



SAMPLE
COVID-19
Preparedness and Response Plan

Steps to Prepare Your COVID-19 Preparedness and Response Plan

STEP 1: Review Executive Order 2020-70 and any relevant local-level orders.

- Governor Whitmer’s Executive Order 2020-70 prohibits in-person work that is not necessary to sustain or protect life or perform a “resumed activity” (as defined in the Executive Order. It contains various restrictions that must be followed. In general, no person or entity may operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations, or perform a resumed activity. In addition, all in-person government activities that are not necessary to sustain or protect life, or to support those businesses and operations that are necessary to sustain or protect life are suspended.
- Many counties and local governments are issuing their own executive orders or public health orders that contain additional restrictions or requirements. Be sure to check for any local requirements beyond the state-level orders to ensure compliance.¹
- Executive Order 2020-70 is in effect until May 15, 2020. Update your Plan as your operation evolves or as state/local orders related to COVID-19 are issued or amended.

STEP 2: Restrict the workers permitted to perform in-person work to no more than is necessary to perform the business’s or operation’s critical infrastructure functions or to conduct minimum basic operations or perform the resumed activity.

- Determine which employees are “critical infrastructure workers,” those required to conduct minimum basic operations, or those required to perform a resumed activity, but allow as many employees to work remotely as feasible, and temporarily suspend any in-person operations if not necessary to sustain or protect life or perform a resumed activity.
- Inform those employees you identified as “critical infrastructure workers” or necessary to conduct “minimum basic operations” or “resumed activities” in writing as required.
- Discontinue non-essential travel.

STEP 3: For those who must perform in-person work, identify how each different job classification at each worksite might be exposed to COVID-19.

- Following OSHA Standards for classifying workers exposure, classify workers as low risk, medium risk, high risk, and very high risk.
- Assess each position’s interaction with the general public, customers, and coworkers.
- Assess each position’s level of interaction with sick individuals.
- Acknowledge non-occupational risk factors in employees’ homes and community settings.
- Give consideration to personal risk factors that further increase workers’ risk of developing more serious complications from COVID-19 (*e.g.*, older age; presence of chronic medical conditions, including asthma and immunocompromising conditions; pregnancy).

¹ The steps included in this document are focused on the state-level requirements currently in place under Executive Order 2020-70. As you develop your Plan, you will need to separately consider any applicable local (county, city, village, or township) requirements. We recommend that you consult with counsel as you tailor your plan.

STEP 4: Implement controls and policies necessary to address those risks.

- Restrict the number of workers present on the premises to only those strictly necessary to perform the business's or operation's critical infrastructure functions or to maintain minimum basic operations.
- Promote remote work to fullest extent possible.
- Promote regular hygiene and cleaning. Provide access to places to frequently wash hands, or to access hand sanitizer, and provide access to tissues and places to properly dispose of them.
 - Instruct employees on proper hand washing methods, to cover their coughs and sneezes with tissue, and to avoid touching their faces.
 - Post signs in restrooms regarding proper hand washing methods.
- Increase cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using cleaning chemicals with EPA-approved disinfectant labels with claims against emerging viral pathogens (list of such products available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).
- Where possible, avoid shared use of offices, telephones, desks, and tools/equipment.
- Provide disposable disinfectant wipes so that any commonly used surfaces can be wiped down by employees before each use.
- Implement screening procedures before permitting employees to enter the workplace, with employee(s) wearing personal protective equipment (PPE) in charge of screening.
 - Take employees' temperatures (or if your jurisdiction allows, ask employee if they have a fever), and require employees to confirm whether they are experiencing any of the principal COVID-19 symptoms (fever, atypical cough, or atypical shortness of breath), and whether they have been exposed to anyone with COVID-19.
 - If an employee has or develops temperature of 100. degrees Fahrenheit or above, or exhibits symptoms, immediately separate him/her from other employees, customers, and visitors and send home.
 - Use Employee Screening Questionnaire (one example is included below but many local jurisdictions have adopted their own questionnaire that should be followed).
- Put signs on doors limiting visitors; consider requiring appointments for certain services.
 - Example sign for building entrances included below
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace (but maintain confidentiality as required by the Americans with Disabilities Act ("ADA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")), and instruct fellow employees about how to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#).
 - Adopt protocol to clean and disinfect facilities after confirmed case in the workplace.
- Encourage workers to stay home if they are sick, or if their household members are sick.
- Establish social distancing policies to increase the physical distance between employees and those they interact with so that, if possible, employees do not regularly come within 6 feet of other individuals at work.

