



SAFE WORK PLAYBOOK

A GUIDE FOR COVID-19 PANDEMIC
PREPAREDNESS AND RESPONSE

A NOTE TO ALL READERS

The information contained in the Michigan Manufacturing Technology Center (The Center) Safe Work Playbook represents The Center's current practices regarding the recommended operation of its facility, where and when permitted by law, during this time of the unprecedented COVID-19 pandemic. The health and safety of our employees is our number one priority, and our hope in sharing this information is that it may be of assistance to others.

MICHIGAN
MANUFACTURING
TECHNOLOGY
CENTER

7/21rev7

TABLE OF CONTENTS

STAFF TRAINING PROGRAM	2
WORK PRECAUTIONS.....	3
Disinfecting the Workplace	
Pandemic Response Team	
Preventative Material Inventory	
COVID-19 SCREENING.....	6
On-Site Health Screening	
COVID-19 Screening Checklist for Visitors and Staff	
VISITOR GUIDE	8
Limiting Exposure	
Personal Hygiene Tips	
PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR UNVACCINATED INDIVIDUALS	9
SOCIAL DISTANCING.....	10
Tips for Safety	
Workplace Signage	
DISINFECTION PROTOCOLS AND AUDITS.....	11
General Disinfection Measures	
Disinfection Audit Checklist	
ISOLATION PROTOCOLS	13
Isolation Guidelines	
Confirmed Illness	
COVID-19 Case Form	
Self-Quarantining With COVID-19	
COVID-19 EXPOSURE EMERGENCY SICK TIME POLICY.....	16
CLASS PARTICIPANT COMMUNICATION.....	17

DISCLAIMER - LEGAL STATEMENT

Please be advised that some or all the information contained in this document may not be applicable to other businesses or places of work. We strongly recommend that before implementing any of the ideas contained herein you carefully evaluate potential efficacy of this information in your place of business. Please also note that this is a “living” document that may be updated at any time by Michigan Manufacturing Technology Center given the fluidity of this situation.

Michigan Manufacturing Technology Center bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the Michigan Manufacturing Technology Center Safe Work Playbook.

STAFF TRAINING PROGRAM

It is very important that employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID-19. We structured this training plan to effectively disseminate this information.



CONTENT

Company's COVID-19 Response: Sanitized the Building, PRT Team, Supplies

When we return to work:

1. Daily Self-Screening for Symptoms
2. Personal Hygiene
3. Personal Protective Equipment (PPE)
4. Social Distancing Measures
5. Ongoing Disinfection Measures
6. Isolation Protocol for Symptomatic Employees/Visitors

Return to Work After COVID-19/Illness

TRAINING LOGISTICS

- ✓ Send The Center's Safe Work Playbook to all employees prior to May 11, 2020. This is required reading. Employees will be asked to sign a document stating that they have read, understand, and will follow the guidelines in the Safe Work Playbook on their first day in the office.
- ✓ Host all staff training remotely on May 11, 2020 via Teams. This is one week prior to the facility reopening.
- ✓ Meet with every employee on May 18, 2020 when operations resume during an implemented staggered start time. A health and safety check will occur to begin the startup process.

Care and concern for staff is first and foremost. The Center cares about our employees and customers. We want everyone to stay safe.

WORK PRECAUTIONS

There are new guidelines/procedures in place, and all employees are expected to follow the new protocols. The lines of communication will remain open and we will address any concerns and changes in a timely manner.

