

2020

PREPAREDNESS AND RESPONSE PLAN – COVID-19 – Version II

WHITE PINE ACADEMY

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I. OVERVIEW AND INSTRUCTIONS

At Axios HR we remain committed to putting people first. During this time we understand how important it is to protect your employees and your organization. Because we are operating in unprecedented times we are providing a Preparedness and Response Plan template to serve as a resource guide for planning for, responding to and recovering from a pandemic impacting your organization and employees. The plan takes into account the information provided by the Centers for Disease Control and Prevention (CDC) Occupational Safety and Health Administration (OSHA) and the State of Michigan (SOM).

As a result of the COVID-19 pandemic, OSHA released a worker exposure risk hierarchy based on occupational risk, assessing the workers need to come within 6 feet of individuals who are confirmed or suspected to have COVID-19. Determine your organizations risk category and access how to increase hygiene practices, social distancing, teleconferences, and work from home options for the development of your organizations Preparedness and Response Plan. Exposure risk categories and workers who may fall within them are:

Very high: Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers Include: Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

High: Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers Include: Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

Medium: Jobs that require frequent/close contact with people, but who are not known or suspected patients.

Workers Include: Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission

Low: Jobs that do not require contact with people known to be or suspected of being infected. Workers in this category have minimal occupational contact with the public and other coworkers, (e.g.) remote workers, office workers, manufacturing and industrial facility workers who do not have frequent close contact with coworkers, customers, or the public).

The template in Section 2 has been developed using default language. It will be up to your organization to determine if the language matches the steps that appropriately address the response to COVID-19 or if more stringent steps need to be implemented.

For those groups that determine additional language is needed, we have provided guidance on describing how the issues should be addressed, and an example of alternative wording.

In Section 3, we have provided a checklist that you can use to develop your preparedness plan. There are various considerations that address all aspects of the template. In addition to the checklist, there are resources noted for your reference and best practices.

Legal Disclaimer

The information contained in the documents does not constitute legal advice and should not be applied arbitrarily to other businesses or workplaces. Axios HR bears no responsibility with respect to third party reliance on the recommendations set out herein. All employers should consult with local legal counsel, medical as well as health & safety advisors specific to their jurisdiction and industry in developing strategies applicable to their unique workplaces.

II. COVID-19 PREPAREDNESS AND RESPONSE PLAN INTRODUCTION

Executive Summary

The coronavirus (COVID-19) has emerged as a humanitarian issue of global significance, with hundreds of thousands of people and their communities affected. The World Health Organization (WHO) regards the outbreak as a global pandemic and the situation continues to evolve rapidly, as businesses and governments accelerate their responses to the crisis. COVID-19 is having a major impact around the world and in our communities. All of us are required to maintain safety recommendations at home and at work to protect each other and the people around us.

Policy Purpose

To document and ensure proper communication of **White Pine Academy's** plan and all employees' role in the plan. This plan has been created specifically for the purpose of establishing guidelines for all employees during the COVID-19 pandemic. This document includes our Preparedness and Response Plan and the measures we are actively taking to mitigate the spread of COVID-19. White Pine Academy requests all employees adhere to these

rules to sustain a healthy and safe workplace. We also welcome additional input on how to improve.

Policy Statement

In accordance with Michigan Executive Order 2020-59, White Pine Academy is instituting a COVID-19 Preparedness and Response Plan (see below).

White Pine Academy aims to protect its workforce by enacting all appropriate prevention efforts. White Pine Academy is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

White Pine Academy will review this policy as additional health and state information becomes available regarding COVID-19. The policy, procedures and processes are susceptible to change and all employees will be updated via meeting, email, text, or phone.

Employees with questions are encouraged to contact their manager, human resources, or other key team members.

Scope

The policy applies to all White Pine Academy employees. The policy is intended to define strategies for preparedness and response actions related to COVID-19.

COVID-19 PREPAREDNESS AND RESPONSE PLAN

White Pine Academy is committed to providing a safe and healthy workplace for all our workers. Accordingly, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. White Pine Academy managers and supervisors have our full support in enforcing the provisions of this policy. We are serious about safety and health and keeping our employees working at White Pine Academy. Employee involvement is critical in implementing a successful COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and State of Michigan (SOM) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Screening
- Hygiene and respiratory etiquette
- Engineering and administrative controls for social distancing
- Housekeeping – cleaning, disinfecting and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided to managers and workers
- Management and supervision necessary to ensure effective implementation of the plan

Screening For Employees Exhibiting Signs/Symptoms of Covid-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Describe: White Pine Academy will be conducting the following pre-employment screenings on a daily basis: written questions including a self completed temperature check.

