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COVID-19 Preparedness & Response Plan For Lower and Medium Exposure Risk Employers ONLY

✔ General

The following COVID-19 Preparedness & Response Plan has been established for **the Village of Calumet, Michigan** in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Caleb Katz, Village Manager, has read these emergency rules carefully, developed the safeguards appropriate to Village of Calumet based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

The Village of Calumet has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) are Caleb Katz, Village Manager, and Marc Klein, DPW Supperontendent. The supervisors will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via hard copy and website.

✔ Exposure Determination

The Village of Calumet has evaluated 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. Caleb Katz and Marc Klein are responsible for the exposure determination.

The Village of Calumet has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:



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- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 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. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent 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. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Caleb Katz verifies that Village of Calumet has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

The Village of Calumet has categorized its jobs as follows:

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Snow Plowing	Low	Public Contact
Office Work	Low	Public Contact
DPW Machinery Maintenance	Medium	Public Contact/More Employees

✓ **Engineering Controls**

The Village of Calumet has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from



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work-related hazards using ventilation and other engineered solutions. 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.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

Marc Klein and Caleb Katz will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Office Work	Office is closed to public/symptom handouts to track employees. Disinfectant and masks available.
DPW Garage/Maintenance	Garage is closed to public/symptom handouts to track employees. Disinfectant and masks available.

✔ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Caleb Katz will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.



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The following administrative controls have been established for the Village of Calumet:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
X	Promote remote work (telecommuting) to the fullest extent possible.
X	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
X	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
X	Restrict the number of customers in the establishment at any given time.
X	Minimize the sharing of tools, equipment, and items.
X	Provide employees with non-medical grade face coverings (cloth face coverings).
X	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
X	Require customers and the public to wear cloth face coverings.
X	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again. Encourage sick customers to use drive-through services, curbside pickup, or home delivery.
X	Provide customers and the public with tissues and trash receptacles.
X	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and



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	coughing and sneezing in one's elbows rather than hands.
X	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
X	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
X	Maintain flexible policies that permit employees to stay home to care for a sick family member.

☑ Hand Hygiene

Caleb Katz 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 employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, Village of Calumet shall provide employees with antiseptic hand sanitizers or towelettes. Village of Calumet will provide time for employees to wash hands frequently and to use hand sanitizer.

The Village of Calumet shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

☑ Disinfection of Environmental Surfaces

The Village of Calumet will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). The Village of Calumet will make cleaning supplies available to employees upon entry and at the worksite.

Greg Saxton, Janitor, will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2.



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When choosing cleaning chemicals, the Village of Calumet 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.

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

Surface	Method/Disinfectant Used	Schedule/Frequency
Doors/Knobs	Clorox Wipes	Bi Weekly
Desks	Clorox Wipes	Bi Weekly
Computers	Clorox Wipes	Bi Weekly

The Village of Calumet will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Caleb Katz will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

Disinfecting floors, tables, windows, keyboards, computers, phones.

☑ **Personal Protective Equipment (PPE)**

The Village of Calumet will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.



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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.
- 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.

The Village of Calumet will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Village of Calumet will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. The Village of Calumet will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

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

Job/Task	PPE
Every day in office or garage work.	Facemasks or face shields if desired.

☑ Health Surveillance

The Village of Calumet. will 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, together with, if possible, a temperature screening. Caleb Katz and Marc Klein will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, the Village of Calumet



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will have employees self-screen for COVID-19. The Village of Calumet will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. The Village of Calumet will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Caleb Katz before and during the work shift. The Village of Calumet has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

- 1. Call or Email their supervisor, which could be Marc Klein if they work in the DPW or Caleb Katz, if they are office employees.**
- 2. If the employee is in the DPW garage, Supervisor Marc Klein will give the information to Manager Caleb Katz.**
- 3. Employee will self-quarantine for 14 days, and get a COVID test to determine whether they are sick or not.**
- 4. After the 14-day quarantine they can return to work if they have no symptoms and a negative test.**

The Village of Calumet 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:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

The Village of Calumet will not discharge, discipline, or otherwise retaliate against employees



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who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, Caleb Katz will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, the Village of Calumet will not reveal the name or identity of the confirmed case.

The Village of Calumet 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 CDC.

✔ Training

Caleb Katz shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

The Village of Calumet will train workers on, at a minimum:

- 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.

Caleb Katz shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✔ Recordkeeping

The Village of Calumet will maintain records of the following requirements:

- Training - The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols -The employer shall maintain a record of screening for each



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employee or visitor entering the workplace.

■ When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Caleb Katz will ensure that these records are kept.



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