DISINFECTING THE WORKPLACE

To help prevent the spread of coronavirus (COVID-19) the Centers for Disease Control and Prevention (CDC) recommend regular disinfection of frequently touched objects and surfaces. The Center's goal was to establish a sanitary baseline before the building re-opened. The facility (45501 Helm St, Plymouth, MI 48170) was 100% disinfected prior to anyone returning to work. The following was done to prepare for the return:

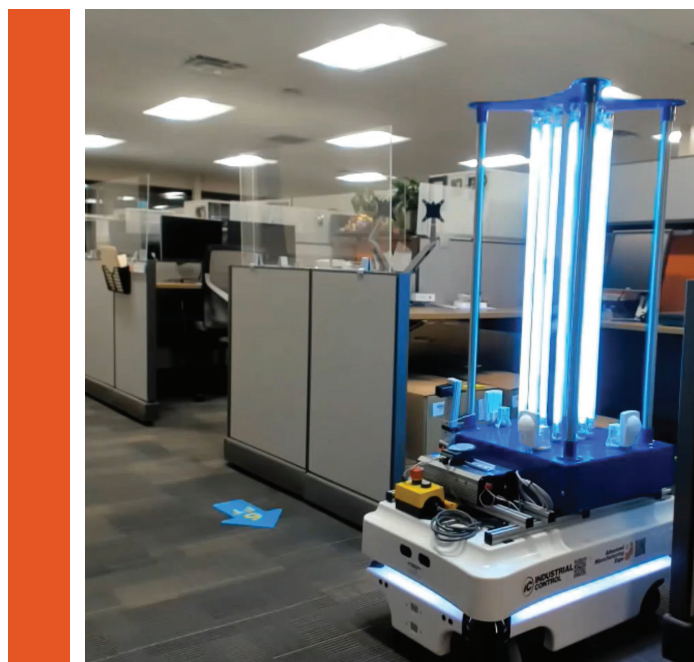
- ✓ Disinfected the entire building prior to anyone returning to work
- ✓ Replaced HVAC air filters or cleaned/disinfected
- ✓ (12/10/2020) Implemented an ionization system (IAQ) on each of the 14 HVAC units to improve indoor air quality; negative and positive ions will be measured and documented at least quarterly for appropriate operability; IAQ demonstrates a 99.4% reduction rate on a SARS-CoV-2 (COVID-19) surface strain within 30 minutes, the first instance in which an air purification company has effectively neutralized SARS-CoV-2; Pre and post results of the negative and positive ions being emitted throughout the facility at 24 different measurement points suggest the building far exceeds expected results to the point where several areas equate to a 'clean room' environment
- ✓ Implemented General Disinfection Measures; the cleaning steps outlined should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees

Proactive Indoor Contaminate Management Process

In response to the ongoing COVID-19 pandemic, businesses are being more diligent about sanitation and disinfection practices. The following information describes processes used to clean and disinfect The Center.

(12/10/2020) Mobile Industrial Robot (MiR) with UVGI Technology

The Center's MiR is mounted with Ultraviolet Germicidal Irradiation (UVGI) and is programmed to travel to all possible open spaces of the building. UVGI uses short-wavelength ultraviolet light to kill or inactivate microorganisms by destroying nucleic acids and disrupting their RNA/DNA leaving them unable to perform vital cellular functions. UV-C disinfection relies on radiation emitted in the wavelength range of 250 nm to 280 nm to inactivate pathogens. UV-C light kills over one hundred types of harmful microorganisms (including coronavirus) and also stops viral/bacterial reproduction. The Center's MiR operates three days a week on the office floor and 2-3 days on alternating weeks on the training floor/customer lounge area.



WORK PRECAUTIONS

PANDEMIC RESPONSE TEAM

The Pandemic Response Team (PRT) is a cross functional team led by the Chief Operating Officer (COO) and includes the following team members:



COO - Site manager who has overall responsibility for the site's Pandemic Preparedness and Response Plan. Acts as an Isolation Coordinator in conjunction with the HR Manager.



Receptionist - Works with HR manager to implement social distancing logistics regarding employees and visitors. Will be trained on using the contactless thermometer, acknowledge the temperature of everyone, complete the checklist and maintain records. Will further support the COO by providing specific options regarding social distancing within the building.



