HSMC COVID-19 EMERGENCY PLAN

Madonna Bevington Burkit, Executive Director

June 9, 2020

Michigan Governor’s COVID Executive Order 2020-114 outlines directives for Safeguards to protect Michigan’s workers from COVID-19 with the following provisions that speak directly to HSMC activities with the Shelter and Thrift Shop:

Acting under the Michigan Constitution of 1963 and Michigan law, I order the following:

1. All businesses or operations that require their employees to leave the homes or residences for work must, at a minimum:
   1. 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 (“OSHA”) and available [**here**](https://www.osha.gov/Publications/OSHA3990.pdf). 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.
   2. 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.
   3. 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.
   4. 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.
   5. 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.
   6. 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.
   7. 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.
   8. 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).
   9. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
   10. 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.
   11. 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.
   12. An employer 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 Centers for Disease Control and Prevention (“CDC”) and they are released from any quarantine or isolation by the local public health department.
   13. Follow Executive Order 2020-36, 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.
   14. 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 workplace to allow for deep cleaning.
   15. Restrict business-related travel for employees to essential travel only.
   16. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
   17. Promote remote work to the fullest extent possible.
   18. 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 stores that are open for in-store sales, as well as libraries and museums, must:

1. 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.
2. 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.
3. Except in Regions 6 and 8, adhere to the following restrictions:
   1. For 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. Stores of more than 50,000 square feet must:
      1. Limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.
      2. 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, including but not limited to heart disease, diabetes, and lung disease.
   2. 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.
4. Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.
5. Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.
6. Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.
7. Install physical barriers at checkout or other service points that require interaction, including plexiglass barriers, tape markers, or tables, as appropriate.
8. Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.
9. 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.
10. 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.
11. Limit staffing to the minimum number necessary to operate.

Employers must maintain a record of the requirements set forth in Sections 1(c), (d), and (k).

**HSMC COVID-19 RESPONSE PLAN:**

Testing can be done at MED EXPRESS at 1261 N. Telegraph Road Monroe, MI 48162 (734)457-2142 which is open 8am – 8pm daily, COVID cost is $275 unless otherwise insured. Employees with multiple symptoms (especially fever 100°F or above) shall be tested.

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.

CORONAVIRUS SELF CHECKER: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> (Center for Disease Control, 2020)

---------------------------------------------------------------------------------------------------------

HSMC Staff can be exposed to COVID-19 and other infectious diseases via the general public, customers, volunteers, and coworkers. Sick individuals or those at high risk of infection (such as someone who travels), health care workers, and persons with immunocompromising conditions are also high exposure risks.

This policy applies to Staff, Volunteers, Board Members, and the Public.

Michigan Governor’s Executive Order(s) and OSHA’s General Duty Clause and Guidance on Preparing workplaces for COVID-19 outlines requirements for safe operation of both employees and the public (Whitmer, 2020).

Employees can contact MIOSHA at 800-866-4674 for questions and/or concerns.

More information can be obtained from [www.OSHA.gov/coronavirus](http://www.OSHA.gov/coronavirus) or call 1-800-321-OSHA(6742)

**Implementation of policy and engineering methods:**

Posting notification to the public upon entering the Shelter on Telegraph Road

1. Per Frenchtown Fire Dept maximum occupancy of the public is 4 persons
2. Persons of the same household may congregate together
3. Refer to Standard Operating Procedures for Shelter for sanitizing procedures.
4. Public is required to wear facemasks due to confined spaces within the shelter where 6-foot distancing is not always able to be maintained.
5. Staff must always wear facemasks when meeting with the public and encourage frequent hand sanitizing before and after each meeting
6. Volunteers are subject to the same level of screening when working at HSMC Facilities
7. Hand sanitizer is to be available at the door when entering and throughout the building
8. Donations are asked to be left outside the door
9. Physical distancing of 6 feet and separation between rooms if persons are not from the same household
10. The public is not permitted in the office
11. Discourage the use of other employees of using the same phone and various surfaces or sanitize equipment after each new user.
12. Employees must be asked daily the following 3 questions: if they have been in contact with someone who is known to have COVID-19. If so, follow up question should be: ‘have you maintained physical distancing or wear PPE’?
    1. Have you been in close contact with people that have been exposed to or diagnosed with COVID-19 in the past 14 days?
       1. If so, did you maintain safety precautions keeping physical distancing guidelines and wearing PPE?
    2. Have you tested positive for COVID-19 or experienced flu like symptoms in the past 14 days?
       1. If so, send employee for COVID-19 testing
       2. Reference page 2, subsection k & l
    3. What is your body temperature?
       1. Temperatures over 100°F employee is sent home. If additional symptoms are present employee or volunteer must obtain COVID-19 testing and report findings with documentation.
13. Daily questions and results recorded daily.
14. This policy will be covered with employees providing training and a platform for answering questions
15. Notify other employees if it is learned that another customer, supplier, or employee has been tested positive for COVID
16. Employees suspected or positively tested for COVID must be reported to the Executive Director
17. Candace Buttrick is the Primary for supervising this policy, Kasey Perkins is the Secondary.
18. Employees suspected or positively tested for COVID must be reported to the Executive Director

