

West Midland Family Center COVID-19 Preparedness and Response Plan

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Purpose

West Midland Family Center (WMFC) places the safety and welfare of its families and staff as its top priority and concern. This COVID-19-specific preparedness and response plan will outline the steps that were taken by WMFC during the pandemic. This plan can be utilized in the future in the event of another communicable disease outbreak locally, regionally, nationally, or globally.

About COVID-19

A. COVID-19 Symptoms (according to the CDC)

1. Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, diarrhea, loss of taste and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.
2. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

B. How COVID-19 Spreads

1. Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.
2. The virus is thought to spread mainly from person-to-person, including:
 - a. Between people who are in close contact with one another (within about 6 feet).
 - b. Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
3. It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.
4. People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads. Recently published research found that on average, the time from exposure to symptom onset (known as the incubation period) is about five to six days. However, studies have shown that symptoms could appear as soon as three days after exposure to as long as 13 days later.
5. Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.
6. The CDC website provides links with the latest information about COVID-19 transmission:
<http://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>
<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

OSHA-Related COVID-19 Information

- A. **The General Duty Clause**, Section 5(a)(1) of the Occupational Safety and Health (OSH) Act of 1970, 29 USC 654(a)(1), which requires employers to furnish to each worker “employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm.”

See: www.osha.gov/laws-regs/oshact/completeoshact. OSHA’s Bloodborne Pathogens standard (29 CFR 1910.1030) applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit SARS-CoV-2. However, the provisions of the standard offer a framework that may help control some sources of the virus, including exposures to body fluids (e.g., respiratory secretions) not covered by the standard. See: www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030 The OSHA COVID-19 webpage provides additional information about OSHA standards and requirements, including requirements in states that operate their own OSHA-approved State Plans, recordkeeping requirements and injury/illness recording criteria, and applications of standards related to sanitation and communication of risks related to hazardous chemicals that may be in common sanitizers and sterilizers. See: www.osha.gov/SLTC/covid19/standards.html

B. **Staff Potential Risk Exposure**

1. “Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. **The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2.** To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The *Occupational Risk Pyramid* shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.”

It was identified that most staff at WMFC are at medium or low risk.

❖ **Low Exposure Risk (Caution)**

“Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.”

❖ **Medium Exposure Risk**

“Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).”

❖ **High Risk**

“High potential exposure to known or suspected sources of COVID-19. Could include –licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers or mortuary workers.”

Conduct a Risk Assessment for Individual Employees and Patrons

- Use *Occupational Risk Pyramid for COVID 19* to determine risk of exposure. Very High, high, Medium and Lower
- **Determine Sources of Exposure (When/How/What/Who) YES AND NO...**
 - ❖ General Public
 - ❖ Patrons/Visitors
 - ❖ Coworkers
- **Assess Methods of Social Distancing**
 - ❖ Staggered work shifts, lunch and breaks
 - ❖ Downsizing operations
 - ❖ Teleworking from home
 - ❖ Cross train on-site workers to perform critical tasks
- **Assess Job Tasks with Shared Equipment and Workstations**(Must develop basic infection prevention procedures) Disinfection procedures will be determined by the Centers frequently accessed work stations, high touch areas, communal areas and shared equipment. Employees must be trained on use of PPE, disinfectant procedures, etc.
- **Assess Need for Basic Infection Prevention**
 - ❖ Access to handwashing facilities and hand sanitizer(>60% alcohol)
 - ❖ Cleaning and disinfection procedures and materials for workstations
- **Update *WMFC Exposure Control Plan* Using Latest CDC Guidelines**

WMFC Risk Assessment Exposure Chart by Job

Positions/Job/Task	Determination	Qualifying Factors (i.e. no public contact, public contact, job task description)
Administration	Low Risk/Medium Risk	Low>Minimal occupational contact with the public and other coworkers Medium> Contact with general public; food distributions
Aquatic Staff	High Risk	Contact with general public; food distributions, Emergency Rescue situations possible
Building Supervisor	Medium Risk	Frequent and/or close contact with (i.e., within 6 feet of) people and general public
Childcare Staff	Medium Risk	Contact with general public; food distributions
Chief Financial Officer	Medium Risk	Food Distributions, close contact with patrons and coworkers
Emergency Responder	High Risk	High Risk possible when responding to health emergencies
Family Services Staff	Medium Risk	Food Distributions
Financial Assistant	Medium Risk	Food Distributions
Maintenance Staff	Medium Risk	Cleaning
Preschool Staff	Medium Risk	Close contact with children for extended period of time
Recreation Staff	Medium Risk	Contact with general public; food distributions
Transportation Staff	Medium Risk	Contact with general public; food distributions
Welcome Center Staff	Medium Risk	Contact with general public; food distributions