HR Manager - Works to develop protocols to ensure the wellness of all employees, and the overall Pandemic Preparedness and Response Plan. Works to manage all pandemic-related communications. Manages training functions across the site related to pandemic preparedness and response, including both employee, management, and Pandemic Response Team training, in accordance with The Center's playbook. Also acts as an Isolation Coordinator.



Facilities (Sanitization & Disinfection Lead) - Works to manage daily and periodic disinfection logistics, including routine and deep cleaning disinfection processes, in accordance to the protocols set up in this manual. Drives continual process improvement and ensures 100% compliance of The Center's disinfection protocol. Works to secure all necessary supplies to implement and sustain the site Pandemic Preparedness and Response Plan. Cleans all common areas during shift hours and conducts daily audits to determine compliance with this playbook.



WORK PRECAUTIONS

PREVENTATIVE MATERIAL INVENTORY ESTABLISHED

Tasks

- ✓ Confirmed operation has an adequate supply of soap, disinfectant, hand sanitizer, paper towels and tissues
- ✓ Confirmed stock of face masks, face shields, gloves and glasses on-site and on order with proper lead time
- ✓ Have “touchless” thermometers on-site for employee screening

Disinfectant Supplies

- Confirm The Center has an adequate supply of soap, disinfectant spray, hand sanitizer, paper towels and tissue
- Should keep a minimum quantity of 30-day supply of disinfectant supplies
- Disinfection portable stations are recommended for each area

Personal Protective Equipment (PPE)

- Confirm stock of face masks, gloves, and glasses on-site and on-order with proper lead time
- Site should keep a minimum quantity of 30-day supply of PPE
- All employees and visitors are required to wear masks in common areas; And where required, gloves for cleaning and high touch areas

ITEM	SPECIFICATIONS	QUANTITY
Masks	Disposable masks (1-day)	Min. 30-day supply
Nitrile Gloves	Surgical Nitrile Gloves	Min. 30-day supply
Zortemp 1000	Fever detection system	1
Infrared Thermometer (contactless)	Medical grade infrared thermometer	1 per 100 employees
Disinfectant Spray/Wipes	10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)	Min. 30-day supply
Spray Bottles	1-liter plastic spray containers	Min. 5 bottles
Sanitization Floor Stand	Hand sanitizer dispenser floor stand	1 available in work area per 50 employees
Hand Sanitizer (refills)	Sanitizer with Alcohol 60%/Local Brand “Sanitizer”	Min. 30-day supply
Hand Soap	Hand soap	Min. 30-day supply
Paper Towels	Paper Towel	Min. 30-day supply
Glasses/Face Shields	Safety glasses/anti-fog	Min. 30-day supply

COVID-19 SCREENING

Protection of The Center's workforce is of utmost importance and will be achieved by adhering to the new guidelines centered around six main components.

1. On-Site Health Screening
2. Increased Personal Hygiene
3. Personal Protection Equipment
4. Social Distancing
5. Disinfection Protocols and Audits
6. Isolation Protocol

ON-SITE HEALTH SCREENING

Tasks

- ✓ Ensure protocol for screening prior to entering workspace
- ✓ Ensure checkpoints are in place to prevent anyone from missing screening protocol

Overview of Health Screening Procedure

- Temperature reading (Pass: 96-100.4°F / Fail: greater than 100.4°F)
- Observation for overt symptoms
- Verbal/non-verbal confirmation of daily self-screening
- Screening checklist filled out and verified by receptionist

Procedure Details

- Perform screenings at facility entry point. Ensure checkpoints are in place to prevent anyone from missing screening protocol.

On-Site Health-Temperature Screening Protocol

The company will periodically update company guidance on current recommendations from the Centers for Disease Control (CDC) and state and local authority. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, temperature and health screenings have been implemented.

On-site screening will cease to become mandatory when guidance is received by state and local authority. On-site screenings are to be completed daily by site personnel of all incoming employees/visitors before accessing company facilities/offices. If temperature is greater than 100.4°F (38°C), or an individual exhibits visible symptoms of illness consistent with COVID-19, the individual will be invited to visit a doctor for a checkup, in accordance with the State Health Department recommendations/guidelines.

