[INSERT SCHOOL NAME]
COVID-19 PREPAREDNESS AND RESPONSE PLAN

The **[Insert School Name]** takes the health and safety of our employees seriously. We are all living through the spread of COVID-19, and there is a need for certain employees to return to in-person 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 permitted to open. We are committed to reducing the risk of exposure to COVID-19 for our employees, clients, and guests.

Our plan is intended to comply with guidance from the U.S. Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA), as well as Governor Gretchen Whitmer's Executive Orders 2020-183 (Safe Start) and 2020-184 (Safeguards to protect Michigan's workers from COVID-19) and the orders that follow them. Because the conditions of the COVID-19 pandemic change frequently, the **[Insert School Name]** may amend this Plan based on changing federal and state recommendations, as well as the needs of our business.

HEALTH AND SAFETY PREVENTATIVE MEASURES

The **[Insert School Name]** has put several measures in place to ensure health and safety. In general, the **[Insert School Name]** is focused on these main initiatives to address COVID-19:

1. **Limiting the number of people** together at the same time in the same place,
2. **Sanitizing** all areas that are frequently touched and **encouraging** good hand hygiene,
3. **Monitoring any symptoms** or heightened risk of COVID-19 exposure by employees, clients, and guests, and
4. **Requiring face masks** and other appropriate personal protection equipment (PPE).

1.   **Limiting the number of people** together at the same time in the same place

The **[Insert School Name]** educates employees on behaviors that reduce close contact between co-workers, clients, and others to help limit the spread of COVID-19. The [Insert School Name] also provides employees with the necessary tools for these protective behaviors, including:

Social Distancing:
- Encourage and require social distancing (6 feet apart or greater) to the greatest extent possible while in the workplace
- Limit in-person meetings
- Restrict the number of workers present on-site to no more than necessary
- Promote remote work as much as possible
- Do not share food utensils and food with other employees
- In areas where employees work within 6 feet of each other, computer stations should be moved or repositioned to increase distance
- Posting CDC information, including recommendations on risk factors

Minimizing exposure from those outside of our workforce including customers, vendors, and the general public:

- The **[Insert School Name]** is using a phased approach to our in-person business practices to minimize exposure. Beginning with virtual meetings, then appointment-only onsite meetings, and finally transitioning to in-person meetings with appropriate precautions.
- Any individual entering the **[Insert School Name]** building may have their temperature checked and/or a questionnaire completed prior to entry.
- Face masks are required of visitors before entering the building.
- Deliveries to the building will be handled at distance, with curbside pickup or delivery when possible.
- Social distancing practices will be observed:
  - 6-foot distances are marked in areas where individuals might gather (e.g., waiting rooms, conference rooms)
  - Limit number of individuals allowed into the building
  - Minimize face-to-face contact.
- Companies that provide contract-workers or temp-workers have been contacted to encourage them to follow our practices and standards to work with their employees to maintain the health & safety of others.
- Signs in the building educating individuals on ways to reduce the spread of COVID-19
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between the **[Insert School Name]** employees and the public will be considered in high impact areas (i.e. shields at the front desk areas).

2.   **Sanitizing** all areas that are frequently touched and **encouraging** good hand hygiene.

Sanitizing Practices:

- We will perform regular environmental cleaning and disinfection
- Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day
- 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 **[Insert School Name]** vehicle, employees are responsible for cleaning and disinfecting the vehicle.
- The **[Insert School Name]** provides disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools and equipment) can be wiped down by employees before each use.

Hand Hygiene Education:

- Posting CDC information, including recommendations on risk factors
- Providing tissues and trash bins to minimize exposure to infectious secretions
- Informing employees of the importance of good hand hygiene.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained.
- 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.

3. **Monitoring any symptoms** or heightened risk of COVID-19 exposure by employees, clients, and guests.

Restrict employees, clients, and guests from the workplace if they display symptoms of COVID-19:
- Health assessments (temperature checks) and/or questionnaires may be completed prior to entry into the facility.
- Any individual with COVID-19 symptoms will be immediately separated from others and sent home.
- The ability to work remotely will be encouraged where possible.
- Guidance from the individual's health care provider on their return to work date will be required.

