms that warrant a test for COVID-19, staff is to inform the director and reach out to the nearest testing facility to be tested before returning to work.
- The Board meets online via Zoom, and assigns authority to the director and Board chair to complete the COVID-19 Preparedness and Response Plan.

ACCESS CONTROLS:

- During this phase, since the director and bookkeeper are not in the office at the same time, there is no need for face coverings or social distancing while in the office.
- During this phase, the office is closed to visitors.
- For deliveries other than regular USPS mail, quarantine packages for 48 hours before opening.

POSITIVE CASE PROTOCOL & FACILITY CLOSURE:

- Should either the director or part-time bookkeeper become infected with COVID-19, the office will be closed immediately and a thorough cleaning be performed prior to re-opening.
- Effort will be made to complete contact tracing should staff be diagnosed with the virus.

Stage 2

RESUMING NORMAL BUILDING OCCUPANCY UNTIL A VACCINE IS APPROVED FOR COVID-19 (June - ? 2020)

ADMINISTRATIVE CONTROLS:

- The director is the main contact/spokesperson for media and public health contacts.
- PPE for the office and staff is available for use: gloves, masks, hand sanitizer.
- Staff has been trained on correct PPE usage and practices. (Proper use of PPE videos: <https://www.youtube.com/watch?v=eVJbenwzR1s> and <https://www.youtube.com/watch?v=QJhovw76alw> plus additional resources below)
- Should there be a time that both the director and bookkeeper are in the office at the same time, each shall wear a face covering and maintain a minimum of 6 feet separation from each other. If the director is in the internal office with the doors closed, each person may remove their face covering.
- Hard surface cleaning is performed upon leaving the office – copy machine, counters, door knobs, telephone handsets. Use bleach spray cleaner and handi-wipe or paper towels.
- Keep performing at-home health checks before coming into the office and maintain records at home. If there are any symptoms that warrant a test for COVID-19, staff is to notify the director and reach out to the nearest testing facility to be tested before returning to work.
- The Board meets in person with face coverings and social distancing, unless those requirements have been lifted. No in-person workshops are offered.

ACCESS CONTROLS:

- The door to the office shall remain closed and the bell will ring to signal any visitors.
- If there should be a visitor to the office, the bell will allow time for the staff to put on a face covering
- With face covering in place, staff will open the door and maintain six feet of distance to hold conversation with visitor. Most will be deliveries, so staff may point to the area they should be placed, and quarantined for 48 hours.

POSITIVE CASE PROTOCOL & FACILITY CLOSURE:

- Should either the director or part-time bookkeeper become infected with COVID-19, the office will be closed immediately and a thorough cleaning be performed prior to re-opening.
- Effort will be made to complete contact tracing should staff be diagnosed with the virus.

Stage 3

RESUMING NORMAL BUILDING OCCUPANCY ONCE A VACCINE IS APPROVED FOR COVID-19

Going forward, PPE and social distancing are deemed optional, but cleaning protocols will be kept in place. Home health checklists may be discarded, but monitoring health and not coming to work sick is still in practice. In person meetings and workshops resume.

RESOURCES

Cleaning, disinfecting and sanitizing guidance:

- Wash hands regularly for at least 20 seconds with soap and water,
- Limit contact with others by remaining six feet apart,
- Clean and disinfect frequently touched surfaces and tools routinely,
- Stay home if you or someone in your household is sick,
- Avoid touching your eyes, nose or mouth, and
- Practice self-screenings to check for any abnormal/new symptoms.
- World Health Organization: <https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>

State of Michigan Coronavirus Page: <https://www.michigan.gov/coronavirus>

Governor Whitmer's MI Safe Start Plan:

https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf

AIHA Back to Work Safely: <https://www.backtoworksafely.org>

MiOSHA COVID-19 Workplace Guidelines, Employee's Guide:

https://www.michigan.gov/documents/leo/leo_miosha_c19_workplace_guidelines_employee_690396_7.pdf

District Health Department #10 Public Health Guidance to Reopen Workforce:

https://www.dhd10.org/wp-content/uploads/2020/05/DHD10_COVID-19_GuidanceToReopen_05.19.2020.pdf

FFCPA – Family First Coronavirus Protection Act – Law passed by congress to provide some stimulus monies and amend certain laws to require paid leave and paid sick leave to employees affected by Covid-19: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave> Act text:

<https://www.congress.gov/116/plaws/publ127/PLAW-116publ127.pdf>

FLSA – Fair Labor Standards Act – Covers various employment practices including wage & hours, leave, etc. Enforced and interpreted by the Department of Labor's Wage & Hour Division:

<https://www.dol.gov/agencies/whd>

EEOC – Equal Employment Opportunity Commission – A Federal body that regulates and oversees discrimination issues in employment: www.eeoc.gov

MiOSHA – Michigan Occupational Safety and Health Administration – Michigan agency that oversees workplace safety in cooperation with the Federal OSHA: https://www.michigan.gov/leo/0,5863,7-336-78421_11407--,00.html

OSHA- The Federal Occupational Safety and Health Administration. The Federal agency charged with regulating and overseeing the safety of workplaces and the protection of workers: www.osha.gov

CDC – Centers for Disease Control- US Agency responsible for tracking and response to diseases & public health: www.cdc.gov