If an individual does not accept the screening, the company will request them to depart the building, obtain medical clearance and provide an official certificate prior to returning to the company premises.



COVID-19 SCREENING

SCREENING CHECKLIST FOR VISITORS AND STAFF

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

- ** Beginning June 16, 2020 the check-in process for visitors and staff is now paperless.
- ** Beginning May 16, 2021, visitors and staff can provide valid proof of vaccination in order to go maskless.
- ** Beginning July 26, 2021, if no students/visitors are present in the parking lot or in the lobby, fully vaccinated staff are no longer required to wear a mask in the vestibule. If students are visible, we ask all employees to set an example and wear a mask before entering the lobby. Unvaccinated staff must continue to wear a mask.



ALL individuals (staff, visitors, etc.) entering the building must follow established protocols. Unvaccinated staff and visitors will be asked the following:

1. Has this individual washed their hands or used hand sanitizer on entry?
☐ Yes ☐ No (If no, please ask them to do so)
2. Ask the individual if they have any of the following respiratory symptoms?
☐ Fever ☐ Sore throat ☐ Cough ☐ New shortness of breath ☐ Difficulty breathing
 (If YES to any of the above, restrict them from entering the building; If NO to all, proceed to step 3)
3. Check temperature and document results.
 Fever present? ☐ Yes _____ ☐ No _____
 (If YES, restrict them from entering the building; If NO, proceed to step 4)
4. Have you been in direct contact with anyone with a confirmed case of COVID-19 within the last 7 days?
☐ Yes ☐ No
 (If YES, restrict them from entering the building; If NO, proceed to step 5)
5. Give the individual a mask and the Visitor Guide and allow entry to the building.

REMIND ALL INDIVIDUALS TO:

- ✓ Wear their mask at all times in the building unless in an isolated area more than six feet from other individuals or unless fully vaccinated (valid proof of vaccination must be provided).
- ✓ Wash their hands or use hand sanitizer throughout their time in the building and especially after using the restrooms.
- ✓ Not shake hands with, touch or hug individuals during their visit and adhere to social distancing recommendations wherever applicable.
- ✓ Follow the signs to exit through the door by the Facilities office or in the Student Lounge.

If YES is checked for any response (#2-4), please advise the visitor to leave the premises, notify appropriate site personnel to disinfect any common surfaces touched by the visitor and advise the COO and HR of the incident.

VISITOR GUIDE

The Michigan Manufacturing Technology Center is taking aggressive and proactive measures to better protect our visitors and staff from the potential spread of COVID-19, including denying entry and requiring adherence to new policies. PLEASE NOTE: Visitation is forbidden if there was a 'YES' response to the COVID-19 Self-Screening Checklist.

LIMIT YOUR EXPOSURE

Visitors should limit exposure to employees to the extent feasible, by:

- Wearing the provided masks at all times unless in the area of social distancing of more than six feet and unless fully vaccinated (valid proof of vaccination must be provided).
- Taking a direct route to meeting or work areas. Do not unnecessarily interact with employees.
- Practicing social distancing (no handshakes or embraces, keeping six feet distance when interacting, etc.). Follow signage regarding social distancing.
- Practicing expected personal hygiene regarding washing hands and covering coughs/sneezes.
- Using dedicated meeting rooms where possible, which will have common surfaces disinfected between meetings.
- Following all signage including those directing individuals to use the two dedicated doors (by the Facilities office or in the Student Lounge) to exit the building.



**** Prior to entering a restroom a face mask must be worn and hands are required to be washed with soap and water for an estimated 20 seconds prior to exiting.**

PERSONAL HYGIENE TIPS



Wash your hands frequently with soap and water for at least 20 seconds.



If you are unable to wash your hands with soap and water, use antibacterial gel with at least 60% alcohol.



