



## **COVID-19 Preparedness and Response Plan**

The Monroe County Road Commission (“MCRC”) is committed to keeping our employees, their families and the community safe and healthy. As we face this unprecedented challenge, we must remain vigilant in mitigating this outbreak. The MCRC has been deemed an essential service by Governor Whitmer’s Executive Order 2020-21. It is the goal of the MCRC to operate effectively, ensure that all essential services are continuously provided and that our employees are safe within the workplace. This COVID-19 Preparedness and Response Plan has been developed, pursuant to Section 11(a) of Governor Whitmer’s Executive Order 2020-70 and updated pursuant to Executive Order 2020-114. This plan will be implemented throughout the entire organization in order to maintain a safe workplace and ensure the continuity of our operations during this pandemic.

This plan is based on information currently available from the CDC and MIOSHA at the time of development, and is subject to change based on further information provided by the CDC, MIOSHA and other public officials. The MCRC may amend this plan based on operational needs and subsequent state and local orders.

### **MANAGEMENT RESPONSIBILITIES**

Management will regularly coordinate with state and local health officials to obtain timely and accurate information, and will disseminate that information, as well as required steps to be taken as recommended or required by any state or local laws. Management must be familiar with this plan and be ready to answer questions from employees. Management should follow all guidelines put in place to prevent the spread of the virus and encourage the same from all employees. Management is also responsible for ensuring a clean work area, including adequate supplies (to the extent possible) to facilitate the cleaning of common areas and surfaces. Management will regularly meet and discuss the progress of the virus, the impacts on the MCRC, and our evolving response.

### **EMPLOYEE RESPONSIBILITIES**

To minimize the spread of COVID-19, employees are expected to cooperate in taking steps to reduce the transmission of the virus by following the guidelines put in place by the management team. The CDC recommends the following guidelines:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing
- Use hand sanitizer if water is not available

- Avoid touching your face
- Covering your mouth whenever you sneeze or cough
- Maintain social distancing (6 feet apart)
- Cover your mouth and nose with a face cover

Employees should also be aware of the symptoms of COVID-19. According to the CDC, those include:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 and above)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Nausea, vomiting or diarrhea

Additionally, employees should seek medical attention if the following occur:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake up or stay awake
- Bluish lips or face

As an employee, if you develop any of these symptoms or come in close contact (less than six feet) of someone who is symptomatic or is a confirmed case, please stay home and seek medical advice (Telehealth, urgent care, family doctor, etc.). All employees must monitor their health daily, including temperature checks and reading and completing the checklist provided to all employees.

All employees must procure a note from their doctor stating they are cleared to return to work. Any medical information obtained will be treated as a confidential medical record and disclosure will be limited to only those as required by law.

If an employee tests positive for COVID-19, they will be required to self-quarantine away from work.

An employee may return to work when they have:

- had no fever for 72 hours without the use of medicine  
**AND**
- symptoms have improved  
**AND**
- at least 10 days have passed since your symptoms first appeared, or you received two negative tests in a row, at least 24 hours apart

# WORKPLACE AND JOB SITE PROTECTION

In addition to those already discussed in this document, the MCRC has instituted the following protocols:

## **1) General Practices**

- If possible, avoid face-to-face meetings by utilizing telephone, email, or online conferencing even if participants are in the same building
- If a face-to-face meeting is unavoidable, minimize the meeting time and choose a large room (such as the board room) and sit at least 6 feet apart. Do not shake hands
- Whenever you use a room, wipe down tables and door handles with disinfectant spray or wipes. When you use a piece of equipment, wipe it down with disinfectant spray or wipes
- Avoid unnecessary travel and postpone nonessential meetings or trainings
- Employees in offices are expected to keep their workspace clean and encouraged to disinfect at the end of each day
- Each employee will have access to disinfecting wipes, gloves and hand sanitizer, as they are available. The MCRC has also provided each employee with a cloth face covering
- When using common areas/equipment, wipe the equipment used (copier, tables, counter space, etc.) after each use
- In the event that we are notified that an employee has tested positive, all employees will be notified within 24 hours via email, name withheld. If applicable, any outside contractors or vendors who may have had contact with the employee will also be notified. That employee's workspace/vehicle will be thoroughly disinfected and cleaned immediately. Confidentiality will be maintained at all times. The local health department will also be notified.
- Employees are encouraged to wear a mask and practice social distancing when interacting with the public
- Employees must wear a face covering if not able to maintain social distancing.
- If feasible, each employee should use/drive the same truck or piece of equipment every shift
- Any employee who uses/drives any vehicle or piece of equipment should sanitize (door handles, steering wheel, gear shift, etc) at the start and end of each shift. This applies to shared tools as well
- At this time, two employees may ride in a vehicle as long as they are both wearing a mask

## **2) Building Practices**

- Do not congregate in public areas such as the mailroom, lunchroom, etc.
- Wear a mask when walking in public areas or when entering or exiting a building.
- To limit movement between buildings, only managers and personnel with a regular workstation/office are to enter any buildings. Any employee with HR business may enter provided they are wearing a mask

- Use of employee mailboxes to exchange material is encouraged to limit person-to-person contact
- The lobby will be open to the public starting June 22, 2020 to essential business only. We will have limited hours from 10:00 AM to 2:00 PM.
- We will provide space markings for social distancing
- Visitors will be required to wear a mask
- Posters will be hung to remind visitors to not enter if they are symptomatic or if they do not have a mask
- There will be no public use of the restrooms or drinking fountains
- Employees will meet with visitors in the lobby. No visitors should be walking through the building.

### **3) Maintenance Practices**

- Maintenance trucks & equipment can be parked in the Maintenance Building
- West District employees currently reporting to work at the Summerfield Garage will report to the Monroe Garage.
- Employees will utilize the KIOSK to punch in & out and enter their daily activities.
  - The number of employees allowed in the Maintenance Break Room is 9 and the number of employees allowed in the Maintenance Conference Room is 7
  - Each employee will have their own stylus pen which they will use each time they use the KIOSK.
  - Continue to practice social distancing (6-foot distance). You are highly encouraged to wear a mask when indoors.
- Employees can begin to ride two to a truck, but must wear a face covering while in the vehicle

## **OSHA RECORDKEEPING REQUIREMENTS**

OSHA recordkeeping requirements at 29 CFR Part 1904 mandate covered employers record certain work-related injuries and illnesses on their OSHA 300 log. COVID-19 can be a recordable illness if a worker is infected as a result of performing their work-related duties. However, employers are only responsible for recording cases of COVID-19 if **ALL** of the following are true:

- 1) The case is a confirmed case of COVID-19
- 2) The case is work related (as defined by 29 CFR 1904.5)
- 3) The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (i.e. medical treatment beyond first aid, days away from work)

Employers of workers in the healthcare industry, emergency response organizations (e.g., emergency medical, firefighting, and law enforcement services), and correctional institutions must continue to make work-relatedness determinations pursuant to 29 CFR § 1904. Until further notice, however,

OSHA will not enforce 29 CFR § 1904 to require other employers to make the same work-relatedness determinations, except where:

1. There is objective evidence that a COVID-19 case may be work-related. This could include, for example, a number of cases developing among workers who work closely together without an alternative explanation; and
2. The evidence was reasonably available to the employer. Examples of reasonably available evidence include information given to the employer by employees, as well as information that an employer learns regarding its employees' health and safety in the ordinary course of managing its business and employees

OSHA feels this enforcement policy will help employers focus their response efforts on implementing good hygiene practices in their workplaces, and otherwise mitigating COVID-19's effects, rather than on making difficult work-relatedness decisions in circumstances where there is community transmission. As a result, the MCRC will not report positive COVID-19 case, however will keep track of those positive cases.

# GENERAL INFORMATION ABOUT COVID-19

## ***What is COVID-19?***

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world with symptoms that can range from mild or no symptoms to severe illness.

## ***How is COVID-19 spread?***

According to the CDC website, you can become infected by coming into close contact (about 6 feet) with a person who has COVID-19. It is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes or talks. You may also be able to get it by touching a surface or object that has the virus on it and then by touching your mouth, nose or eyes.

## ***How to protect yourself and prevent the spread of COVID-19.***

There is currently no vaccine available to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus. Stay at home as much as possible and wear a cloth face covering that covers your nose and mouth if you do have to be in public settings. Thoroughly clean and disinfect frequently touched surfaces and wash your hand often with soap and water or use alcohol based hand sanitizer. Practice social distancing by buying necessary items online, limit in-person contact as much as possible and keep a 6-foot distance from others when required. The CDC also recommends to stay home if you are sick (except to seek medical care) and avoid public transportation ride-sharing and taxis if possible. Everyone is at risk of getting COVID-19, however older adults and people of any age who have a serious underlying medical condition may be at higher risk.