Employees who indicate they are sick or experiencing symptoms while at work will be asked to leave the work site as soon as possible. If an employee is unable to leave right away, they will be asked to stay in the conference room until they are able to leave the facility. The employee should seek medical treatment once they leave the facility by calling their doctor or using telehealth.

If an employee is sick or experiencing symptoms prior to coming to work, they are not to report to work and should seek medical attention. Employees should inform their manager of their condition & symptoms, and follow CDC protocols for home care.

Employee Communications Regarding Potential Exposure

White Pine Academy has implemented a policy for informing workers if they have been potentially exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

If an employee tests positive certain information from the employee will be required to identify any possible exposures to our workplace. We strongly encourage employees to seek medical treatment for any signs and symptoms of

COVID-19. If an employee does not seek treatment you are able to ask that the employee only return to work once the employee is symptom free and no longer taking medication, which could be up 72 hours (case by case basis). In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

Axios HR will manage all cases and/or possible cases of COVID-19 to protect the privacy and health status of our employees. If an employee states they have been exposed to COVID-19 during work hours they will be sent home if they are experiencing symptoms, and will be advised to seek medical treatment (in person or telehealth) while remaining in contact with Axios HR.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All employees and visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (with sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Employees should wash their hands for at least 20 seconds with soap and water throughout the day. If handwashing is not possible, employees should regularly use hand sanitizer located by the entrance of the building, the entrance of the classrooms, and break areas. This pertains to all employees and visitors in the facility.

Respiratory: Face Covering/Cover Your Cough or Sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

You are required to wear a face covering at all times except during meals while in Phase 4, during Phase 5, staff is encouraged to wear them in the classroom, but not required. During both Phase 4 and 5, staff is required to wear face coverings in the hallways, common areas, and when entering and exiting the building. A scarf or homemade face coverings can be worn.

Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

All employees are to practice and maintain 6 feet and practice social distancing as work duties permit in the workplace. Face Coverings must be worn during work hours to prevent the spread of illness.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Each employee will clean their surface areas during lunch (prior to going to recess) and at the end of the day. Employees will be provided disinfectant wipes to clean their areas. Any areas where a person is sick will be closed

off and cleaned by appropriate staff. A mask should be worn during cleaning activities. If more than 7 days has passed since the person who is sick was in the facility additional cleaning and disinfection is not necessary but the continued routine, cleaning and disinfection policy will be followed

Communications and Training

All Managers and Employees must be provided training in the following for their worksite:

- 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

This Preparedness Plan was communicated during a staff meeting to all workers 08/13/2020 and necessary training was provided. Additional communication and training will be ongoing during staff meetings and provided to all workers who did not receive the initial training.

Managers and supervisors are to monitor how effective the program has been implemented by completing weekly check ins with staff.

All Employees are to work through this new program together and update the training as necessary. In addition, all employees are responsible to assist with the execution of this plan, and should report any variance or concerns to their manager immediately, or follow normal communication processes to escalate concerns if necessary. This Preparedness Plan has been certified by **White Pine Academy management** and was posted throughout the workplace **August 31, 2020.**

Certified by:

DocuSigned by:

Henrietta Tow
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Board President

III. COVID-19 RESPONSE PLANNING PREPAREDNESS CONSIDERATIONS / CHECK LIST

Develop a Plan Outlining What to Do If Someone Becomes Ill While At Work

- The plan should cover putting the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person
- Consider how to identify and support persons who may be at risk, without inviting stigma and discrimination into your workplace. This could include persons who have recently travelled to an area reporting cases, or other personnel who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age).
- Close off areas visited by sick employees until they can be cleaned
- Open outside doors and windows and use ventilating fans to increase air circulation
- Wait 24hours or as long as practical before beginning cleaning and disinfection
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, door knobs) used by the ill persons, focusing especially on frequently touched surfaces.