Steps to Reduce Staff & Patron Exposure to COVID-19 and Limit the Spread of Respiratory Secretions

Below are expectations and guidelines approved by WMFC's leadership team on ways we can potentially limit the spread of COVID-19. The follow outlines action items and steps for the organization as a whole as well as for each individual program. We know that as COVID-19 progresses and eventually dissipates; some of the guidelines will change and alter.

A. Staff Education and Training

1. Learn about the signs and symptoms of COVID-19 including fever, cough, and difficulty breathing, sore throat, diarrhea, loss of taste/smell & blueish/red toes
2. Do not hug or shake someone's hand.
3. Wash your hands often with soap and water for at least 20 seconds each time.
4. Avoid touching your mouth, nose, or eyes.
5. Cover your mouth and nose with a tissue when coughing or sneezing. Throw tissue away after using.
6. If you have respiratory symptoms, stay home, notify your supervisor of your illness, and contact your health care provider to get medical advice on how to move forward.
7. Avoid contact with people who are sick.
8. Discourage staff from using other staff members' phones, desks, offices, or other work tools and equipment, when possible.
9. Encouraging staff to tele-meet (ex: Zoom Meeting) when appropriate and able.
10. Non-essential work travel will be discontinued.

B. Administrative Controls Implementation

1. WMFC utilizes ground markings, signs, and physical barriers, as appropriate, to further facilitate social distancing.
2. Employees' work stations are no fewer than six feet apart.
3. Whenever possible, WMFC will utilize flexible and/or rotational scheduling, including staggered start and break times, to limit the number of employees simultaneously working on-site.
4. WMFC will assign employees to dedicated entry points to reduce congestion at the main entrance.
5. WMFC will provide visual indicators of appropriate spacing for employees throughout the premises and outside of the dedicated entry points in case of congestion.
6. WMFC will restrict usage of non-essential common space.
7. WMFC identifies the following locations as high-risk areas: Welcome Center, Back Office Area, Hallways, Restrooms. Employees must maintain social distancing when occupying and/or passing through the areas that are listed above.
8. WMFC will utilize physical barriers, where possible and appropriate, separating work stations. Enclose Welcome Center with plexiglass partitions.
9. Wherever possible, WMFC will install high-efficiency air filters and increase ventilation rates in the work environment.
10. WMFC will turn off water fountains.
11. WMFC posts signs to emphasize the importance of personal hygiene.
12. Employees' interactions with the general public and delivery personnel are modified to allow for social distancing and additional physical space between parties.

13. Where appropriate, there will be a reduced number of people (staff and patrons) in buildings and rooms in an attempt to stop the spread of COVID-19 and further initiate social distancing. Post signs on doors of rooms that are not to be used.
14. Signs will be posted on entry doors stating that individuals are not to enter the facility if they have flu-like symptoms. Additionally, there will be signs to alert anyone who enters that there will be a health screening conducted prior to being allowed inside the building and reminding all staff and patrons to wear masks.
15. Masks (cloth or basic surgical mask)
 - Masks are available to give to staff and/or patrons who do not have access to or who do not bring their own masks to use.
 - Staff – Masks are required when physically interacting with co-workers and patrons; required if any cough, sore throat or runny nose but otherwise asymptomatic. Can remove in private office settings. Staff should clean their personal masks per CDC Guidelines. WMFC will provide employees with, at a minimum, non-medical grade face coverings, as well as appropriate personal protective equipment (“PPE”) (e.g., gloves, goggles, face shields, face masks). Masks must be worn by employees when in shared spaces (e.g., in-person meetings, restrooms, hallways), and if they consistently maintain fewer than six feet of separation; face shields must be worn by employees if they consistently maintain fewer than three feet of separation. PPE is available at the WMFC Welcome Center and, when used, must be disposed of in trash/dumpster.