Actively encourage sick employees to stay home:
- Families First Coronavirus Response Act Policies and Posters will be posted in common places.
- Employees who have questions about use of emergency paid sick time are encouraged to contact the **[Insert School Name]**'s designated human resources officer (Tim Thomas).
- The **[Insert School Name]** will follow CDC and state guidelines for return to work guidance.
- Guidance from the employee's health care provider will also be considered

If an employee has a confirmed case of COVID-19, the [Insert School Name] ensures the following:
- We will communicate with co-workers and others who may have been exposed
- 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 the Michigan Occupational Safety and Health Administration (MIOSHA) via their reporting/recordkeeping requirements
- The **[Insert School Name]** 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
- We will perform a deep cleaning of the building
- Guidance from the employee's health care provider will also be considered
- 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

Supervisor protocol if an 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
- Consider and then include employee benefit (i.e. sick leave, vacation leave, short-term disability insurance) plans that may be available.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
  - If yes:
    - Notify employee's manager(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 manager(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 OSHA or the health department.
- Notify employee's co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
  - Not required to notify other office locations unless the employee visited those sites within past 14 days.
- 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 14 days, send them home for a 14-day self-quarantine.
- Notify known customers, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- Arrange for a professional cleaning of the employee's workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.

4. **Requiring face masks** and other appropriate personal protection equipment (PPE).

- We will provide non-medical grade face coverings to our employees
- We will require masks to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace
  - When employees are moving about the building and away from their workstations
- We are providing training on the proper wearing and removal of masks to minimize contamination and spread from handling of masks
- We will require clients, visitors, and others to wear face coverings while in our building if they can medically tolerate the face covering
- Signs at the entry door will be posted alerting all to the requirement for face coverings

We will provide single-use face coverings for clients, visitors, and others who do not have a mask, can medically tolerate a mask, and who enter our building

[INSERT SCHOOL NAME] SUPERVISOR RESPONSIBILITIES

All **[Insert School Name]** supervisors have been familiarized with this Plan and are ready to answer questions from employees. Additionally, the **[Insert School Name]** expects that all supervisors will set a good example by personally following this Plan. Supervisors are to encourage this same behavior from all employees.

The **[Insert School Name]** will require there to be an on-site supervisor whenever employees are working to ensure this Plan is followed.

The **[Insert School Name]** supervisors will:
- **Keep everyone on the worksite premises at least 6 feet** from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- **Provide face masks** to their employees.
- **Require face masks to be worn** when employees cannot maintain 6 feet of distance from others in the workplace.
- **Increase cleaning and disinfection of our building** to limit exposure to COVID-19, especially on high-touch surfaces and shared equipment.
- Provide **deep cleaning and disinfecting** of the facility in the event of a positive COVID-19 case in the workplace.
- **Make cleaning supplies available to employees** upon entry and at the worksite and provide time for employees to **wash hands frequently or to use hand sanitizer**.
- When an **employee is identified with a confirmed case of COVID-19**, within 24 hours, we will notify both:
  1. The local health department, and
  2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

- Conduct a **daily entry self-screening questionnaire** for all employees or contractors entering the workplace, covering symptoms and suspected or confirmed exposure to people with possible COVID-19.   We will maintain these records with our confidential human resources files.
- **Train employees** on workplace infection control practices, the proper use of PPE, and how to notify the business of any symptoms of COVID-19 or a suspected or confirmed diagnosis.
- **Train employees** on how to report unsafe work conditions.

[INSERT SCHOOL NAME] EMPLOYEE RESPONSIBILITIES

OSHA classifies our workplace as a "lower" to "medium" exposure risk:
- **Lower exposure risk** means the work we perform 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** means the work we perform requires frequent 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.

We ask every employee to do their part to help minimize the impact of COVID-19 in our building. While at work, all employees must follow these prevention practices. In addition, employees must report to their supervisor immediately if they are experiencing signs or symptoms of COVID-19.

Prevention Practices
OSHA and the CDC have provided the following preventive guidance for all workers:
- 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 sanitizer**.
- **Avoid touching your face** with unwashed hands.
- **Cover** coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate **social distance of 6 feet** as much as possible.

Know the Symptoms
Employees should become familiar with the symptoms and exposure risks of COVID-19. The **primary** symptoms of COVID-19 include **dry cough** and **shortness of breath** or difficulty breathing; **or at least two of these symptoms:**
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop any of these symptoms, **do not report to work**. Instead, notify your supervisor immediately and consult your healthcare provider.

Similarly, if you come into **"close contact"** with someone showing these symptoms, notify your supervisor immediately and consult your healthcare provider. The CDC defines "close contact" as being within 6 feet of a person infected with, or showing symptoms of COVID-19 for a prolonged period of time (e.g., 10-30 minutes), or being in contact with the secretions of a person infected with, or showing symptoms of, COVID-19 (e.g., being sneezed or coughed on).

The **[Insert School Name]** has the responsibility to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. We need your help to do this.

MIOSHA Standards

Employees should become familiar with the Michigan Occupational Safety and Health Administration (MIOSHA) safety standards for safe operation of a workplace in light of COVID-19.

Attached to this Plan as Appendix A is the **[Insert School Name]'s** MIOSHA-compliant Preparedness & Response Program for Low & Medium Risk Employees. All employees may request additional copies of the plan from our human resources officer.

