

April 1, 2020

COVID-19 Preparedness & Response Plan

For Lower and Medium Exposure Risk Employers ONLY

✔ General

The following COVID-19 preparedness & response plan has been established for **COMMUNITY ALLIANCE 301 W. MICHIGAN AVENUE, STE 102, YPSILANTI, MI 48197** in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. **Katherine Grant**, has read these emergency rules carefully, developed the safeguards appropriate to **Community Alliance (CA)** based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

CA has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) is **Tiffany Daniel-Hill, Health and Safety Specialist**. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via www.communityalliance-mi.org; **at the worksite; on the Z-drive under COVID-19 Updates.**

✔ Exposure Determination

CA has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. **Katherine Grant** was responsible for the exposure determination.

CA has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Katherine Grant verifies that CA has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Katherine Grant has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

SEE APPENDIX A

| Job/Task | Exposure Risk Determination (Lower or Medium) | Qualifying Factors (Ex. No Public Contact, Public Contact) |
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✔ Engineering Controls

CA has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

Katherine Grant will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

SEE APPENDIX B

| Job/Task | Engineering Control |
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✔ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize

or eliminate employee exposure to the hazard. **Katherine Grant, Executive Director** will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for **CA**:

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

| Job/Task | Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers) |
|-----------------|---|
| All employees | Maintain at least six feet from everyone on the worksite. |
| | Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others. |
| | Promote remote work (telecommuting) to the fullest extent possible. |
| | Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time. |
| | Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time. |
| | Restrict business-related travel for employees to essential travel only. |
| | Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing. |
| | Restrict the number of customers in the establishment at any given time. |
| | Minimize the sharing of tools, equipment, and items. |
| | Provide employees with non-medical grade face coverings (cloth face coverings). |
| | Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. |
| | Require customers and the public to wear cloth face coverings. |
| | Keep customers informed about symptoms of COVID- |

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| | 19 and ask sick customers to stay at home until healthy again. Encourage sick customers to use drive-through services, curbside pickup, or home delivery. |
| | Provide customers and the public with tissues and trash receptacles. |
| | Encourage customers to place orders for merchandise or services through the phone or web. |
| | Promote curbside and home delivery to minimize contact with customers. |
| | Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands. |
| | Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick. |
| | Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness. |
| | Maintain flexible policies that permit employees to stay home to care for a sick family member. |
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✔ Hand Hygiene

Tiffany Daniel-Hill, Health and Safety Specialist will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, CA shall provide employees with antiseptic hand sanitizers or towelettes. **CA** will provide time for employees to wash hands frequently and to use hand sanitizer.

CA shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

☑ Disinfection of Environmental Surfaces

CA will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). **CA** will make cleaning supplies available to employees upon entry and at the worksite.

Tiffany Daniel Hill will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, **CA** will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

SEE APPENDIX C

| Surface | Method/Disinfectant Used | Schedule/Frequency |
|---------|--------------------------|--------------------|
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CA will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. **Tiffany Daniel-Hill** will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

(LIST ENHANCED METHODS) SEE APPENDIX

✔ Personal Protective Equipment (PPE)

CA will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

CA will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). CA will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. CA will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

SEE APPENDIX D

| Job/Task | PPE |
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☑ Health Surveillance

CA will 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, together with, if possible, a temperature screening. **Naomi Kennedy, HR Coordinator** will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, **CA** will have employees self-screen for COVID-19. **CA** will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. **CA** will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to **Naomi Kennedy, HR Coordinator** before and during the work shift. **CA** has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

(LIST REPORTING INSTRUCTIONS PROVIDED TO EMPLOYEES)

CA will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

CA will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, **Katherine Grant Executive Director**, will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, **CA** will not reveal the name or identity of the confirmed case.

CA will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

✔ Training

Naomi Kennedy, HR Coordinator shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

CA will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Naomi Kennedy, shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✔ Recordkeeping

CA will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Katherine Grant will ensure that the records are kept.

Developed in partnership with Michigan Occupational Safety and Health Administration.

Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services call 517-284-7720 or visit our website at www.michigan.gov/miosha.

(MIOSHA/CET-5700)

Covid-19 Appendix Page

Appendix A Page 3

| Job / Task | Exposure Risk Determination (lower or Medium) | Qualifying Factors (EX. No Public Contact, Public Contact) |
|----------------------------------|---|--|
| CLN Support Team | Lower | Very minimal public contact |
| Director Finance | Lower | Some public contact |
| Executive Director | Lower | Some public contact |
| SLP Coordinator | Medium | Public contact |
| SLP Assistants | Medium | Public contact |
| SLP HR Coordinator / HR New Hire | Medium | Public contact |
| Health & Safety Specialist | Medium | Public contact |
| SLP Support Staff | Medium | Cannot maintain 6 feet social distancing at all times |

Appendix B - Page 4

| Job / Task | Engineering Control |
|--|--|
| SLP Support Staff / All Administration Staff / CLN Staff | Face Mask |
| SLP Home Sites | Staff instructed to open windows when possibly to help with air flow |
| SLP Consumers | Face shields and mask, pulse ox reading, thermometers |
| SLP Support Staff | Thermometers |
| Office personnel and SLP support staff | Thermal thermometers |