C. **Cleaning and Disinfection**

In addition, WMFC is instituting the following cleanliness measures:

1. Clean and wipe down frequently touched surfaces with disinfectant using a product that both cleans and disinfects. (Example: QT+, Bleach)
2. Ensure that bathrooms are thoroughly cleaned and disinfected weekly. An additional precaution during COVID-19 is that each bathroom is sanitized at the beginning of each work day.
3. Implementing a cleanliness plan and infection-control measures in accordance with EPA Guidance for Cleaning and Disinfecting, performing routine environmental cleaning and disinfection with an EPA-approved disinfectant, especially of common areas and frequently touched surfaces;
 - a. Identifying what needs to be cleaned with soap and water, including visibly dirty surfaces;
 - b. Identifying what needs to be disinfected with an EPA-approved disinfectant or EPA-approved alternative, considering estimates that COVID-19 lasts in the air for 3 hours and on common surfaces for varying lengths of time (e.g., 5 days on glass; 4 days on wood; 3 days on plastic and stainless steel; and 24 hours on cardboard);
4. Where available, providing hand-washing and/or hand-sanitizing stations in high-traffic areas to enable easy access by employees.

WMFC provides employees with cleaning and disinfecting supplies that can be found at WMFC Cleaning Stations, WMFC Maintenance Garage, WMFC Cleaning Totes and/or from the Maintenance Director.

D. **Facility Management**

Implement

1. Masks

Masks (cloth or basic surgical mask) shall be worn at all times except when employees are in private offices by themselves.

2. Screening

Staff and anyone entering the building are screened using the screening form PRIOR to entry. Any one presenting with symptoms or risk factors will be turned away. Questionnaire will be completed first and temperature check will be completed if answers on questionnaire pass inspection. Maintain privacy during

screenings. Regardless of where the screening takes place, employers must ensure that all communications and interactions between the employee and the screener are private and cannot be seen or heard by any other individual. A privacy screen or other barrier may be helpful. Employers should consider having employees who do not pass the screening protocols move to a safe and private area to discuss next steps.

NOTE: Send employees home if they have a fever or if they refuse to be tested. Anyone refusing required testing should be denied entry into the workplace. If a person has a fever upon being screened, consider checking the person one or two more times. If at least two checks show a fever, the person will have to be sent home with instructions. Employees are not permitted to refuse to go home. After sending the individual home, all areas in the facility the employee may have touched or been present in before being screened should be thoroughly cleaned.

Follow-up with employees who are sent home—Employers should make sure to follow up to see both how the employee is feeling and also to determine if the employee has either tested positive or has obtained medical advice indicating a likely COVID-19 diagnosis. If so, the employer should determine and notify appropriate individuals with whom the employee had contact in accordance with CDC guidance, confidentiality considerations under the ADA and analogous state law (e.g., typically other employees should not be given the name of the employee who is or may be positive for COVID-19) and other employer processes.

3. **Social Distancing**

Using social distancing within the facility and outside the facility - smaller groups, sitting 6 feet apart. All efforts should be made to ensure that individuals using hallways maintain 6 feet apart.

4. **Marking 6 Feet Social Distancing**

- a. In offices – do not need to specifically “mark”, but an active attempt to stay 6 feet apart at all times is expected by staff and patrons.
- b. Group rooms – do not need to specifically “mark”, but an active attempt to stay 6 feet apart at all times is expected by staff and patrons.
- c. Welcome Center – mark in a line where staff and patrons should stand at Welcome Center to ensure 6 feet distance. Lobby area- do not need to specifically “mark”, but an active attempt to stay 6 feet apart at all times is expected by staff and patrons.
- d. Dining room, Teen Room, Classrooms, Large Rooms – do not need to specifically “mark”, but an active attempt to stay 6 feet apart at all times is expected by staff and patrons. Furniture should be moved further apart to also assist with this.
- e. Kitchens – ensure that there are only 1-2 individuals in the kitchen at any one time allowing individuals to stay at least 6 feet apart at all times.
- f. Restrooms – Every other bathroom stall will be closed.
- g. Special considerations will be given to smaller rooms such as the Fitness Room.

5. **Building Capacity Recommendations**

- a. It is recommended that the Center operate at a reduced capacity until the pandemic threat has passed.
- b. Staff who are able to work from home should discuss the possibility of doing so with the Executive Director.
- c. Staff who still need to come into the office to finish some of their work will work with their supervisor to try to ensure that alternating days are being utilized. The goal is to ensure that administrative staff are not in the office at the same time.
- d. Past enforcements of social distancing, hand hygiene, wearing masks, and performing health screenings are still in effect.

