

COVID-19 Preparedness & Response Plan

For Lower and Medium Exposure Risk Employers ONLY

✔ General

The following COVID-19 preparedness & response plan has been established for Youthworks-Detroit in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Mary Bogdan has read these emergency rules carefully, developed the safeguards appropriate to Youthworks-Detroit based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Youthworks-Detroit 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 Kyle Cascarelli and Mary Bogdan. 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 our employees and their representatives. The plan will be made available via internal network (email and Google Drive).

✔ Exposure Determination

Youthworks-Detroit 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. Mary Bogdan was responsible for the exposure determination.

Youthworks-Detroit 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.

Mary Bogdan verifies that Youthworks-Detroit 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.

Youthworks-Detroit 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.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Executive Director	Lower	No public contact
Executive Administrator	Lower	No public contact
Plug Coordinator	Medium	Public contact via programs
Bezalel Coordinator	Medium	Public contact via programs
Mission Year	Medium	Public contact via programs
Volunteers	Medium	Public contact via programs

Engineering Controls

Youthworks-Detroit 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.

Kyle Cascarelli 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:

Job/Task	Engineering Control
Bezalel Coordinator	Increase the amount of fresh air introduced into the building by opening windows when weather permitting
Plug Coordinator	Increase the amount of fresh air introduced into the building by opening windows when weather permitting

✔ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Kyle Cascarelli 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 Youthworks-Detroit:

(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.)

Job/Task	Administrative Control
All employees	Maintain at least six feet from everyone on the worksite.
	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
	Promote remote work (telecommuting) to the fullest extent possible.
	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
	Restrict business-related travel for employees to essential travel only.
	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
	Restrict the number of youth in the establishment at any given time. (Program attendance)
	Minimize the sharing of tools, equipment, and items.
	Provide employees with non-medical grade face coverings (cloth face coverings).
	Require employees to wear cloth face coverings at any point of being in the workplace.
	Require youth and program attendants to wear cloth face coverings.
	Keep staff/youth informed about symptoms of COVID-19 and ask sick staff/youth to stay at home until healthy again.
	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
Ensure that sick leave policies are flexible and	

	consistent with public health guidance, so employees do not go to work sick.
	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
	Maintain flexible policies that permit employees to stay home to care for a sick family member.
	Ensure workspaces are disinfected a minimum of 2 times per day.
	Indicators for available seating in vehicles will be utilized when performing pick-ups/drop-offs

✔ Hand Hygiene

Kyle Cascarelli 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, Youthworks-Detroit shall provide employees with antiseptic hand sanitizers or towelettes. Youthworks-Detroit will provide time for employees to wash hands frequently and to use hand sanitizer.

Youthworks-Detroit shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

✔ Disinfection of Environmental Surfaces

Youthworks-Detroit 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). Youthworks-Detroit will make cleaning supplies available to employees upon entry and at the worksite.

Kyle Cascarelli will be responsible for seeing that environmental surfaces 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, Youthworks-Detroit 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
Tables/Desks/Workspace surfaces	Clorox wipes/bleach solution/alcohol disinfectant solution	Twice daily and/or between use
Restrooms	Clorox wipes/bleach solution/alcohol disinfectant solution	After each use: wipe down the toilet seat, sink, faucet, light switch, doorknob
Doorknobs	Clorox wipes/bleach solution/alcohol disinfectant solution	Twice daily, avoidance
Kitchen/appliances	Clorox wipes/bleach solution/alcohol disinfectant solution	After each use
Hands	60% alcohol hand sanitizer	Upon entering/leaving workspace areas, frequently throughout the day
Common office supplies	60% alcohol hand sanitizer	After each use

Instruction for a bleach solution with a 5-6% concentration:

To make a bleach solution, according to the CDC:

- Mix 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water.
- 4 teaspoons bleach per quart of room temperature water

Bleach solutions will be effective for disinfection up to 24 hours. The CDC also notes that alcohol solutions with at least 70% alcohol may also be used.

The isopropyl alcohol disinfectant solution must have a chemical concentration of 70%. Ethyl alcohol solutions are also effective as disinfectant so long as the chemical concentration is above 60%.

