COVID-19 Preparedness and Response Plan

Purpose

To provide basic steps to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes COVID-19 in accordance with Michigan OSHA COVID Emergency Rules 2021-201 LE_MIOSHA COVID Emergency Rules_5.21.21 to LSB_ERE (BGP)FINAL (michigan.gov).

Basic Infection Protection Measures

- **If you are sick, stay home –** notify your supervisor per standard policy
- Hand washing requirements
    - When **arriving** at and before **leaving** work.
    - **Before, during,** and **after** preparing food.
    - **Before** eating.
    - **Before** and **after** caring for someone who is sick.
    - **Before** and **after** treating a laceration or other wound.
    - **After** using the toilet.
    - **After** blowing your nose, coughing, or sneezing.
    - **After** touching trash or other types of garbage.
    - **After** removing protective gloves, face covering, or other Personal Protective Equipment (PPE)
    - If soap and water are not available use an adequate hand sanitizer.

- If soap and running water are not immediately available, the employer shall provide hand sanitizer or sanitizing hand towelettes.
- Cover coughs and sneezes using the cough into your elbow technique.
- Dispose of used PPE in the trash.
    - Maintain trash receptacles to ensure a safe and sanitary condition when the container is utilized in a centralized location by groups of people.
- Do not share phones, desks, tools, and equipment without disinfecting.
- Employees are responsible for cleaning their own work areas and "touch" surfaces using an Environmental Protection Agency (EPA)-approved disinfectant that is expected to be effective against SARS-CoV-2 to maintain sanitary surfaces.

Social Distancing Requirements

Employees must maintain at least six (6) feet of distance from others, to the maximum extent feasible, unless fully vaccinated. Fully vaccinated employees must continue to wear face coverings when in the healthcare setting where patients may be present and when using airplane or public transportation if required by the latest CDC guidance.

Personal Protective Equipment (PPE)

Revised: 6/21/2021

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to reduce the risk of certain exposures. While correctly using PPE can help mitigate some exposures, it should not take the place of other prevention strategies.

All types of PPE must be:

- Selected based upon the known or suspected hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., face coverings, 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.

Employees, including those who work within six (6) feet of people known to be, or suspected of being, infected with COVID-19 and those performing aerosol-generating procedures, need to use respiratory protection to a level determined by the appropriate medical professional. The types of PPE required during a COVID-19 outbreak will be based on the potential of being infected with COVID-19 while performing particular job tasks as well as the general work environment.

Face Coverings

As of July 6, 2021, people who are not vaccinated are required to wear a face covering when they are in any enclosed public space.

- Handmade face coverings are permitted, but they should be laundered prior to wearing and on a regular basis.
- Non-medical grade face coverings will be provided to employees at no cost to those who don't have their own. You can obtain a face covering from your supervisor or maintenance stores.
- Face coverings are required to be worn by people who are not vaccinated. If you have a concern that may hamper your use of a face covering, please contact the Office of Institutional Equity.
- Unvaccinated employees working alone in your office with the door closed, do not need to wear the face covering.
- Unvaccinated employees who work in open workstations must wear a face covering *at all times* as others can approach you at any time.
- Face coverings should NOT be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- It is important to remember that the cloth face covering is meant to protect other people in case you are infected and that you can spread COVID-19 to others even if you do not feel sick yourself.

Health Surveillance

- Employees complete the daily Sindecuse health screening questionnaire in the patient portal prior to start of a shift and/or any interaction with employees– please notify your supervisor if you are not able to report to work or need assistance with the check.

- Do you have any of the following symptoms (in the last 24 hours and not due to a chronic condition): Fever, chills, cough difficulty breathing, sore throat, muscle aches, diarrhea, severe fatigue, nasal congestion, loss of taste or smell?
- Have you had a COVID-19 test in the last 10 days that was positive?
- Does a member of your household have a confirmed case of COVID-19?
- Are you currently avoiding shared spaces because you are ill or because you have been directed by your medical provider or your public health official to quarantine?