6. Specific Program and Department Considerations

- a. It is understood that some programs/departments may have additional guidelines that need to be followed because of licensing requirements, state law etc.
- b. Regardless of special program considerations and department considerations, the procedures and policies as outlined in this document must be followed by all departments/programs.
- c. Specific Program and Department Consideration documents that are in addition to this plan include:

Program/Department	Document/Policy
Aquatics	Red Cross Lifeguard Certification COVID-19 Guidelines
Childcare	WMFC Licensing Procedures for COVID-19 Preparedness and Response Plan May 2020
Kitchen	Midland County Health Department COVID-19 Guidelines
Preschool	WMFC Licensing Procedures for COVID-19 Preparedness and Response Plan May 2020

Identification and Isolation of Potentially Infectious Persons

Below are protocols taken from CDC/OSHA guidelines outlining the steps that would be taken if someone were potentially infected with COVID-19.

A. Staff

1. Screening

- Daily, staff at the Center and at all preschool sites are required to complete a health screening to encourage self-realizing if they are feeling sick or experiencing COVID-19/respiratory symptoms.
- Please refer to the **WMFC COVID-19 PROCEDURES** for screening specifics.

2. Reporting

Any staff with respiratory symptoms or symptoms similar to COVID-19, will follow the procedures outlined in ***Policies and Procedures for Staff to Report When They are Sick or Experiencing COVID-19 Symptoms*** to alert their program director and leadership will move forward with the reporting process.

3. Documentation

A confidential log will kept with every staff who reports any symptoms or is feeling ill.

4. Return to Work - Ending Isolation/Quarantine for a Sick Staff

**ISOLATION/QUARANTINE SHOULD BE ENDED BY A PHYSICIAN PER CURRENT CDC GUIDELINES, BRIEFLY:
Symptomatic Staff**

Symptomatic>Based Strategy

If person was never tested or tested positive once and will not receive a 2nd COVID test to determine if they are infectious, quarantine can end when 3 criteria are fulfilled:

1. At least **3 days (72 hours)** have passed since having a fever without the use of fever-reducing medications
AND
2. Improvement in respiratory symptoms (for example, when cough or shortness of breath have improved)
AND
3. At least 10 days have passed since symptoms first appeared.

Symptomatic>Test-Based Strategy

If person already tested positive and will receive testing to determine if they are contagious, quarantine can end when 3 criteria are fulfilled:

1. No fever (without the use of medications to reduce fever),
AND
2. Improvement in respiratory symptoms (e.g., cough, shortness of breath)
AND
3. Person has had 2 negative tests in a row, 24 hours apart.

Asymptomatic Staff – Persons Who have Tested Positive and are Under Isolation

Asymptomatic>Time-Based Strategy

May discontinue isolation under the following conditions:

1. At least **10 days** have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
2. If they develop symptoms, then the symptom-based strategy should be used.

Asymptomatic>Test-Based Strategy

May discontinue isolation under the following conditions:

1. Person has had 2 negative tests in a row, 24 hours apart.
2. *Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness, and it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test. There have been reports of prolonged detection of RNA without direct correlation to viral culture. For the full CDC recommendation: Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings, Recommendations from CDC

Patrons (To Include Patrons, Parents, Volunteers, Contractors, Seniors)

1. Masks

Patrons will be advised to bring cloth masks and the expectation and rationale for wearing them.

2. Screening

- Daily, patrons are required to complete a health screening to encourage self-realizing if they are feeling sick or experiencing COVID-19/respiratory symptoms.
- Please refer to the **WMFC COVID-19 PROCEDURES** for screening specifics.

3. Any patron with respiratory symptoms (fever, shortness of breath, worsening/new cough, sore throat, muscle aches) should be immediately asked to leave the Center.

4. When Can a Sick Patron Come Back? Isolation/Quarantine should be ended by a physician per current CDC guidelines which are listed in the "Staff" section above.