Washing Kills the Virus on Your Hands and Prevents the Spread of COVID19

- Promote regular and thorough hand-washing by employees, contractors and customers
- Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
- Display posters promoting hand-washing
- Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
- Wash hands after eating, using the restroom, blowing your nose, coughing or sneezing
- Wash or disinfect hands upon entering the business and interaction with others

Use Hand Sanitizer When You Can't Use Soap and Water

- Sanitizers can quickly reduce the number of germs on hands in many situations.
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy.
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

Contamination on Surfaces Touched By Employees and Customers Is One of the Main

Ways That COVID-19 Spreads

- Close off any drinking fountains
- Make sure your workplaces are clean and hygienic – check common “touch surfaces” often – door knobs, shared touch pads, time clocks or similar
- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
- You may want to consider discontinued or limited use of kitchen areas, coffee machines etc. or designate one person to use the area to obtain items for employees

Good Respiratory Hygiene Prevents the Spread of COVID-19

- Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefing at meetings and information on the intranet etc.
- Ensure that face masks and paper tissues are available at your workplaces for those who develop a runny nose or cough at work, along with closed bins for hygienic and disposal
- Provide employees with gloves and a face masks to use while working

Social Distancing Is A Simple and Effective Mechanism to Prevent Potential Infection

- Stay 6 feet away from others as a normal practice
- Eliminate contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoid touching surfaces touched by others, to the extent feasible
- Avoid anyone who appears to be sick, or who is coughing or sneezing
- Limit carpooling or driving together (ex. for lunch and/or breaks)

This practice of social distancing includes but is not limited to production lines, cafeterias, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.

Providing Masks to Employees

- Employers covered under Michigan Executive Order (EO) 2020-59 are not required to mandate that their employees wear face coverings, only that such face coverings must be provided.
- Keep face masks available to employees in various areas in the building (set up an area with masks and sanitizer near time clocks or an entrance)
- Advise employees to remove masks and dispose of immediately (set up trash can next to the exit area with sanitizer) at the end of the day if applicable

Cloth Face Coverings (brought from home)

The cloth face coverings recommended are not surgical masks or N-95 respirators, unless required for work based on OSHA rules and regulations.

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Office Staff

- Provide work from home options
- Allow a flexible schedule for employees to limit the number of people in the office
- Do not congregate in work rooms, break rooms, etc.
- Practice safe distancing at all times
- Provide employees with cleaning materials for daily cleaning of desk, phones, etc.
- Recommend cleaning personal areas before and after work
- Common areas should be cleaned every two hours (e.g. copy machine) and/or after use
- Recommend employees bring all food, drinks from home
- Use of disposable utensils to limit use of break area and touching surfaces

Traveling and Commuting

- All work trips and events should be discussed with managers prior to going

- Suggest all trips be cancelled or postponed until further notice
- If Essential or personal travel take place, follow [CDC guidelines](#).

Meetings

- Use conference calls instead of face-to-face meetings
- In-person meetings should be done virtually if possible (online conferencing, email, instant messaging), or with appropriate social distancing

Implementing Self-Monitoring/Temperature Checks

An employer may choose to administer COVID-19 screening before employees enter the workplace to determine if they have a fever (a fever does not mean they have COVID-19 and a negative test does not mean they do not).

Implementing temperature checks can be done the following ways:

- Requiring employees to take their temperature before entering the building (no touch infrared thermometer, or adhesive temperature strips employees can do themselves)
- Providing employees with a thermometer temperature strips to take it themselves

Communication

There may be a high level of fear, anxiety, rumors, and misinformation regarding COVID-19. Regularly share response information and prevention education to reduce employee's distress.

- Communicate employer expectations and work schedules to create flexibility when possible
- Keep employees posted of changes and new developments
- Ensure that employees know where to go for credible sources of information on COVID-19, such as WHO, CDC and Johns Hopkins Coronavirus Resource Center
- Identify or develop informational materials on COVID-19 for employees and their families. Encourage employees to make personal emergency preparedness plans with their families
- Display hygiene posters in visible areas

Restrict Workplace Entry of People with COVID-19 Symptoms

There is an effective way to limit the spread of COVID-19, and that is to ask infected individuals to remain home. Applying the following actions will promote the safety and protection of employees:

- Notify employees they should not come to work if they are not well, particularly if they are exhibiting any COVID-19 symptoms
- Post notices at all workplace/facility entry points advising employees and visitors not to enter if they feel sick or are showing COVID-19 symptoms
- Advise employees to email; a preassigned email address or call a designated phone number for reporting illness
- Managers should notify Human Resource Business Partner (HRBP) about any employee absence due to sickness involving COVID-19
- Ensure that ill employees have completed the required self-quarantine period, are healthy and no longer infectious before allowing them to return to work