Youthworks-Detroit 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. Kyle Cascarelli will be responsible for seeing that this protocol is followed.

After a confirmed COVID-19 case has been identified, the weekly cleaning and disinfecting practices will be performed in one session throughout the entirety of the workspaces.

Cleaning and Disinfecting

The [CDC](#) differentiates between cleaning and disinfecting as stated below:

“Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.”

“Disinfecting refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.”

It is the responsibility of each employee to disinfect the surfaces and workspaces they are using in the manner described below:

Office Space

Upon entering the Office or Bezalel units, all employees must use a wipe or spray disinfectant to sanitize all door handles touched upon entrance. When arriving to your office or workstation, use a disinfectant wipe or spray disinfectant and paper towel to sanitize your workstation including but not limited to the following:

- Doorknobs
- Desk
- Chair
- Keyboard (if utilizing a computer other than your own)
- Light switch

Repeat at 12PM or sooner if departing the work station. Additionally, repeat upon returning to station and at 5PM or upon departure if sooner.

Restrooms

After utilizing the restroom, you must wash your hands thoroughly with soap and water. Use a disinfectant wipe to sanitize the following:

- Toilet seat

- Flush handle
- Sink
- Faucet handle
- Light switch (if touched)
- Doorknobs (on both sides of the door)
- Any other surfaces touched.

Kitchen

When entering the kitchen with intention to use common items, all employees must wash their hands with soap and water before proceeding with any action.

It is each individual employee's responsibility to ensure that all kitchen items used are properly washed, dried, and put away. All plates, bowls, mugs, cups and silverware must be washed with dish soap and water after each use. After being properly cleaned, the employee must dry and put each item away in its proper place. The drying rack will not be in use to lessen the spread of germs between employees handling kitchen items.

When leaving the kitchen, each employee must ensure that all surfaces touched are sanitized with a disinfectant wipe or spray. This includes but is not limited to the following:

- Counters
- Coffee Maker
- Cabinet handles
- Refrigerator door
- Light switch
- Stovetop handles

A rotating cleaning schedule will be posted on the bulletin board. Employees must strictly follow this schedule so that germs, dirt and impurities are regularly removed from surfaces and reduce the potential spread of infection.

Personal Protective Equipment (PPE)

Youthworks-Detroit will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

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.

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

Job/Task	PPE
All employees	Non-medical grade masks/cloth face coverings
	Gloves for use as necessary when handling items to be given to youth.

Health Surveillance

Youthworks-Detroit will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with a temperature screening. Kyle Cascarelli will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, Youthworks-Detroit will have employees self-screen for COVID-19. Youthworks-Detroit will have employees complete a verbal questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. A no-touch thermometer will be used for temperature screening of employees. At this time, persons outside of the Youthworks-Detroit staff is prohibited from entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Mary Bogdan and Kyle Cascarelli before and during the work shift. Youthworks-Detroit 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:

If at any point an employee develops symptoms exhibiting COVID-19, they are directed to contact Mary Bogdan and Kyle Cascarelli immediately. This can be done most effectively via phone call. After evaluation of symptoms and using direction from the CDC, a COVID-19 test may be recommended. Any employee exhibiting symptoms of any kind of illness is recommended to stay home from work.

In the event of a confirmed case, Mary Bogdan and Kyle Cascarelli will communicate with other employees regarding next steps. This may include performing enhanced cleaning of the office area, removal of persons from the office space, and contacting persons who may have been exposed to COVID-19. Contact tracing will be performed as a tool to identify persons exposed and ensure that they are informed of the situation.

Youthworks-Detroit 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.

Youthworks-Detroit 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, Mary Bogdan 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, Mary Bogdan will not reveal the name or identity of the confirmed case.

Youthworks-Detroit 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

Mary Bogdan and Kyle Cascarelli shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Youthworks-Detroit will train workers on, 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.

Mary Bogdan shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✔ Recordkeeping

Youthworks-Detroit will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- 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.

Mary Bogdan will ensure that the records are kept.

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.

(MIOSHA/CET-5700 -- Revised 10/23/20)