

# **COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**April 2020**

# **CONTENTS**

<b>Introduction .....</b>	<b>3</b>
<b>Employee Categories .....</b>	<b>3</b>
<b>Workplace Coordinators .....</b>	<b>3</b>
<b>Supervisor &amp; Manager Responsibilities .....</b>	<b>4</b>
<b>Employee Responsibilities .....</b>	<b>4</b>
<b>OSHA &amp; CDC Guidance .....</b>	<b>4</b>
<b>Worksite Preventative Measures .....</b>	<b>5</b>
<b>Minimizing Exposure from Co-Workers .....</b>	<b>5</b>
<b>Minimizing Exposure from Customers/Students/Participants .....</b>	<b>8</b>
<b>Minimizing Exposure from Visitors/Vendors .....</b>	<b>8</b>
<b>Minimizing Exposure from the General Public .....</b>	<b>9</b>

## **COVID-19 PREPAREDNESS AND SUCCESS PLAN**

The Berrien ReOpens Plan takes the health and safety of our community and its' employees extremely serious. With the spread of COVID-19 and the need for certain employees to continue in-person work, either because they are critical infrastructure workers or they are needed to conduct minimum basic operations for the organization, we are committed to reducing the risk of exposure to COVID-19 at all workplaces and to provide a healthy and safe workplace for our employees.

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. Because the COVID-19 situation is rapidly changing, the potential for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials. 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.

We have identified the following potential sources to spread COVID-19 in the workplace:

- Co-workers
- Customers/Students/Participants
- Visitors/Vendors
- The General Public

Generally, employees fall into one or more of the following categories as defined by OSHA:

- 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)**

The Coordinators responsibilities include:

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing federal, state and local requirements

## **RESPONSIBILITIES OF SUPERVISORS AND MANAGERS**

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must always set a good example by following this Plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

## **RESPONSIBILITIES OF EMPLOYEES**

As a community, we understand that in order to minimize the impact of COVID-19 at our worksites, everyone must play their part. This is why we are asking each of our employees to help with our prevention efforts while at work. As indicated below, we have instituted various best practices at our workplaces to minimize exposure to COVID-19 and prevent its spread in the workplace including specific housekeeping efforts and social distancing. All employees must always follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers 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 manager or supervisor or contact the HR Department.

OSHA and the CDC have provided the following control and preventative 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 people who are sick.
- While there is community spread of COVID-19, maintain appropriate social distance of six feet to the greatest extent possible.

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

- Dry cough;
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Shortness of breath or difficulty breathing

Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If employees develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not report to work, notify their supervisor immediately, and consult their healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. As an organization, we have the responsibility to work to identify and notify any 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. Instead, the CDC defines “close contact” as either:

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time;” or
- 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).

There is no precise definition of “prolonged period of time.” The CDC estimates range from 10 to 30 minutes. To protect employees, we will use the lower end of this range and consider a prolonged period to be 10 to 15 minutes of exposure.

### **WORKSITE PREVENTATIVE MEASURES**

The Berrien ReOpen Plan has put several best practices and measures in place to ensure the health and safety of the below 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.

- Co-workers
- Customers/Students/Participants
- Visitors/Vendors
- The General Public

**Minimizing exposure from co-workers.** The Berrien ReOpen Plan suggests the following steps to minimize exposure from co-workers to COVID-19:

- Educate employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:
  - Posting CDC information, including recommendations on risk factors at home and in the community
  - Providing tissues and no-touch disposal receptacles to minimize exposure to infectious secretions
  - Inform 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 instead encourage the use of other noncontact methods of greeting
  - Avoid other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use
  - Avoid sharing food utensils and food with other employees
  - Encourage and require social distancing to the greatest extent possible while in the workplace
  - Encourage employees to minimize ridesharing. While in vehicles, employees must ensure adequate ventilation
  - Consider use of masks and gloves
- Social distancing practices
    - In areas where employees work within 6 feet of each other, computer stations should be moved or repositioned to increase distance
    - Limit in-person meetings
    - Restrict the number of workers present on-site to no more than necessary
    - Promote remote work as much as possible
    - Deliver items through curbside pick-up or delivery
- Restrict employees from the workplace if they display symptoms of COVID-19
    - For employees who are completing in-person work, health assessments (temperature checks) and/or questionnaires prior to entry into the workplace will be considered (Attachment C)
    - Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home. The ability to work remotely will be encouraged.
    - Guidance from the employee's health care provider will also be considered
- Actively encourage sick employees to stay home
    - Families First Coronavirus Response Act Policies and Posters are shared in common places as well as on the HR sharepoint site (any questions regarding use of emergency paid sick time, employees should contact the HR department).
    - Companies and organizations should follow state and federal guidance for return to work guidance.
    - Companies and organizations should follow the CDC and state guideline protocols for return to work after symptoms of COVID-19.
    - Guidance from the employee's health care provider will also be considered

- Actively encourage employees to stay home if they have been in close contact with a confirmed or suspected case of COVID-19
  - Companies and organizations should follow state and federal guidance for return to work guidance.
  - Companies and organizations should follow the CDC and state guideline protocols for return to work after an employee has been in close contact with a confirmed or suspected case of COVID-19
  - Guidance from the employee's health care provider will also be considered
  
- If an employee has a confirmed case of COVID-19, management ensures the following:
  - Communication plan with co-workers
  - Work with local health department (Berrien, Cass, Van Buren) to provide them with identified employees that may have been exposed
  - OSHA reporting/recordkeeping requirements
  - We 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 (Attachment F)
  - Guidance from the employee's health care provider will also be considered
  
- Perform increased routine environmental cleaning and disinfection
  - Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before departure
  - Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - After using a company vehicle, employees are responsible for cleaning and disinfecting the vehicle.
  - Companies and organizations should provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use.
  
- 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
  
- Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.
  
- Monitor and respond to absenteeism
  - We have a flexible work environment where individual departments have the ability to work remotely and at different times.
  - Plans are developed based by department to continue essential business functions in the event higher than usual absenteeism occurs.
  - Employees have been cross trained to perform essential functions so the workplace can operate even if key employees are absent.

- Companies that provide contract or temporary employees have been contacted about the importance of sick employees staying home and we encourage them to follow our practices and standards to work with their employees to maintain health & safety of others.

### **Minimizing exposure from customers/students/participants**

- 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 customers might gather/wait
  - In person meetings with participants/students are to be made by appointments only
  - Limit number of customers allowed into workplace
  - Minimize face to face contact
- Information is posted throughout the facilities educating individuals on ways to reduce the spread of COVID-19
- Any individual entering a facility may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals will be removed from the workplace with symptoms.
- Physical barriers between employees and customers will be considered in high impact areas (i.e. shielding at the front desk areas).
- Masks may be available to customers/students/participants as well as appropriate disinfectants so individuals can clean work areas before and after use.

### **Minimizing exposure from the visitors/vendors**

- All business partners should be provided a copy of this plan .
- When possible, limit the number of visitors to the office. This primarily happens with outside training opportunities for the public.
- Any individual entering may have their temperature checked and/or a questionnaire completed prior to entry.
- Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.

## **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 the facilities educating individuals on ways to reduce the spread of COVID-19
- Any individual entering may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals will be removed from the workplace with symptoms
- Physical barriers between employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).
- Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees, families, students, participants and visitors remain the top priority of everyone. We recognize that all individuals are responsible in 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, the Berrien ReOpen Plan is monitoring the situation closely and will periodically update organizational guidance based on current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.