When sneezing or coughing, cover your nose and mouth with the inner angle of your arm or with a disposable handkerchief.



Do not touch your face including your mouth, ears, eyes and nose.

PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR UNVACCINATED INDIVIDUALS



Face Masks

Face masks are required PPE for all employees and visitors unless fully vaccinated (valid proof of vaccination must be provided). Masks must be worn when an individual is:

- Within 6 ft of another person
- Walking anywhere throughout the building and in the restroom
- In a common work area (conference room, classroom, copy room, etc)
- Conducting daily cleanings



Face Shields

Face shields may be worn as a precautionary measure when employees working within three feet of other employees or as required when working off-site. Employees are expected to follow our safety protocols unless the client site has more stringent procedures in place.



Gloves

Our top priority is always protecting people. All employees and visitors are encouraged to wear gloves when in high-touch areas and conducting their cleaning duties. This is supported by our cleaning protocol.



Removal & Disposal Criteria

PPE will eventually need to be removed and disposed of, and it is important to ensure that it is done properly. Please adhere to the following instructions:

- **Masks** - Remove by pulling the elastic band forward and pulling the masks away from your face while wearing gloves.
- **Gloves** - Roll down and remove one glove at a time, turning inside out and placing one glove inside the other.
- **Shields** - Disinfect after each use.

Labeled RED disposal bins will be located at the two exit locations.

SOCIAL DISTANCING

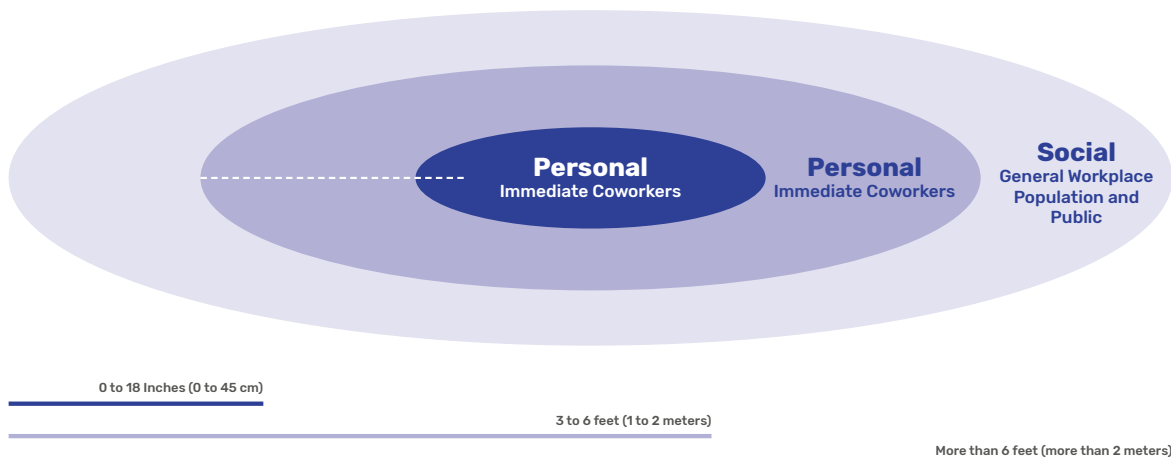
Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. Social distancing tasks include:

- ✓ Review and understand the Social Distancing Protocol
- ✓ Complete and continue to adhere to the Social Distancing checklist

TIPS FOR SAFETY

In practice, social distancing means:

- Staying 3-6 feet away from others as a normal practice. If 6 feet cannot be maintained over a period of time, a mask must be worn.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.
- Social distancing includes but is not limited to cafeterias, common areas, entrance/exit areas of work locations and offices. These are examples, but the principle of social distancing is universally applicable.