- This may include telecommuting, staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities.
 - For those positions where face-to-face interaction is necessary, consider installing physical barriers, such as clear plastic sneeze guards, or developing a drive-through window for services.
 - Monitor and adopt any other social distancing practices and mitigation measures recommended by the Centers for Disease Control and Prevention.
- Establish social distancing policies to keep workers and patrons who are the premises at least six feet from one another to the maximum extent possible.
- Provide PPE—including gloves, goggles, face shields, face masks, and respiratory protection—to employees and train workers who need to use PPE how to put it on, use/wear it, and take it off correctly. Businesses in Michigan are directed to provide non-medical grade face coverings for employees to help reserve N95 masks and surgical masks for health care professionals and first responders.
- Consider improving the building ventilation system by increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system.
- Adopt relevant and appropriate controls recommended by the Occupational Safety and Health Administration (see OSHA Guidance on Preparing Businesses for COVID-19). These should be included in your Preparedness and Response Plan.
- If staff are required to pick up supplies for operations, ensure they are only traveling to the supply location with one employee per vehicle and practice social distancing while picking up supplies and completing the transaction. Ensure employees are equipped with appropriate PPE while picking up and then delivering supplies to your facilities/operation locations.
- For businesses that qualify as “resumed activities” under Executive Order 2020-70, the following additional measures must be taken:
 - Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
 - Limit in-person interaction with clients and patrons to the maximum extent possible and bar any such interaction in which people cannot maintain six feet of distance from one another.
 - Provide personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed.
 - Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces.
- Businesses or operations in the construction industry must also:
 - Designate a site-specific supervisor to monitor and oversee the implementation of COVID-19 control strategies. The supervisor must remain on-site at all times during activities. An on-site worker may be designated to perform the supervisory role.
 - Conduct a daily entry screening protocol for workers and visitors entering the worksite, including a questionnaire covering symptoms and exposure to people with possible COVID-19, together with, if possible, a temperature screening.

- Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in subprovision (3) they received a screening before entering the worksite that day.
- Require face shields or masks to be worn when workers cannot consistently maintain six feet of separation from other workers.
- Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled masks.
- Encourage or require the use of work gloves, as appropriate, to prevent skin contact with contaminated surfaces.
- Identify choke points and high-risk areas where workers must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
- Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by workers.
- Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among workers at the worksite.
- Restrict unnecessary movement between project sites.
- Create protocols for minimizing personal contact upon delivery of materials to the worksite.

STEP 5: Put business continuity plan in place.

- Identify a workplace coordinator or coordinators who will be responsible for COVID-19 issues in the workplace, or within each department or office.
- Identify those critical functions that must continue while Governor Whitmer’s “Stay Home, Stay Safe” Order remains in effect.
- Identify alternate supply chains for critical goods and services.
- Develop emergency communication plan.
- Determine how you will operate to perform critical functions if absenteeism spikes from increases in sick employees, and those who stay home to care for sick family members and children without care.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent. Implement plan for how role of each essential employee will be filled if absent.
- Do not allow employees who experienced symptoms to return to work until either: (1) they receive a negative COVID-19 test; or (2) 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.
- Do not allow 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 displays one or more of the principal symptoms of COVID-19 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.

STEP 6: Obtain necessary required Board/Governing Body approval for your COVID-19 Preparedness and Response Plan.

Model COVID-19 Preparedness and Response Plan²

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, [NAME] have 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.

I. IN-PERSON OPERATIONS

Essential Workers Necessary to Perform Critical Infrastructure Functions, Conduct Minimum Basic Operations, or Perform a Resumed Activity.

Executive Order 2020-70 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers), conduct minimum basic operations, or perform a resumed activity. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Order 2020-70.

Under Executive Order 2020-70, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers,” those required to conduct minimum basic operations, or those performing resumed activities may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

II. BASIC INFECTION PREVENTION MEASURES

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. Signs regarding proper hand washing methods

² This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-70, a copy of your Plan must be available at your headquarters or worksite.

will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene. [NAME] will provide tissues and trash receptacles where appropriate.