More information from MIOSHA is at the agency's COVID-19 Workplace Safety site, Michigan.gov/COVIDWorkplaceSafety.

Information regarding MIOSHA reporting procedures to report health and safety concerns in the workplace is at michigan.gov/MIOSHAcomplaint.

Appendix A

Michigan Occupational Safety and Health Administration (MIOSHA) SARS-CoV-2 Preparedness & Response Program for Low & Medium Risk Employees

General

The following COVID-19 ("SARS-CoV-2") Preparedness & Response Program has been established for this employer in accordance with the requirements in the most recent Executive Order (EO) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 as referenced by EO.

This program must be available at the company or at the worksite. The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this program shall be provided to employees upon their request.   Refer to the EO and referenced Guidance on Preparing Workplaces for COVID-19 therein for specific requirements.

Exposure Determination

This employer will evaluate 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.   The human resources officer designated by this employer will be responsible for seeing that exposure determination is performed.

 An employer shall categorize all its employees' jobs into the following risk categories:

Lower exposure risk jobs. These jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 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.

Medium exposure risk jobs. These jobs include those that require frequent and/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. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (for example, schools, high-population-density work environments, high-volume retail settings).

This employer has determined that the following positions/jobs/tasks have been determined to have the following exposure determination(s).
(**NOTE**: Some employers may have more than one type of exposure determination in the workplace depending on the evaluation of each positions/jobs/tasks in the workplace. Likewise, employees may perform tasks that have differing exposure determinations depending on assignment or need.)

Positions/job/task	Determination	Qualifying Factors (i.e. no public contact, public contact, job task description)

Engineering controls

This employer has implemented feasible "engineering controls" (protective measures) to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards. 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.

Engineering controls for SARS-CoV-2 include:

- Installing physical barriers, such as clear plastic sneeze guards.

- Installing a drive-through window for customer service.

NOTE: Additional engineering controls are not recommended for low exposure risk employees.
The human resources officer designated by this employer will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

The following engineering controls have been implemented. (Example: specify the engineering control for each of the positions/job/task listed in the exposure determination, and how each engineering control is intended to function to prevent the spread of SARS-CoV-2.)

Positions/job/task	Engineering Control

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The human resources officer designated by this employer will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

Additional engineering controls are not recommended for workers in the lower exposure risk group. Low exposure risk group employers should monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.

Examples of administrative controls for SARS-CoV-2 in medium risk groups include:

■ Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

■ Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.

■ Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.

■ Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).

■ Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

The following administrative controls have been established for this employer. (Example: Specify the Administrative control for each of the positions/job/task listed in the exposure determination, and how each engineering control is intended to function to prevent the spread of SARS-CoV-2.)

Positions/job/task	Administrative Control Type (workplace distancing, remote work, notifying customers)

Hand Hygiene & Disinfection of Environmental Surfaces

The human resources officer designated by this employer 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 employee's hands are potentially exposed to SARS-CoV2-19. When provision of handwashing facilities is not feasible, the employer shall provide employees with antiseptic hand sanitizers or towelettes.

The human resources officer designated by this employer will be responsible for seeing that environmental surface 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-CoV2-19. When choosing cleaning chemicals, this employer 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.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the workplace. The human resources officer designated by this employer will be responsible for seeing that such a cleaning and disinfection is performed as required.

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

Surface	Method/Disinfectant Used	Schedule/Frequency

The following methods will be used for enhanced cleaning and disinfection: *(LIST ENHANCED METHODS)*

Personal Protective Equipment (PPE)

This employer will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with latest EO. 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 when required.

■ 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.

■ *Require masks to be worn when workers cannot consistently maintain six feet of separation from other individuals in the workplace and consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.*

The construction industry must provide specific instructions for the distribution of personal protective equipment and designate on-site locations for soiled masks.

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

Positions/job/task	PPE

Health Surveillance

This employer has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. _____The human resources officer designated by this employer will be responsible for ensuring that all required health surveillance provisions are performed as required.

At the beginning of each day at the start of each work shift , this employer will screen employees for signs and symptoms COVID-19 as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to the human resources officer designated by this employer before and during the work shift and have provided employees with instructions for how to make such a report to the employer.

Manufacturing facilities must also conduct a daily entry screening protocol for workers, contractors, suppliers, and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening as soon as no-touch thermometers can be obtained.

Businesses or operations in the construction industry must also: Conduct a daily entry screening protocol for workers, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows: *(DETAIL REPORTING INSTRUCTIONS PROVIDED TO EMPLOYEES HERE)*

This employer 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:
    (a) Not allowing known or suspected cases to report to or remain at their work location.

(b) Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.