PLEASE NOTE: *The company will practice a safe environment protocol (6 ft. or greater between each participant) for every meeting or training class. A mask must be worn at all times unless fully vaccinated (valid proof of vaccination must be provided). Washing/sanitizing hands should be practiced whenever entering and/or leaving the meeting/training room.*

ADDITIONAL NOTE: *Meeting and training rooms have established participant limits noted for the 6 ft. social distance requirement and 50% capacity.*

Tables & Cubicles

- Protective shields have been added to all cubicles and barriers have been added to the lunch tables in the student lounge.



SOCIAL DISTANCING

WORKPLACE SIGNAGE

- Signage has been placed throughout the facility. Signage compliance is mandatory for staff and guests.



DISINFECTION PROTOCOLS AND AUDITS

GENERAL DISINFECTION MEASURES

- The following checklist was implemented in the facility to reduce the risk of spread of infection and protect employees.
- Frequent hand washing is also necessary. Recommended 6-8 times in a typical nine-hour work day.

AREA/PLACE	DISINFECTION CONTENT	DISINFECTANT	DISINFECTION METHOD	FREQUENCY
Work space common surfaces	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant wipes or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with handheld sprayer or wipe	Minimum at the start & end of each work day
Office desk	Table and chair surface		Spray with handheld sprayer or wipe	Minimum at the start & end of each work day
Conference Rooms	Tables, chairs, keyboard and mouse		Spray with handheld sprayer or wipe	After each use
General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with handheld sprayer or wipe	At least two times per work day
Common areas, lounges	Including chairs, tables and other common surfaces		Spray with handheld sprayer or wipe	Generally, three or more times per work day to include after all breaks and meals
All floors	All general floors at site		Mop	Mop hard surfaces daily

DISINFECTION PROTOCOLS AND AUDITS

DISINFECTION AUDIT CHECKLIST

Conducted daily by a member of the Facilities Department and approved by another member of the PRT.



To be conducted daily by a member of Facilities and approved by another member of the PRT.

NAME: _____

DATE: _____ TIME: _____

GENERAL DISINFECTION MEASURES

1. Did the cleaning crew/employees receive training about the disinfection method and frequency?
☐ Yes ☐ No
2. Was hospital-grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) used as appropriate?
☐ Yes ☐ No
3. Did the team conduct a comprehensive cleaning of all offices, desks and conference rooms (cabinets, desks, tables, chair surfaces)?
☐ Yes ☐ No
4. Did the team conduct a comprehensive cleaning of all general objects often used or touched (doors, windows, handles, faucets, sinks, bathrooms)?
☐ Yes ☐ No
5. Did the team conduct a comprehensive cleaning of cafeteria/canteen (tables, chair surfaces, dispensers, refrigerators, microwaves, etc.)?
☐ Yes ☐ No
6. Did the team conduct a comprehensive cleaning, when applicable, of all common surfaces of the company vehicle (seats, steering wheel, belts, doors, windows)?
☐ Yes ☐ No
7. Did the team conduct a comprehensive cleaning of floors, doors and multi-use areas?
☐ Yes ☐ No

OTHER COMMENTS & CONCERNS

2ND LAYER AUDIT

☐ Yes ☐ No Audit of the above was performed by a higher-level manager.

☐ Yes ☐ No Were non-conformities raised?
 (If YES, were they actioned? If NO, please provide reasons)

Name: _____ Date: _____

ISOLATION PROTOCOLS

TASKS

- ✓ The COO and HR Manager have been identified and trained to act as Isolation Coordinators.
- ✓ The protocol in place is to isolate employees if they are symptomatic on site.
- ✓ Must include room to isolate the employee, PPE, communication with local health authorities and transport based on their instructions, disinfection of the room.
- ✓ Print forms and protocol to be available as needed.

ISOLATION GUIDELINES FOR INDIVIDUALS WHO BECOME ILL AT THE FACILITY

If a person feels ill, or if someone observes that another person is exhibiting symptoms of COVID-19 at work, they are to contact an Isolation Coordinator. Telephone communication is preferable, so the Isolation Coordinator can be prepared and wear PPE prior to aiding an ill employee/visitor.