Staff Travel Policy (As written in the March 2020 COVID WMFC Staff Communication)

As of this writing there is a Stay Home/Stay Safe order by the Governor. *We recommend individuals cease all non-essential travel.* Anyone traveling (or living with someone who travels) outside of Midland County / or their home county needs to review their travel with the Executive Director. You may be ordered to not return to work for a 14 day period. This information will be used to monitor where individuals are traveling as we learn more about the spread of this virus. Before you show up at WMFC you must speak to the Executive Director. If you are sick or experiencing acute respiratory symptoms (fever, cough, etc.) do not show up at WMFC upon your return, do not report to work, notify the Executive Director by phone and contact your medical provider.

WMFC Remote Work Policy

Revised 12/2/20

Purpose

This policy includes the measures that WMFC is actively taking to mitigate the spread of coronavirus. In the interest of protecting employee health & safety and proactively slowing the spread of the COVID-19 virus, WMFC has implemented an emergency remote work plan following MIOSHA Emergency Rules dated 11/12/2020 stating “the employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.”

To this end, all employees are expected to employ the practice of working at home, instead of working at the primary place of work (e.g. the office), unless otherwise specified below.

WMFC reserves the right to terminate or extend the emergency remote work plan at any time given the constantly evolving nature of the COVID-19 situation. Employee compensation, benefits, work status, and work responsibilities will not change because of the emergency remote work plan.

This WMFC coronavirus (COVID-19) policy is subject to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email and/or hard copy in your WMFC mailbox.

Emergency Remote Work Guiding Principles

In implementing emergency remote work, WMFC has followed these principles:

- If the needs of WMFC change then the emergency remote work logistics may change.
- The program will be transparent to all employees.
- The program will be consistently applied to all eligible employees.
- WMFC will continue to meet laws or rules established by various state and federal agencies.

Scope

This coronavirus policy applies to all WMFC employees. This policy applies to all regular full-time and/or part-time employees at WMFC.

Elements

Core Business Hours: Period during which all employees must be present at the workplace or their remote office. Unless otherwise specified, core business hours at WMFC are 9am-5pm. The standard work week is 40 hours.

Eligibility Criteria: All Full-time and part-time employees whose work can be done, even partially, without a physical presence in the workplace.

Not all roles are suited to remote work because they require extensive use of onsite resources, hands-on service, or other Center operations; or it is not feasible for the employee to work remotely. The following roles are not eligible for remote work and are still expected to work onsite following all policies and procedures outlined in our remote work policies:

- **Maintenance Staff**

Positions: Maintenance Director, Maintenance Staff

Examples of onsite work that must be performed in person:

- Cleaning, disinfecting facility
- Fixing equipment
- Snow removal
- Operating machinery

• **Transportation Staff**

Positions: Bus drivers and bus aides

Examples of onsite work that must be performed in person:

- Driving children to and from preschool.

• **Preschool and Childcare Staff**

Positions: Early Childhood Director, Preschool teachers and assistants, childcare staff members

Examples of onsite work that must be performed in person:

- Supervising, caring for and teaching when children are on site or at satellite sites
- Serving meals

• **Building Supervisor**

Positions: Building Supervisor

Examples of onsite work that must be performed in person:

- Supervising building use
- Opening and closing building
- COVID policy enforcement and oversight
- Assisting maintenance staff and Welcome Center staff

• **Food Distribution Staff**

Positions: Food distribution staff members

Examples of onsite work that must be performed in person:

- Distributing food to community family members
- Packing and loading food

• **Family Services Staff**

Positions: Family services staff members

Examples of onsite work that must be performed in person:

- Assisting families with emergency needs
- Sorting and distributing donations to families

• **Welcome Center Staff**

Positions: Welcome Center staff members and Office Manager

Examples of onsite work that must be performed in person:

- Opening and closing of facility
- Overseeing onsite health screenings of staff and patrons
- Greeting and assisting onsite patrons
- COVID policy enforcement and oversight
- Assisting maintenance staff and building supervisor

The number of hours the employee is expected to work per day, or per pay period, will not change because of the emergency remote plan.

Employees who are required to submit time sheets will continue to do so while working remotely.

Employees are required to be available by phone, chat and video-conference during working hours, except for the lunch period.

If an employee is ill while the emergency remote plan is in place, follow WMFC attendance notice and reporting procedures. Non-exempt employees must report hours worked and use PTO for hours not worked.