(c) Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Training

The human resources officer designated by this employer shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

Train workers on, at a minimum:
   A. Routes by which the virus causing COVID-19 is transmitted from person to person.
   B. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
   C. Symptoms of COVID-19.
   D. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
   E. Measures that the facility is taking to prevent worker exposure to the virus, as described in the COVID-19 preparedness and response plan required under the most recent EO.
   F. Rules that the worker must follow in order to prevent exposure to and spread of the virus.
   G. The use of personal protective equipment, including the proper steps for putting it on and taking it off.

NOTE: It is recommended that records of employee training be maintained that at a minimum document the name(s) of employee(s) trained, date of training, name of trainer, and content of training.

Recordkeeping

The human resources officer designated by this employer shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.

The following records are required to be maintained:

   1. Required training.
   2. A record of 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.
   3. When an employee is identified with a confirmed case of COVID-19.

_____

FREE ONSITE CONSULTATION SERVICE FOR EMPLOYERS

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers identify and correct potential safety and health hazards.

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

www.michigan.gov/leo

LEO is an equal opportunity employer/program.

(MIOSHA/CET-5700 • Revised 05/22/20)

Appendix B

Excerpts, Michigan Executive Order 2020-184 (COVID-19)
Safeguards to protect Michigan's workers from COVID-19
 ….

General Regulations

1. All businesses or operations that are permitted to require their employees to leave the homes or residences for work must, at a minimum:
    a. Develop a COVID-19 **preparedness and response plan**, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available <u>here</u>. Within two weeks of resuming in-person activities, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
    b. Designate one or more **worksite supervisors** to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
    c. Provide COVID-19 **training** to employees that covers, at a minimum:
        1. Workplace infection-control practices.
        2. The proper use of personal protective equipment.
        3. 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.
        4. How to report unsafe working conditions.
    d. Provide any **communication** and training on COVID-19 infection control practices in the **primary languages** common in the employee population.
    e. Place **posters** in the languages common in the employee population that encourage staying home when sick, cough and sneeze etiquette, and proper hand-hygiene practices.
    f. 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.
    g. Keep everyone on the worksite premises **at least six feet** from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
    h. **Provide non-medical grade face coverings** to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
    i. **Require face coverings** to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

j. **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., tools, machinery, vehicles).

k. Adopt protocols to **clean and disinfect the facility in the event of a positive COVID-19 case** in the workplace.

l. **Make cleaning supplies available to employees** upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.

m. When an employee is identified with a **confirmed case of COVID-19**:
   1. Immediately notify the local public health department, and
   2. Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

n. 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 Centers for Disease Control and Prevention ("CDC") and they are released from any quarantine or isolation by the local public health department.

o. **Follow Executive Order 2020-172**, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

p. Establish a **response plan for dealing with a confirmed infection in the workplace**, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.

q. **Restrict business-related travel** for employees to essential travel only.

r. Encourage employees to use personal protective equipment and hand sanitizer on **public transportation**.

s. **Promote remote work** to the fullest extent possible.

t. **Adopt any additional infection-control measures that are reasonable** in light of the work performed at the worksite and the rate of infection in the surrounding community.

….

….

Retail Store, Libraries, Museum Regulations

2. Retail stores that are open for in-store sales, as well as libraries and museums, must:

   a. Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.

   b. Establish lines to regulate entry in accordance with subsection (c) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.

   c. Except in Regions 6 and 8, adhere to the following restrictions:
      1. Stores of less than 50,000 square feet of customer floor space must limit the number of people in the store (including employees) to 25% of the total

occupancy limits established by the State Fire Marshal or a local fire marshal.

2. Stores of 50,000 square feet or more must:
   A. Limit the number of customers in the store at one time (excluding employees) to 20 people per 1,000 square feet of customer floor space.
   B. Create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.

3. The director of the Department of Health and Human Services is authorized to issue an emergency order varying the capacity limits described in this subsection as necessary to protect the public health.

d. Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.
e. Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.
f. Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.
g. Install physical barriers at checkout or other service points that require interaction, including plexiglass barriers, tape markers, or tables, as appropriate.
h. Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.
i. Train employees on:
   1. Appropriate cleaning procedures, including training for cashiers on cleaning between customers.
   2. How to manage symptomatic customers upon entry or in the store.
j. Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.

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Office Regulations

3. Offices must:

a. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
b. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
c. Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).
d. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).

e. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
f. Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.
g. Post signs about the importance of personal hygiene.
h. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
i. Institute cleaning and communications protocols when employees are sent home with symptoms.
j. 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.
k. Restrict all non-essential travel, including in-person conference events.

Acknowledgement of COVID-19 Preparedness & Response Plan

I acknowledge that I have received a copy of the COVID-19 Preparedness & Response plan adopted by my employer. I agree to read and abide by these COVID-19 Preparedness & Response policies and if I have any questions, I will ask my supervisor.

_____   _____

Printed name of Employee   Name of Employer

_____   _____

Signature of Employee   Date
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