COVID-19 Preparedness and Response Plan
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Introduction

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, West Michigan Shoreline Regional Development Commission (WMSRDC) has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Protective Safety Measures

Sick Leave
Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and WMSRDC’s Sick Leave policy. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work
All employees, whose job duties reasonably allow them to telework, will have the option to work remotely. When necessary, WMSRDC will provide equipment to employees to adequately perform their job from a remote location. Reimbursements for office expenses such as paper, printer ink, and general supplies will be provided. Work from home stipends, however, will not be provided.

Scheduling
For a time period as deemed appropriate by WMSRDC, employees will work in the office on a staggered schedule between in office and remote work to ensure social distancing. Schedules will be determined by the Executive Director, and will be flexible to the needs of the employees and their ability to adequately perform their job duties. Full staff work in office will resume at a time when the COVID-19 threat has passed or state and/or federal government recommends relaxing of social distancing protocols.

Out of State Travel
Any employee that travels out of state for personal or professional reasons is required to work from home for 14 days before returning to the office. This requirement will be lifted at a time when the COVID-19 threat has passed.

Personal Protective Equipment
WMSRDC shall provide and make available to all and any employees performing in-person work, personal protective equipment (PPE) such as gloves and face masks as appropriate for the activity being performed. Any in-person employee able to medically tolerate a face covering is encouraged wear a covering over his or her nose and mouth when in any enclosed public space. Should the state and/or federal government require face coverings be worn in enclosed spaces, WMSRDC will require all employees and visitors to abide by this requirement.

Enhanced Social Distancing and Modifying the Workplace
Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Signage will be posted around the office as a reminder and guidance to adhere to social distancing protocols. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks,
telephones, and tools/equipment. The number of employees permitted in any break room or conference room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate. All entrances to the office be propped open to reduce contact.

**Deliveries**
A contactless drop zone will be established for all deliveries including mail, packages, and food. This will be located in the reception area and will be disinfected after every delivery.

**Offsite Visits**
Any WMSRDC employee who attends a meeting outside of the office must adhere to any protocols deemed necessary for visiting that location. Any in-person employee able to medically tolerate a face covering is encouraged wear a covering over his or her nose and mouth when in any enclosed public space and to follow social distancing protocols even if they are not specifically required by the location.

**Enhanced Hygiene**
Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Hand shaking and other physical contact is also prohibited to ensure good hygiene.

**Enhanced Cleaning and Disinfecting**
Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly via nightly cleanings performed by WMSRDC’s office cleaning provider using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee, visitor, or contractor that has been in the workplace in the past 14 days tests positive for COVID-19, WMSRDC will close the office for a period of 2 business days so the office can be properly disinfected.

**Equipment and Other Shared Items**
WMSRDC limits the sharing of equipment and other items among in-person employees. Should any sharing of items be required, employees must disinfect and clean each item following their use of and before any other employee uses the items. These items include, but not limited to, copier, paper shredder, water coolers, refrigerator, microwave, and coffee maker. WMSRDC will provide employees with disinfectant wipes and other disinfecting products for this purpose.

**Visitors**
No visitors should be allowed in the workplace unless they are present for a statutorily required meeting with no ability to attend remotely via phone or video conference, and for deliveries. All visitors entering the building shall be screened prior to entering the office. A screening questionnaire should be utilized to decide if the visitor can enter the office. If a visitor presents with symptoms of COVID-19 or answers “yes” to any of the screening questions, they will not be allowed to enter the office. Visitors will be provided with a handout regarding what to do if they
might have COVID-19. The questionnaire will be available at a table place outside of the conference room with signs alerting visitors to stop before entering the office. Further instructions on this process can be located in the appendix.

WMSRDC requires that any member of the public, able to medically tolerate a face covering, must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space. Members of the public will also be required to abide by social distancing regulations.

**Employees with Suspected or Confirmed COVID-19 Cases**

**Suspected Cases**

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
  - Fever;
  - Shortness of breath; and/or
  - Continuous cough.

  OR

- They are experiencing at least two of the following symptoms:
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat and/or
  - New loss of taste or smell

  OR

- 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 with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify Executive Director;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then WMSRDC will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual’s privacy); and
- Ensure that the employee’s work area is thoroughly cleaned.
**Confirmed Cases**

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify Executive Director of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then WMSRDC will:

- Notify all employees and visitors who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual’s privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee’s presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

**Business Continuity Plans**

The Executive Director will work with staff to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent, and develop an emergency communication plan to communicate important messages to employees and stakeholders.
APPENDIX A

EMPLOYEE RETURN TO WORK PLAN

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.
APPENDIX B

VISITOR COVID-19 SCREENING FORM

Visitors are required to wear a face covering while in any public spaces within the premises.

Date: ______________  Time In: __________

Office Visiting: ____________________________________________

Visit Purpose: ____________________________________________

Visitors Name:  ____________________________________________

Phone Number: ____________________________________________

Email Address: ____________________________________________

In the past 24 hours, have you experienced any of the following symptoms?

________ An atypical cough

________ Atypical shortness of breath

Or at least **two** of the following:

________ Fever of 100 degrees F or 37.8 degrees C, or above

________ Chills/Repeated Shaking

________ Muscle Pain

________ Sore Throat

________ Headache

________ New or Loss of Taste or Smell

In the past 14 days have you:

________ had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

________ Traveled internationally or domestically?

Employee:

I have reviewed visitor form and the individual ___is or ___is not allowed in the office based of their responses.

Date: ____________ Time: ________Employee signature: ______________________
APPENDIX C

INSTRUCTIONS FOR VISITOR COVID-19 SCREENING FORM

- Screening forms are to be places on the table outside the entrance to the office or on a table outside of the conference room
- A sign will instruct the visitor to stop and fill out a form
  - Should the visitor proceed into the office or conference room, instruct them back to the form and ask that they complete it
- Review the completed screening form without touching the form or while wearing gloves
- If visitor answered “yes” to any of the symptoms listed in “past 24 hours” section, visitor is not permitted access to the premises. They should be provided with a CDC Handout: Sick with COVID-19 Fact Sheet found in Appendix C and asked to leave the office.
- If visitor answered “yes” to either of these questions in “past 24 days” section, visitor is not permitted access to the premises and asked to leave the office.
APPENDIX D

VISITOR HANDOUTS

Prevent the spread of COVID-19 if you are sick


If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

**Stay home except to get medical care.**
- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**

**Separate yourself from other people and pets in your home.**
- **As much as possible, stay in a specific room and away from other people and pets in your home.** Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
  - See COVID-19 and Animals if you have questions about pets: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals

**Monitor your symptoms.**
- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.

If you develop emergency warning signs for COVID-19 get medical attention immediately.

Emergency warning signs include:
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- 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.** If you have a medical emergency and need to call 911, notify the operator that you have or think you might have COVID-19. If possible, put on a facemask before medical help arrives.

**Call ahead before visiting your doctor.**
- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor’s office.** This will help the office protect themselves and other patients.

**If you are sick, wear a cloth covering over your nose and mouth.**
- **You should wear a cloth face covering over your nose and mouth if you must be around other people or animals, including pets (even at home).**
- **You don’t need to wear the cloth face covering if you are alone.** If you can’t put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

**Note:** During the COVID-19 pandemic, medical-grade face masks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

cdc.gov/coronavirus
Only Enter This Building If You:

• Are a healthy visitor
• Have an appointment
• Are a company employee

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.
Keeping Michigan Informed
Novel Coronavirus 2019 (COVID-19)

Symptoms

FEVER  COUGH  BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands

WET HANDS  LATHER  SCRUB: 20 SECONDS  RINSE  DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.

Seeking Care
Call your doctor if you experience symptoms, or our COVID-19 hotline at 616.391.2380 to schedule a free virtual screening.*
If your symptoms are life-threatening, call 911.

*Free screening available for all individuals in the state of Michigan.

For more information visit spectrumhealth.org/covid19.
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

[cdc.gov/coronavirus]
How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

**Clean your hands often**

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

**Avoid close contact**

- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  - Remember that some people without symptoms may be able to spread virus.
  - This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)

[cdc.gov/coronavirus](http://cdc.gov/coronavirus)
If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow-up with your supervisor.

**DO NOT ENTER** if you have:

- **FEVER**
- **COUGH**
- **SHORTNESS OF BREATH**

[cdc.gov/CORONAVIRUS]