**Posting notification to the public upon entering the Thrift Store at the Mall of Monroe on N. Monroe Street**

1. Per Michigan Governor Executive Order 2020-114 maximum occupancy is 4 people per 1000 square feet. Thrift store Suite 515 is exactly 3374.81 square feet with maximum public occupancy of 13 people (not including staff).
2. A plexiglass shield shall be placed at the register/counter when performing transactions with the public.
3. Hand sanitizer and a public notification is at the entrance of the HSMC Thrift Shop
4. Hand sanitizer is at the register and front counter
5. Public is encouraged to wear facemasks and maintain 6’ physical distancing
6. Spaces will be designated for public traffic flow and check out physical distancing
7. Physical distancing of 6 feet and separation if persons are not from the same household
8. Discourage the use of other employees of using the same phone and various surfaces or sanitize equipment after each new user.
9. Madonna Burkit is the Primary for supervising this policy, Jordin Kirkpatrick is the Secondary.
10. Employees must be asked daily the following 3 questions: if they have been in contact with someone who is known to have COVID-19. Volunteers are subject to the same questions.
    1. Have you been in close contact with people that have been exposed to or diagnosed with COVID-19 in the past 14 days?
       1. If so, did you maintain safety precautions keeping physical distancing guidelines and wearing PPE?
    2. Have you tested positive for COVID-19 or experienced flu like symptoms in the past 14 days?
       1. If so, send employee for COVID-19 testing
       2. Reference page 2, subsection k & l
    3. What is your body temperature?
       1. Temperatures over 100°F employee is sent home. If additional symptoms are present employee or volunteer must obtain COVID-19 testing and report findings with documentation.
11. Daily taking of temperatures of employees and record in a diary
12. This policy will be covered with employees providing training and a platform for answering questions
13. Notify other employees if it is learned that another customer, supplier, or employee has been tested positive for COVID
14. Employees suspected or positively tested for COVID must be reported to the Executive Director

**In case of a Positive Test** (MCCCU COVID-19 Guidelines, 2020) **(The remainder of this policy is benchmarked from the MCCCU COVID-19 Guidelines):**

When an employee informs their supervisor that they have tested positive for Covid-19 related illness, this becomes a reported case. Immediate action is to be taken along with documentation of the entire situation. The Executive Director is responsible with working the employee. Steps to be taken include:

✓ Immediately isolate the employee who tested positive

✓ Have the employee drive themselves home, if able

✓ The employee is advised to contact the County Health Department (CHD) where the employee resides. Monroe County Health Department contact info: (734) 240-7800 or (888) 354-5500. The employee’s health provider is responsible for contacting the appropriate county health department.

✓ Advise those working within close proximity to the infected employee that they may have been exposed

✓ Coordinate to clean the areas of potential contamination.

✓ The Executive Director (or designee) will advise employee to remain home for fourteen (14) days after your last contact with a person who has tested positive for Covid-19

✓ Illustration provided by the CDC: I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend). Your last day of quarantine is 14 days from the date you had close contact.

Definition of “Close Contact” per the CDC

* You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
* You provided care at home to someone who is sick with COVID-19
* You had direct physical contact with the person (hugged or kissed them) • You shared eating or drinking utensils
* They sneezed, coughed, or somehow got respiratory droplets on you

Definition of “Close Contact” per MCDH:

* They have been exposed to a COVID-19 positive person, meaning: An immediate family member has tested positive for or exhibited symptoms of COVID-19 or
* In the last 14 days, the employee came in close contact (being within approximately six (6) feet for a prolonged period of time without PPE) with someone who has tested positive for COVID-19.

Isolation: When a person who is sick, is asked to stay home and limit interactions with others, even people they live with. This includes anyone who:

* Tests positive and has symptoms.
* Tests positive but has no symptoms.
* Has symptoms but has not been tested.

The local health department may call and require a person to isolate.

Quarantine: When a person who is not sick is told to stay home because they have been exposed to someone who is sick.

Quarantine usually lasts 14 days. The local health department will tell them when it is safe to leave home. - If a person develops symptoms of COVID-19 during quarantine they will be told to isolate and get tested.

**Return to Work Policy** (Monroe County Department of Health, 2020)

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or

2. They receive a negative COVID-19 test.

Employees\* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or

2. The symptomatic individual receives a negative COVID-19 test.

\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

**Testing for COVID-19**

The Michigan Department of Health and Human Services (MDHHS) announced on June 8, 2020 that it is greatly expanding testing criteria for COVID-19 to provide access to additional residents who do not have symptoms but are at risk. Testing is NOT required for employees to return to work unless directed by the Executive Director or delegate. The MDHHS is encouraging anyone who meets the testing criteria to be tested and they report that free testing is widely available. More information is available via this link: <https://www.michigan.gov/coronavirus/0,9753,7-406-98163-530157--,00.html>

Anyone notified that they may have been in close contact with a person that tested positive will be advised by the Human Resources Director to quarantine for a period of 14 days. The employee may get tested with a healthcare provider order. The test results are not needed as the 14-day rule over-rules. If the employee wishes to be tested and tests positive the 14-day quarantine begins with the onset of symptoms. It is advisable for the test to be conducted at least 7 days after last exposure with the person who tested positive.

Referenced: https://www.michigan.gov/coronavirus/0,9753,7-406-99891\_99914---,00.html

The Executive Director will work the employee who is directed to quarantine for 14 days by the county, healthcare provider, or the HSMC. The Executive Director will discuss options available to assist in covering time off.

# References

Center for Disease Control. (2020, May 13). *Center for Disease Control*. Retrieved from Coronavirus Disease 2019 (COVID-19): https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Monroe County Department of Health. (2020, April 14). *Monroe County COVID-19 Preparedness and Response Plan*. Retrieved from Monroe County Health Dept: https://www.co.monroe.mi.us/

Torbet, L. (2020, November 3). *MCCCU COVID-19 Guidelines*. Retrieved from Monroe County Community College: https://www.monroeccc.edu/sites/default/files/coronavirus/MCCCC%20Covid%2019%20Guidelines%208-25-20.pdf

Whitmer, G. (2020, June 5). *State of Michigan Executive Orders COVID*. Retrieved from Michigan.gov: https://www.michigan.gov/whitmer/0,9309,7-387-90499\_90705-531123--,00.html