

Michigan Department of Labor and Economic Opportunity  
Michigan Occupational Safety and Health Administration  
Consultation Education and Training Division

# COVID-19 Preparedness & Response Plan

## For Lower and Medium Exposure Risk Employers

### General

The following COVID-19 preparedness & response plan has been established for Affinity Mentoring in accordance with the requirements in the [Executive Orders \(EOs\)](#) for COVID-19 signed by Governor Gretchen Whitmer, the OSHA [Guidance on Preparing Workplaces for COVID-19](#), and the latest [guidance](#) from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The EOs, OSHA guidance, and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. Cassandra Kiger has read these guidance documents carefully, found the safeguards appropriate to Affinity Mentoring based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, the EOs and CDC guidance are periodically updated. Cassandra Kiger will be responsible for visiting the EO webpage and CDC guidance webpage regularly (for example, weekly) for the latest information and for revising the plan as necessary. [Click here for the EOs](#). [Click here for the CDC guidance documents](#). This plan reflects the EOs and CDC guidance as of (date).

Affinity Mentoring 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) is Cassandra Kiger. The supervisor 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 employees and labor unions. The plan will be made available via [email](#).

### Exposure Determination

Affinity Mentoring 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. Cassandra Kiger was responsible for the exposure determination.

Affinity Mentoring 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:

- **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.

Cassandra Kiger verifies that Affinity Mentoring 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.

Affinity Mentoring has categorized its jobs as follows:

(NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.)

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (For Example, No Public Contact, Public Contact)</b>
Administrative	Lower	Minimal public contact, less than 10 employees
Site Coordinator	Medium	Public contact (schools - off site)

## Engineering Controls

Affinity Mentoring has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from 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.

Cassandra Kiger 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:

<b>Job/Task</b>	<b>Engineering Control</b>
Administrative	N/A
Site Coordinator	Site coordinators will follow protocol set forth by school sites

## Administrative Controls

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

The following administrative controls have been established for Affinity Mentoring:

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All employees	Maintain at least six feet from everyone on the worksite.
All employees	Promote remote work (telecommuting) to the fullest extent possible.
All employees	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
All employees	Restrict business-related travel for employees to essential travel only.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All employees	Minimize the sharing of tools, equipment, and items.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings) if they do not have access to their own.
All employees	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.

All employees	Require volunteers and the public to wear cloth face coverings.
All employees	Keep volunteers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
All employees	Provide customers and the public with tissues and trash receptacles.
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All employees	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.

## Hand Hygiene

Cassandra Kiger 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, Affinity Mentoring shall provide employees with antiseptic hand sanitizers or towelettes. Affinity Mentoring will provide time for employees to wash hands frequently and to use hand sanitizer.

## Disinfection of Environmental Surfaces

Affinity Mentoring 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). Affinity Mentoring will make cleaning supplies available to employees upon entry and at the worksite.

Cassandra Kiger will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Affinity Mentoring 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
Desks and tables	Wipe down surfaces with 60% alcohol cleaning solution	once a week or when change of user occurs
Door and drawer handles	Wipe down surfaces with 60% alcohol cleaning solution	once a week


Affinity Mentoring 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. Cassandra Kiger, Executive Director will be responsible for seeing that this protocol is followed.

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

Wipe down of all desks, tables, chairs, office supplies, door and drawer handles with bleach solution. Wipe down of computers with 60% alcohol cleaning solution.

### **Personal Protective Equipment (PPE)**

Affinity Mentoring will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

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.

Affinity Mentoring will provide non-medical grade face coverings (cloth face coverings) to employees. (Cloth face coverings are technically not considered PPE.) Affinity Mentoring will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Affinity Mentoring 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:

<b>Job/Task</b>	<b>PPE</b>
Administrative	Rubber gloves, masks, and hand sanitizer
Site Coordinator	Rubber gloves, masks, and hand sanitizer

--	--

## Health Surveillance

Affinity Mentoring has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. Cassandra Kiger, Executive Director will be responsible for ensuring that all required health surveillance provisions are performed.

Before workers enter the place of employment at the start of each work shift, Affinity Mentoring will have employees self-screen for COVID-19. Affinity Mentoring will have employees complete the MISymptoms Checklist 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. Affinity Mentoring 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 Cassandra Kiger, Executive Director before and during the work shift. Affinity Mentoring 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:

To report signs and symptoms of COVID-19, employees should notify the Executive Director, Cassandra Kiger immediately via email, text, or phone.

Affinity Mentoring 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.

Affinity Mentoring will not discharge, discipline, or otherwise retaliate against employees 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, Cassandra Kiger, Executive Director 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, Affinity Mentoring will not reveal the name or identity of the confirmed case.

Affinity Mentoring 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

Cassandra Kiger shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Affinity Mentoring will train workers on, at a minimum:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.

2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Symptoms of COVID-19.
4. Workplace infection-control practices.
5. The proper use of PPE, including the steps for putting it on and taking it off.
6. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
7. How to report unsafe working conditions.

Cassandra Kiger shall create a record of the training. The record will list the names of the employees trained, the training date, name of trainer, and content of training.

## **Recordkeeping**

Affinity Mentoring will maintain the following records as they relate to the COVID-19 preparedness and response plan:

1. Training records.
2. A record of daily entry self-screening results for all employees or contractors entering the workplace, including a questionnaire covering signs and symptoms of COVID-19 and exposure to people with suspected or confirmed COVID-19.
3. 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.

Cassandra Kiger will ensure that the records are kept.

## **For Positive COVID-19 Tests and/or Close Contact With An Individual Who Has Tested Positive for COVID-19:**

All Affinity Mentoring staff and/or volunteers who receive a positive COVID-19 test will follow the most up to date CDC and MI EO isolation policies as described here:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Additionally, staff members will provide all COVID-19 test results to Cassandra Kiger to keep in a secure and HIPPA compliant personnel file.

## FREE ONSITE CONSULTATION SERVICE FOR EMPLOYERS

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers Identify and correct potential safety and health hazards



Michigan Occupational Safety and Health Administration  
Consultation Education and Training Division  
530 W. Allegan Street, P.O. Box 30643  
Lansing, Michigan 48909-8143

For further information or to request consultation, education, and training services  
call 517-284-7720

or

visit our website at [www.michigan.gov/miosha](http://www.michigan.gov/miosha)

[www.michigan.gov/leo](http://www.michigan.gov/leo)

LEO is an equal opportunity employer/program.