Appendix C – Page 6

| Surface | Method / Disinfectant Used | Schedule / Frequency |
|----------------------------------|----------------------------|----------------------|
| Light Switches | Lysol Spray Disinfectant | Morning and evening |
| Printers | Lysol Spray Disinfectant | Every 3 hours |
| Shared Desk | Lysol Spray Disinfectant | After every use |
| Conference Room Table and Chairs | Lysol Spray Disinfectant | After every use |
| Waiting Area Chairs | Lysol Spray Disinfectant | After every use |
| Front Desk Phone | Lysol Spray Disinfectant | Morning and evening |
| Front Door | Lysol Spray Disinfectant | Every 3 hours |
| Bathroom | Lysol Spray Disinfectant | Morning and evening |

(List Enhanced Methods) Appendix – Page 7

1. Total shut down for 24 hours – improving air circulation during shut down.
2. The complete area must be cleaned from top to bottom followed by disinfection of every area said Covid-19 confirmed person was in.

When cleaning, remember the following two principles.

1. Top to bottom

- Start cleaning surfaces higher up and work your way to the floor. This method ensures that any particulates or debris fall to the floor which will be cleaned last.

2. Clean to dirty

- Start by cleaning surfaces and objects that are cleaner and work your way to cleaning dirtier items (e.g., toilets).
- Avoid going from an area that has not been cleaned to an area that has been cleaned. This avoids dirtying the cleaned area and will ensure you aren't cross-contaminating items or surfaces.

Cleaning products

Coronaviruses can survive on surfaces for many hours but are readily inactivated by cleaning and disinfection. Any hospital grade detergent/disinfectant products are suitable for cleaning following a confirmed or probable case of COVID-19.

Always follow the directions on the label. The label will include safety information and instructions for safe and effective use of the cleaning product, including precautions you should take when applying it. Specific personal protective equipment (PPE) and dwell time (how long the cleaning product should remain wet on the surface before drying) should be included in product instructions.

Recommended cleaning product should be a 2-in-1 product (containing both cleaning and disinfectant properties) to increase efficiency. Keep the windows open for ventilation if possible.

Personal protective equipment (PPE) requirements, including order for putting on and removing PPE

Order for putting on PPE

Perform hand hygiene then:

- put on gown or apron
- put on mask
- put on protective eyewear (if the cleaning product manufacturer recommends eye protection, wear a face shield or goggles. Note that prescription eyeglasses are not classed as eye protection)
- put on gloves (these can include heavy-duty household gloves).

Order for removing PPE

- Remove gloves.
- Perform hand hygiene.
- Remove gown.
- Perform hand hygiene.
- Remove protective eyewear (if worn and separate from mask).

- Perform hand hygiene.
- Remove mask.
- Perform hand hygiene.

Cleaning order

Gather the items needed for cleaning before entering the area and cleaning begins, including:

- personal protective equipment (PPE)
- cleaning equipment and solutions
- rubbish waste bag.

After putting on PPE, enter the area and commence cleaning.

- Remove all linen (bedding, towels, cushion covers and other fabrics) for washing and put in plastic bag (or non-porous container with lid) for transport to laundry room. Use a washing machine and detergent to wash thoroughly with the warmest temperature recommended on the item’s label, and dry thoroughly.
- Remove all linen (bedding, towels, cushion covers and other fabrics) for washing and put in plastic bag (or non-porous container with lid) for transport to laundry room. Use a washing machine and detergent to wash thoroughly with the warmest temperature recommended on the item’s label. If you use a commercial company to undertake your laundry, follow the companies process for soiled contaminated laundry.
- Remove all table-top appliances, crockery and cutlery and place in non-porous, covered container for transport to dishwasher/kitchen. Clean all table-top appliances (e.g., coffee’ maker) according to instructions. Clean all household items, such as dishes, cups, eating utensils thoroughly, preferably in a commercial dishwasher.
- Clean inside and outside of all large kitchen appliances (e.g., refrigerator, oven)
- Clean all ‘high-touch’ surfaces, such as counters, cupboards, tabletops, doorknobs, and light switches.
- Clean bathroom fixtures, showers and toilets with a separate set of cleaning equipment (disposable cleaning cloths, etc.) using disinfectant or bleach solution. Toilets should be the last item in bathroom to clean.
- Remove and dispose of gloves, wash hands with soap and water and dry thoroughly with clean towel or paper towel then put on clean gloves
- Vacuum the carpet. Steam cleaning of carpets and rugs is not required.
- For hard floor surfaces, clean the floor with the prepared disinfectant or bleach solution, starting from one end of the premises to another (from the far side of the room working your way to the exit/door).

At the end of cleaning, remove all used gowns, facemasks, gloves and other contaminated items and place in a lined container before disposing of them with other household/general waste. Wash your hands immediately after handling these items.

Appendix D – Page 8

| Job / Task | PPE |
|------------|----------------------------------|
| All staff | Face Mask / Offered face shields |
| All Staff | Gloves |
| All Staff | Trained on Universal Precautions |
| | |

Reporting instructions provided to employees

Employees who have [symptoms](#) when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and contact administration immediately. Administration will send you relief for you to go home.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- 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
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Employees who develop symptoms outside of work should notify their supervisor and stay home.

Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider.