




COVID-19

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**Coronavirus / COVID-19
Response Team**


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**Bringing Employees Back to
Work During COVID-19**

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Where are We?

- Still in a global pandemic that appears unlikely to disappear for a long time
- MI Stay-at-Home Order until 5/15
- Unemployment rate in MI predicted to exceed “bleakest expectations” by Detroit Regional Chamber
- Discussion has turned to when and how to re-open our communities, businesses and workplaces with COVID-19 still present

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What Is the Landscape?

- White House: “Opening up America Again”
 - 3 phases
- MI Republican legislators
 - Senate “Open Michigan Safely”
 - House “Roadmap”
- Bi-Partisan Problem Solvers Caucus: “Reopening and Recovery ‘Back to Work’ Checklist”
 - Benchmarks to mitigate impact and prepare to handle new cases.

What Else Do We Know Now?

- EO 36: Mandated self-quarantine and employment protection for:
 - Employees with COVID-19
 - Employees with symptoms of COVID-19
 - Employees who have had close contact with either COVID-19 or symptoms in last 14 days

What Else Do We Know Now?

- EO 59 requirements for in-person operations
 - COVID-19 Preparedness and Response Plan
 - Only necessary employees; promote telework
 - Social distancing practices
 - Increased cleaning and disinfection
 - Protocol for cleaning after positive test
 - Policies to prevent employees w/ symptoms from working
 - Limited sharing of tools and equipment
 - Non-medical grade face coverings available

What Else Do We Know Now?

- EO 60 requirements for food selling establishments and pharmacies
 - Handwashing facilities and breaks
 - Access to hand sanitizer
 - Disinfecting wipes
 - Prohibit sick employees from working
 - Daily health screening
 - Additional social distancing measures
 - Accommodate vulnerable employees with low exposure assignment or leave
 - Notice to employees and vendors within 12 hours in event of positive test

What Else Do We Know Now?

- Local county orders (Oakland, Washtenaw, Ingham, etc.)
 - Required health assessments/temperature checks; close contact
 - Mandated quarantine after travel
- CDC and OSHA Guidance on planning for COVID-19
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
 - <https://www.osha.gov/Publications/OSHA3990.pdf>

What Seems Certain in Michigan?

- Certain sectors will open before others
 - Indoor v. outdoor
 - Public facing
 - Shared tools/machinery
- Re-engagement will be phased/gradual
 - Lowest risk first
 - Contingent upon wide testing and contact tracing
- Limited public/large gatherings
- As businesses open, they will be required to implement measures to prevent spread of COVID-19

Let's Talk Science....

- Webinar with Dr. Van Enk, Director, Infection Prevention & Epidemiology, Bronson Health:
 - <https://www.youtube.com/watch?v=3160GX4rW6s&feature=youtu.be>
- Greatest risk of transmission is touching droplets and subsequent touching of eyes, nose and mouth
 - NOT through the air
- Lives on surfaces for hours, not days (half-life is about 1 hour)
- Virus easy to kill with soap, disinfection

Let's Talk Science....

- Greatest opportunity to minimize workplace spread (in order):
 - Encourage and enforce handwashing
 - Cleaning and disinfection of high-touch surfaces throughout day
 - Social distancing
 - Cloth masks (to prevent touching face)
 - Health assessments/temperature checks

The Good News

- We know a lot from the experiences of critical infrastructure business that have continued in-person operations over the last several weeks

Preparedness and Response Plan

- COVID-19 Preparedness and Response Plan in accordance with OSHA Guidance
 - <https://www.osha.gov/Publications/OSHA3990.pdf>
 - Already required under EO 42
 - Identify potential sources to spread COVID-19 (public, customers, co-workers, visitors, etc.)
 - Establish risk categories for employees
 - Assign COVID-19 Workplace Coordinator
 - List worksite preventative measures

Identify Available Workforce

- Possible reasons for unavailability
 - Underlying health concerns and advised to self-quarantine
 - Unavailable due to kids home from school/day care
 - Symptoms or close contact with individuals who have symptoms
 - EO 36
 - (Become familiar with FFCRA if less than 500 e/ees)
 - If partial workforce needed, UIA workshare might be an option. 1-844-WORKSHR. \$600 CARES payment applies.
https://www.michigan.gov/documents/uia/WS_Brochure_11_x_17-secured_636906_7.pdf

Communication Plan

- Safety, safety, safety
- Demonstrate knowledge of how COVID-19 is transmitted
 - CDC Guidance
 - OSHA Guidance
- Explain worksite preventative measures and provide name of COVID-19 Workplace Coordinator
- Educate employees on their responsibility to reduce the spread of COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Hygiene and Disinfection

- Employee hygiene practices
 - Communications re proper handwashing, cover coughs/sneezes, do not touch face
https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
 - Make sure soap/water is available
 - Consider additional breaks for handwashing
- Regular disinfection/sanitation
 - Add measures during workday
 - Identify commonly touched surfaces
 - Require employees to clean own workspaces at beginning/end of workday
 - Eliminate shared use of items when possible

Social Distancing Measures

- Likely will be mandated; also very helpful for contact tracing in the event of a positive case
- Measures to implement 6 feet requirement
 - Communicate requirement
 - No large gatherings; limit in person meetings
 - Close common areas
 - Staggered work schedules/shifts
 - Reminders for arriving/leaving work
 - Marks on floor
 - Continued telework when feasible
- Engineer barriers if 6 foot distance not feasible

Protective Gear

- Cloth masks likely required for most workplaces
 - Masks help stop spread and reduces face touching
 - More protective masks required for high exposure risk workplaces. OSHA training requirements might apply.
- Gloves if customer facing, food preparation, etc.

Review and Revise Policies

- Prohibit employees from coming to work if they have COVID-19 symptoms or have been in close contact with confirmed case of COVID-19 within last 14 days; educate leaders to send them home if they are sick
- New paid leave obligations under FFCRA
- Confirm sick leave policies are flexible to comply with EO 36
 - May need emergency sick leave policy

Health Assessments

- Written affirmation of the following:
 - No symptoms
 - No contact with confirmed case within 14 days
 - International travel within 14 days
- Temperature checks might be required
 - Touchless thermometers
 - Contract with medical staffing agency?
 - Diversified Medical Staffing

Create Positive Test Protocol and Contact Tracing

- Positive test protocol
 - Communication plan to employees
 - Contact information for local health department
 - Evaluate OSHA reporting requirements
 - Rules for returning to work
- Contact tracing
 - Record of who was in different areas of the workplace
 - Evaluate employee access
 - Ability to contact impacted individuals
 - Visitor/customer/vendor log

Procurement

- Procurement
 - Tissues and no-touch disposal receptacles
 - Cleaning and disinfections supplies
 - Bleach, soap, wipes, spray bottles
 - Contract with cleaning supplier?
 - Cloth masks
 - Health assessment supplies
 - Touchless thermometers

Plan to communicate with customers, suppliers and other business partners

- Evaluate supply chain
- Communicate requirements for entry to facility in writing
 - No illness
 - Hygiene
 - Social distancing
 - Sign-in requirements

Other Considerations

- Engineering controls/ventilation
 - Increase ventilation rates
 - Increase percentage of circulating outdoor air
- Evaluate work-related travel
 - Only if necessary
 - Limit contact to other employees if possible after return
- Plan for potential attendance concerns
 - Cross-train
 - Incentive pay
 - Contract staffing



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