Workers are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is not possible, then workers should wipe down any and all items and spaces prior to sharing it with another worker.

Sick Leave Policies

[Update for each company] Workers are encouraged to stay home if they are sick. In addition, workers permitted to take paid leave consistent with the Families First Coronavirus Response Act and [NAME]'s [applicable PTO policies].

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely. In addition, face-to-face meetings should be replaced with virtual communications to the extent possible.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly [define more precisely based on your operations] 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 that has been in the workplace in the past 14 days tests positive for COVID-19, [insert protocol for increased cleaning and disinfecting].

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within 6 feet of other individuals. 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 lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work area as much as possible. Employees will be provided with appropriate personal protective equipment and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19. [NAME] may consider alternating days or extra shifts that reduce the total number of employees in the workplace at one time to ensure social distancing can be maintained.

[Name] will follow guidance from the Occupational Safety and Health Administration (“OSHA”) and the Centers for Disease Control and Prevention (“CDC”) with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. [NAME] will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures.

III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Employee Screening Before Entering the Workplace.

A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from entering the premises until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C. A healthcare provider's note is not required to validate an illness or to return to work (although the employee must still meet the relevant criteria to return to work).

Self-Monitoring for Symptoms

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See CDC, [Watch for Symptoms list](#).

Procedures for Reporting Illness [Update for State/Local Orders/Company Policy]

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.
- 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 supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then [NAME] 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 supervisor and/or Human Resources contact 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 [NAME] will:

- Notify all employees 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 and the cleaning/disinfecting plans and when the workplace will reopen.

Becoming Sick at Work

Any onsite employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. If such a situation arises, [NAME] will identify a designated area with closable doors to serve as an isolation room until such potentially sick

employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

PPE

As recognized by OSHA in its [Guidance on Preparing Workplaces for COVID-19](#), “while engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.” Examples of PPE include: gloves, goggles, face shields, facemasks, and respiratory protection, when appropriate. During an outbreak like COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

[NAME] will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- 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.

[NAME] will provide any required PPE in accordance with CDC and OSHA guidance as well as any state and local orders.

IV. ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls

[NAME] will consider and implement the following engineering controls when feasible and applicable, including engineering controls involve isolating employees from work related hazards. In workplaces where appropriate, OSHA has noted that the following types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solutions to implement:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.
- Installing a drive-through window for customer service.
- Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (e.g., airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings).

Non-Essential Travel

All non-essential travel is discontinued until further notice.

Workers Living Abroad or Travelling Internationally

To the extent [NAME] has any workers living abroad or traveling on international business, [NAME] will communicate with such workers that the Department of State cannot provide Americans travelling or living abroad with medications or supplies, even in the event of an outbreak like COVID-10. [NAME] will monitor OSHA's COVID-19 webpage as well as guidance from the CDC and the Department of State.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Working with Insurance Companies and State and Local Health Agencies

[NAME] will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

Continue to Follow Existing OSHA Standards

[NAME] will continue to adhere to all applicable existing OSHA standards and requirements.

[For Businesses that Qualify as Resumed Activity:

Additional Restrictions and Policies

Gatherings of any size in which people cannot maintain six feet of distance from one another are prohibited. In-person interaction with clients and patrons shall be limited to the maximum extent possible. In no case shall employees have any interaction with clients or patrons in which people cannot maintain six feet of distance from one another. [Insert protocol to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces.]

V. EMPLOYEE CLASSIFICATIONS

Worker risk of occupational exposure to COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. As OSHA notes, “[t]he level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with [COVID-19], or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with [COVID-19].” To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium,

and lower risk. OSHA expects that most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

[NAME] will evaluate employee risk level and implement appropriate protections. OSHA's classification system (found [here](#) on pp 18-20) is as follows:

Very High Exposure Risk:

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk:

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk:

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet) people who may be infected with COVID-19, 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 international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution):

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

See Appendix E for How to Protect Workers at Different Classifications

VI. BUSINESS CONTINUITY PLANS

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-70, critical infrastructure workers also include³:

³ Under Executive Order 2020-70, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-70. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of critical infrastructure workers, workers who conduct minimum basic operations, workers who perform necessary government activities, or workers who perform resumed activities. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
- b. Workers at suppliers, distribution centers, or service providers, as described below:
 - 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in the order may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 3. Consistent with the scope of work permitted under the order, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 4. Suppliers, distribution centers, and service providers that abuse their designation authority under the order shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences or motor vehicles, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- g. Workers at laundromats, coin laundries, and dry cleaners.

- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

Executive Order 2020-70 includes as “resumed activities”:

- a. Workers who process or fulfill remote orders for goods for delivery or curbside pick-up.
- b. Workers who perform bicycle maintenance or repair.
- c. Workers for garden stores, nurseries, and lawn care, pest control, and landscaping operations, subject to the enhanced social-distancing rules described in section 11(h) of the order.
- d. Maintenance workers and groundskeepers who are necessary to maintain the safety and sanitation of places of outdoor recreation not otherwise closed under Executive Order 2020-43 or any order that may follow from it, provided that the places and their workers do not provide goods, equipment, supplies, or services to individuals, and subject to the enhanced social-distancing rules described in section 11(h) of the order.
- e. Workers for moving or storage operations, subject to the enhanced social-distancing rules described in section 11(h) of the order.
- f. Effective at 12:01 am on May 7, 2020, and subject to the enhanced social-distancing rules described in section 11(h) of the order, workers who perform work that is traditionally and primarily performed outdoors, including but not limited to forestry workers, outdoor power equipment technicians, parking enforcement workers, and similar workers.
- g. Effective at 12:01 am on May 7, 2020, workers in the construction industry, including workers in the building trades (plumbers, electricians, HVAC technicians, and similar workers), subject to the enhanced social-distancing rules described in section 11(i) of the order.
- h. Effective at 12:01 am on May 7, 2020, workers in the real-estate industry, including agents, appraisers, brokers, inspectors, surveyors, and registers of deeds, provided that:
 - 1. Any showings, inspections, appraisals, photography or videography, or final walk-throughs must be performed by appointment and must be limited to no more than four people on the premises at any one time. No in-person open houses are permitted.
 - 2. Private showings may only be arranged for owner-occupied homes, vacant homes, vacant land, commercial property, and industrial property.
- i. Effective at 12:01 am on May 7, 2020, workers necessary to the manufacture of goods that support workplace modification to forestall the spread of COVID-19 infections.

APPENDIX B

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

1. Have you experienced any of the following symptoms in the last 3 days?

- Fever
- Atypical Cough
- Atypical shortness of breath

If YES to any, you are restricted from entering the building. In order to return to work, you must be both 3 symptom-free for 3 days *and* 7 days must have passed since your symptoms first appeared.

If NO, proceed to next question.

2. Have you been in close contact (being within approximately six feet for a prolonged period of time) with anyone who has been diagnosed with COVID-19 or who has exhibited the above symptoms in the last 14 days?

- Yes
- No

If YES to any, you are restricted from entering the building.

If NO, proceed to next question.

3. Does you have a fever above 100.4 degrees Fahrenheit?

- Yes
- No

If YES to any, you are restricted from entering the building.

If NO, proceed to next question.

[Include if you wish to have employee attest to his/her answers]

Signature: _____

Date: _____

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Employees who fail entrance screening will only be permitted to return to work under the following circumstances.

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 D: RESOURCES

Governor Whitmer's Executive Order 2020-70

Helpful CDC Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Posters:



wash-your-hands-poster.pdf



StayHomeFromWork.pdf



stop-the-spread-of-sick-with-2019-nCoV-germs-11x17-en.pdf



V-fact-sheet.pdf

From Spectrum Health employer resources (<https://www.spectrumhealth.org/covid19/employer-resources>), on the following page is a sign for building entrances and a sign re COVID-19 symptoms and prevention measures.



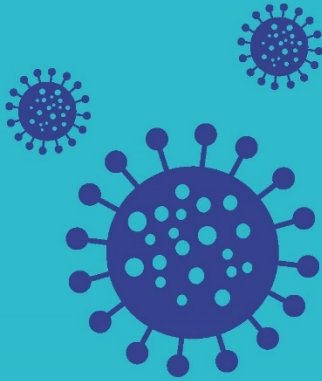
Only Enter This Building If You:

- **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.

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From CDC:

Handwashing fact sheet: <https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>