Vaccine, Testing and Screening available at Sindecuse- COVID-19 | Sindecuse Health Center | Western Michigan University (wmich.edu) When Sindecuse learns of an employee, visitor, or customer with a known case of COVID-19, they shall, within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19.

Employees with a known 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.

Engineering Controls

- Reducing exposure from the potential hazard where appropriate may include:
  - Unvaccinated employees wear face coverings and remain 6' from one another to the maximum extent feasible while on worksite premises.
  - Increased ventilation.
  - Opening windows.
  - Install physical barriers such as sneeze guards, if needed, request these through Bronco Fix It.
  - Use of Environmental Protection Agency (EPA)-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.
- The designated worksite COVID-19 safety coordinator, COVID-19 Response and Recovery Coordination Chair and Co-Chairs serve as the identified to implement, monitor, and report on the COVID-19 control strategies developed under these rules.
- In addition, applicants to Departmental Health and Safety Plans and Research Health and Safety Plans also serve to monitor that the plans are being implemented as approved.

Administrative Controls

- Employees who are experiencing symptoms of COVID-19 should not report to work or work in an isolated location.
- Sindecuse Health Center will maintain records of whether employees and students are fully vaccinated persons.
- Posting signs in the work area reminding employees that are not fully vaccinated to wear face coverings and maintain appropriate distancing.
- Allowing remote work.
- Requiring face coverings and distancing for all employees who are not fully vaccinated.

Training

Revised: 6/21/2021

- The Department of Environmental Health and Safety is available to provide education and training. Including:
  - Use of face coverings.
  - Departmental Work Plans.
  - This COVID Preparedness and Response Plan.
    - SARS-CoV-2 and COVID-19 Training, including:
      - Workplace infection-control practices, including information on vaccinations available for COVID-19.
      - 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.
    - Updated training will be provided if it changes the Preparedness and Response Plan, or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.
- Encourage safe work practices by:
  - Using basic infection control.
  - Requiring hand washing, face coverings and social distancing, where applicable.
  - Posting handwashing signs in restrooms.
  - Identification of potentially infectious individuals.

Signage Process

- Locations of current and new cases of COVID-19 and its spread is tracked by Sindecuse.
- Facilities Management provides the approved/appropriate signage to Building Coordinators for general postings in building and to Custodial Services for postings in restrooms.

Cleaning and Sanitation

- Custodial will maintain facility cleaning and disinfection to limit exposure to SARS-CoV-2, in accordance with the latest CDC guidance, including the cleaning of touchpoints throughout buildings- handrails, doorknobs/handles/push-bars, light switches, etc.
- Custodial uses Aqueous Ozone as the general cleaning agent. Aqueous Ozone is a sanitizer. Microfiber cloth is also used and removes 99% of surface debris.
- If custodial receives requests for disinfecting areas due to confirmed cases of COVID-19 (or other contagious disease/virus), they will confer with Sindecuse and custodial will clean then disinfect the area via electro-static disinfection based upon the recommendation of Sindecuse. Electro-static disinfection allows for a higher and more complete level of disinfection than standard cleaning.

Responsibilities

COVID-19 Response Coordination Team

1. Provide communications about changes to this plan and any other related information and guidance
2. Review and approval of individual Departmental Work Practices

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Environmental, Health and Safety (EHS)

1. Review and revise this plan as necessary based on changes, updates, and field conditions in consultation with the COVID-19 Response Coordination Team
2. Provide training and consulting assistance as needed and/or requested

Department Supervisors

1. Manage compliance with this plan
2. With consultation of EHS and Sindecuse, determine workers potential exposure level and which protective actions to use
3. Work with building coordinators to ensure public posting of signage

Employees

1. Follow basic infection control methods
2. Follow Identification of Potentially Infectious Individuals procedures
3. Follow specific protective methods as directed
4. Report defects, incidents, and safety issues to their supervisor
5. Continue to ask questions until an answer is received to your satisfaction