Procedure


1. Once the suspected infected individual arrives in the Isolation Room, immediately provide them with a mask and nitrile (surgical) gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
2. The Isolation Coordinator must complete a Suspected COVID-19 Case Form (see page 14).
3. The Isolation Coordinator, and any others attending the suspected infected person, should also wear a protective mask and nitrile gloves while working with the suspected infected person.
4. The Isolation Coordinator should direct the ill individual to leave the building and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used.
 - If the infected person is well enough to drive their own vehicle, ask them to do so.
 - If the PRT team is to transport the person in the company vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of nitrile gloves.
 - The driver must wear a mask and gloves whilst making the journey and keep them on for the return journey for proper disposal.
 - Once the company vehicle has returned to the site, ensure that it is cleaned and all surfaces, seats, dashboards, door handles, seatbelts, etc. have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves while doing so.
5. The Isolation Coordinator, in coordination with HR must:
 - Identify persons who may have been in contact with the suspected infected employee/visitor.
 - Advise employees that they may have been in contact with a suspected infected individual.
 - If the individual is an employee, advise the individual to contact a physician to obtain medical clearance to return to work.
6. Ensure both the Isolation Room and suspected employee's work station or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the suspected infected employee. All persons carrying out this cleaning must wear disposable nitrile gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.

ISOLATION PROTOCOLS

CONFIRMED ILLNESS

If an individual who was in the building is confirmed to have COVID-19, the company will inform all employees. The name of the infected employee will not be provided. The quarantine of other employees will be determined upon consultation with State health officials and following CDC guidelines. Employee personal data and confidentiality will be protected.

COVID-19 CASE FORM



NAME: _____ DATE: _____

☐ Visitor ☐ Employee ☐ Contractor

JOB TITLE: _____ WORKSITE: _____

LOCATION OF ISOLATION:

ADDRESS:

SYMPTOMS NOTICED

☐ Temperature > 38°C (100.4°F)

☐ Shortness of breath, difficulty breathing

☐ Cough

☐ Running nose

☐ Sneezing

☐ Muscle pain

☐ Tiredness

Time of Fever Onset: _____ Time of Isolation: _____

Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.

Where Referred To:

Notes:

DETAILS OF REPORTER

Name: _____ Job Title: _____

ISOLATION PROTOCOLS FOR UNVACCINATED EMPLOYEES

SELF-QUARANTINING WITH COVID-19

Clarification of “self-quarantine” requirement: Employees are requested to remain off the property for 7-14 days if COVID-19 symptoms are present, directly exposed to COVID-19 or if a test shows positive results. Employees should avoid leaving the home if possible, but if necessary, should practice exceedingly good hygiene and social distancing.

Additional Guidance

- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom if available.
- No visitors unless the person needs to be in your home.
- If you need medical attention, call ahead to ensure you are going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a drive to the doctor’s office.
- When you cough/sneeze cover your mouth and nose with a tissue and immediately throw tissues in the garbage. Wash your hands with soap and water for at least 20 seconds. If that’s not available, clean with hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using.
- Clean high-touch surfaces daily using a household cleaner or wipe. These include “counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables,” the CDC says.
- Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- Shared spaces in the home should have good airflow—use an air conditioner or open windows.
- Continue monitoring for any symptoms. If they worsen, such as if you begin to have difficulty breathing, call your health care provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, make sure to inform health care providers of any medications you’ll need, so they can arrange drop-offs of prescriptions as well. In terms of getting laundry done for those without machines at home, ask health care providers about that as well.

COVID-19 EXPOSURE EMERGENCY SICK TIME POLICY

*** As of May 16, 2021, this policy applies to unvaccinated employees only.*

The Center will continue to follow COVID-19 response guidelines set forth by the Centers for Disease Control and Prevention (CDC) and the state of Michigan. While this policy cannot cover every possible situation, it will provide a framework for most scenarios. As a reminder, close contact is defined as less than six feet in distance for more than 15 minutes.