Protocol for Employees Who Become Ill

Advise employees that if a person feels ill, or if someone observes that another person is sick or exhibiting symptoms of COVID-19 at work, they are to contact their manager or other designated person and remove themselves to another area away from their co-workers. The employee should be sent home immediately. Telephone or e-mail communications are preferable to keep safe distance and barriers from one another.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (100.4° F [37.8° C] or greater)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

When to Seek Immediate Medical Attention

If you have any of these emergency warning signs* for COVID-19 get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

* This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

See the [CDC Website](#) for any updates.

BEST PRACTICES

Overall

- **Inform employees:** to stay home if they are sick and seek medical treatment
- **Encourage respiratory etiquette:** covering coughs and sneezes
- **Promote good hygiene:** Provide tissues, no touch trash cans, hand soap and hand wash posters, and sanitizer.
- **Discourage:** using each other's phones, desks, cups, etc.
- **Maintain:** regular housekeeping practices, cleaning and disinfecting of work areas,
- **Wear a Mask:** The employee should/must wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** Employees should maintain 6 feet and practice social distancing as work duties permit in the workplace
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely
- **PPE:** Provide employees with masks, gloves, etc. All businesses and operations whose employees perform in-person work must, at a minimum, provide non-medical grade face coverings to their workers
- **Confidentiality:** Keep all information regarding employees health conditions or exposure confidential

Return to Work

Employees with symptoms, or who were diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, per CDC Guidelines.

People with COVID-19 who have stayed home (home isolated) can leave home under the following conditions**:

- **If you have not had a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 10 days have passed since your symptoms first appeared
- **If you have had a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (**without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, at least 24 hours apart. Your doctor will follow [CDC guidelines](#).

People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions:**

- **If you have not had a test** to determine if you are still contagious, you can leave home after these two things have happened:
 - At least 10 days have passed since the date of your first positive test
AND
 - you continue to have no symptoms (no cough or shortness of breath) since the test.
- **If you have had a test** to determine if you are still contagious, you can leave home after:
 - You received two negative tests in a row, at least 24 hours apart. Your doctor will follow [CDC guidelines](#).

Note: if you develop symptoms, follow guidance above for people with COVID19 symptoms.

**In all cases, follow the guidance of your doctor and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that [weaken their immune system](#), might continue to shed virus even after they recover.

List(s):

- Keep a list of employees who had contact with the ill employee during the time the employee had symptoms, and others who had close contact within 6 feet of the employee
- Employees should be notified so they can monitor their health, and are recommended to wear face coverings for 14 days

Clean:

- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

Disinfect:

- Recommend use of EPA-registered household disinfectant
- Follow the instructions on the label to ensure safe and effective use of the product.
- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - **Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
 - **Leave solution** on the surface for at **least 1 minute**.
 - Bleach solutions will be effective for disinfection up to 24 hours. (**recommended by CDC**)
- Alcohol solutions with at least 70% alcohol may also be used. (**recommended by CDC**)

Practice routine cleaning and disinfection of frequently touched surfaces.

- More frequent cleaning and disinfection may be required based on level of use.

- Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.

Engineering Controls

- Look at ways to increase ventilation rates
- Consider physical barriers, such as clear plastic and sneeze guards if possible

RESOURCES

Centers for Disease Control and Prevention

<https://www.cdc.gov>

Occupational Health and Safety Administration

<https://www.osha.gov/>

State of Michigan

<https://www.michigan.gov/Coronavirus>

United States Environmental Protection Agency (approved cleaning supplies)

https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2#filter_col1

Michigan Executive Order 2020-59 April 24, 2020

Open businesses must:

- Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the OSHA. Such plan must be available at company headquarters or the worksite.
- Restrict the number of workers present on premises to no more than necessary to perform the in-person work permitted under this order.
- Promote remote work to the fullest extent possible.
- Keep workers and patrons who are on premises at least six feet from one another to the maximum extent possible.
- Increase standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopt protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- Adhere to any other social distancing practices and mitigation measures recommended by the CDC.
- Certain businesses are also required to PROVIDE personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed