COVID-19 Preparedness & Response Plan
Template for Businesses

Under the Governor's Executive Order 2020-114, all businesses or entities that are operating in person are required to develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19 developed by the Occupational Health and Safety Administration.

By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.

This plan does not need to be submitted to a state or local agency for approval. However, it must be retained on the premises of the business or entity and must made available to State of Michigan representatives or local health or safety authorities in the event of an inspection.

Businesses and entities should refer to industry-specific guidance, including from the Michigan COVID-19 Business Response Center, for more information on how to safely operate. Many industries have developed guidance and response plans that may better suit your needs. In addition, MIOSHA has online resources available.

A business may fill out this template to fulfill the requirement or may develop its own plan. This template was prepared June 5, 2020. Thank you to the New York State Department of Health for content.

COVID-19 guidance and requirements are being continually developed. For local information, contact the LMAS District Health Department at covid19lmas@lmasdhd.org or 906-643-1100.

COVID-19 Preparedness & Response Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

Date(s) Plan Prepared and Updated:

COVID-19 Workplace Coordinators

To ensure the business/entity complies with COVID-19 requirements, we will do the following:

- ☐ Designate one or more worksite coordinators on site at all times when employees are present to implement, monitor, and report on the COVID-19 control strategies.

  List names of designated COVID-19 worksite coordinators:

Physical Distancing

To ensure employees comply with physical distancing requirements, we will do the following:

- ☐ Ensure 6-foot distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 feet apart from one another, personnel must wear acceptable face coverings.
- ☐ Post social distancing markers using tape or signs that denote 6 feet of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations).
- ☐ Limit in-person gatherings as much as possible and use tele- or video- conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

☐ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 feet of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

How you will manage engagement with customers and visitors?

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks)?

Screening, Exclusion and Notification

To ensure the business is able to exclude potentially infections individual, we will do the following:

☐ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about:

- COVID-19 symptoms or positive test in past 14 days
- Close contact with confirmed or suspected COVID-19 case in past 14 days
- International travel in the past 14 days

What type of screening will you implement? Will the screening be done before workers arrive to work, or on site? If on site, what PPE will be required for the parties conducting the screening? Who will be responsible for performing the screenings, and how will those individuals be trained?

☐ When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify:

- LMAS District Health Department by email at covid19lmas@lmasdhd.org or by phone at 906-293-5107. Cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

If a worker tests positive for COVID-19, who will notify the local health department?

If a worker tests positive for COVID-19, how will you identify - and notify - close contacts?

If a worker tests positive for COVID-19, what are your response protocols, including sending employees home, temporary closures of all or part of the worksite to allow for deep cleaning, etc.?

Personal Protective Equipment (PPE)

To ensure employees are appropriately protected, we will do the following:

☐ Supply appropriate PPE to workers. At a minimum, employers must provide workers with an acceptable face covering at no cost to the worker. Acceptable face coverings include cloth masks, as surgical masks and N95 masks should be reserved for the healthcare industry.

What type of PPE will you supply? What quantity of PPE will you need to ensure that you always have enough? How will you obtain and replenish these supplies?

- [ ] Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. Consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

  How will you ensure workers are wearing appropriate face coverings at the appropriate times?

- [ ] Any individual able to medically tolerate a face covering must wear a covering over their nose and mouth, such as a homemade mask, scarf, bandana, or handkerchief, when in any enclosed public space.

  How will you ensure customers or visitors wear face coverings?

- [ ] Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

  How will you ensure that PPE is appropriately cleaned, stored, and/or discarded?

Hygiene and Cleaning

To ensure employees comply with hygiene and cleaning requirements, we will do the following:

- [ ] Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- [ ] Provide and maintain hand hygiene stations, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

  Where will hand hygiene products or stations be located? How will you promote good hand hygiene?

☐ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed. Frequently clean and disinfect shared objects (e.g. tools, machinery) and high touch surfaces, such as door handles/push bars, light switches, credit card machines, copiers, restrooms, and common areas.

How will you ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19? If you use a cleaning log, who will be responsible for maintaining the log that documents date, time, and scope of cleaning?

☐ Limit the sharing of objects and discourage touching of shared surfaces. Ensure surfaces are cleaned and disinfected between uses. Or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you use to ensure the safety of your employees when using these objects?

☐ Have a plan for cleaning and disinfection in the event of a COVID-19 positive case.

In the case of an employee or visitor testing positive for COVID-19, how will you clean the contaminated areas? What products identified as effective against COVID-19 will you use, and how will you acquire them? Who will do the cleaning?

Will areas need to be closed for a period of time to facilitate cleaning? How will this impact other areas of your business?

Policies & Training

To ensure employees are aware of COVID-19 safety measures in place at our facility, we will do the following:

☐ Provide COVID-19 training to employees that covers, 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.

How will you conduct this training? Who will provide the training? How will you document the training?

☐ Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

☐ Restrict business-related travel for employees to essential travel only.

☐ Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

☐ Promote remote work to the fullest extent possible.

☐ Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

RESOURCES

☐ As guidelines and requirements are frequently updated, stay current on local, state, and federal guidance issued in response to COVID-19.

COVID-19 guidance and requirements are being continually developed. For local information, contact the LMAS District Health Department at covid19lmas@lmasdhd.org or 906-293-5107.

- See the Michigan COVID-19 Business Response Center for industry-specific plans and guidance.
- For the most up-to-date guidance on COVID-19, visit the following sources of official information:
  - LMAS District Health Department: www.lmasdhd.org
  - Michigan: michigan.gov/coronavirus
  - National: cdc.gov/COVID19

OTHER

Please use this space to provide additional details about your COVID-19 Preparedness and Response plan, including anything to address specific industry guidance.