Employees who are exposed to another person with a confirmed or possible case of COVID-19 are required to follow the guidelines below:

1. The employee must notify their manager and Human Resources.

Two weeks of emergency sick time (80 hours/FT; 60 hours/PT) will be added to the Employee Benefit Summary. Employees will be required to use this emergency sick time the entire duration they are in quarantine at home waiting for results and/or after testing positive.

2. The employee will not return to work until the following criteria is met:

- **IF EXPOSURE OCCURRED 0-7 DAYS PRIOR:** If the employee is at The Center or offsite at a client location, the employee must leave the premise immediately. The employee is required to get tested for COVID-19. If the test result is negative and the exposure was more than seven days, the employee can return to work if they have not exhibited any symptoms associated with COVID-19.
- **IF EXPOSURE OCCURRED 8-14 DAYS PRIOR:** It is recommended that the employee get tested for COVID-19. If the test result is negative, the employee can return to work. If the employee does not want to get tested, the employee can continue to work if they have not exhibited any symptoms associated with COVID-19.
- **IF EXPOSURE OCCURRED 15+ DAYS PRIOR:** The employee is not required to get tested for COVID-19 if they have not exhibited symptoms associated with COVID-19.
- **IF A PERSON IN THE EMPLOYEE'S HOUSEHOLD WAS IN DIRECT CONTACT WITH A COVID-19 POSITIVE PERSON WITHIN 7 DAYS:** The employee must immediately self-quarantine from the exposed person/family member until the seven-day timeframe has expired. It is strongly recommended that the exposed family member gets tested. A COVID-19 test for the employee is recommended but not required. The employee can return to work once the seven-day timeframe has expired and if they have not exhibited any symptoms associated with COVID-19.
- **IF A PERSON IN THE EMPLOYEE'S HOUSEHOLD TESTS POSITIVE FOR COVID-19:** The employee must immediately isolate from the person/family member until the seven-day timeframe has expired. To return to work, the employee must present two negative COVID-19 tests taken 24 hours apart.
- **IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19:** The employee should follow the instructions listed in The Center's Safe Work Playbook and current CDC and state of Michigan guidelines. Currently the guidelines recommend the following:
 - ✓ *Minimum 14 days in isolation. After the 14-day timeframe has expired, the employee can return to work if they do not exhibit any symptoms associated with COVID-19 and can present two negative COVID-19 tests results taken 24 hours apart.*

CLASS PARTICIPANT COMMUNICATION

The Center has prepared and implemented necessary changes to ensure our clients' safety while attending a class at our facility. Once registered for a class at The Center, an email confirmation is sent to the participant which contains a link to our Safe Work Practices video. This video, along with an informational outline of new guidelines, informs the participant of what to expect upon their arrival including:

- Disinfection & Cleaning Protocols
- Entry/Exit & Health Screenings
- Social Distancing
- Personal Protective Equipment
- Reduced Meeting & Class Sizes
- Employee Health Checks
- Food & Beverage Options



WATCH THE VIDEO ON  YouTube

youtu.be/jyofcC8PV58

BOOKLET REVISIONS

7/2021

- Updated mask and screening policy. If no students/visitors are present in the parking lot or in the lobby, fully vaccinated staff are no longer required to wear a mask in the vestibule. If students are visible, we ask all staff to set an example and wear a mask before entering the lobby. Unvaccinated staff must continue to wear a mask.

6/2021

- Following the CDC recommendations (released May 14, 2021), masks are no longer required for fully vaccinated employees and guests. Employers to establish their internal guidelines and protocols.

3/2021

- page 3: Addition of Ionization System/HVAC upgrade; Addition of MiR Ultraviolet Germicidal Irradiation System
- pages 3+: New titles assigned to section headers
- page 10: Addition of 50% capacity limit; Revision of mask mandate to "be worn at all times"