The employee's offsite, work location is to be considered an extension of the primary WMFC work location. The employee is responsible for compliance with health and safety regulations while working in their home office. The employee promises to maintain safe working conditions at the secondary work location and to practice the same safety habits in the designated secondary workspace as in their primary workspace.

Policies and Procedures for Staff to Report When They are Sick or Experiencing COVID-19 Symptoms

- A. Daily, staff are required to complete a health screening to encourage self-realizing if they are feeling sick or experiencing COVID-19/respiratory symptoms.
- B. The **COVID-19 Workplace Health Screening 2020 - June** (See Appendix) is the health screening tool that all staff and will complete prior to entering the Center.
- C. Instructions for Staff on How to Report**
1. Notify your supervisor and the WMFC Executive Director and stay home if you are having symptoms. IT IS SO IMPORTANT for the staff member to focus on their own health. Let the WMFC Executive Director and the supervisor focus on the communication about your illness. DO NOT call other staff members.
 2. Should you or a family member exhibit flu-like symptoms, your **FIRST CALL** is to your doctor and then to your supervisor and the WMFC Executive Director. You are encouraged to follow CDC guidelines if you are sick. (See Appendix CDC link titled *“What to Do if You are Sick.”*)
 3. Once known, employee must contact his/her supervisor and the WMFC Executive Director with the prescribed care plan for their illness.
 4. Employee should try to get written documentation from doctor requesting they stay in quarantine.
 5. The WMFC Executive Director will contact leadership team members as needed.
- D. All Household Members**
- Follow CDC recommended precautions and notify your supervisor and the WMFC Executive Director if you are well but have a sick household member at home with COVID-19.
- CDC recommends wearing cloth face coverings in public settings.
 - Wash your hands frequently and properly. (See Appendix CDC link titled *“When and How to Wash Hands.”*)
 - Use tissues when you cough, sneeze, or touch your face. Throw used tissues in the trash, and then wash your hands.
 - Clean and disinfect high touch surfaces and objects.

Human Resources-Related Guidelines, Policies, and Procedures

Will be updated as policy changes

Media

A. All media questions will be directed to Greg Dorrien, Executive Director.

Reports and Tracking

A. Staff Screenings

1. All staff screenings will be turned into the WMFC Office Manager at the end of the pandemic and will be kept on file.
- B. If a staff member exhibits symptoms, they are to report those through our reporting procedure above. The WMFC CFO will keep a log of sicknesses related to COVID-19 on the OSHA 300 Log.

Leadership and Communication

Staff Communication

1. Weekly by Executive Director (or his/her appointee) to all staff to give updates on status of WMFC reopening, future path forward, current status of operations etc
2. Communicate screening process to all staff members

Leadership Team

1. The leadership team will meet once a week during the pandemic to debrief, strategize, and give updates as needed.
2. The leadership team (led by the WMFC Executive Director) will be responsible for updating the *West Midland Family Center COVID-19 Preparedness and Response Plan*.
3. The Executive Director will review any executive orders and provide updates to Leadership as needed. It will be decided which updates to send out to all WMFC staff once guidelines based on that executive order are created.
4. **WMFC COVID Committee**
This **WMFC COVID Committee** meets every Wednesday to discuss COVID19 updates, safety, procedures, policies, needs for changes etc. As a need for change arises, changes are noted in the "Decisions Made" section of the ***WMFC COVID Committee Meeting Documentation*** and are communicated to staff through the ***Bakers Meeting Minutes*** which are emailed to staff each week. (Baker meetings are held every week on Thursday.)

Appendix

Appendix Forms and Documents

- *WMFC COVID-19 Workplace Health Screening 2020*
- *WMFC CPVOD-19 Daily Screening Follow up*
- *WMFC COVID -19 Procedure*
- *OSHA Occupational Risk Pyramid for COVID 19*
- *WMFC COVID19/Pandemic Employee Training Plan*
- *WMFC Employee Training Documentation and Signature Form*
- *WMFC Staff Emergency Communication Forum Survey*

SDS

- *OtPlus SDS*

Posters

- *COVID19 Door Poster to Use When Reopening*
- *Six Foot Distancing Poster*
- *Hand Washing Poster*
- *CDC Cloth Face Covers Poster*

Helpful Links and Resources

CDC Links

- Considerations for public pools, hot tubs, and water playgrounds: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>
- CDC Cloth Face Coverings
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
- CDC Cleaning and Disinfecting Guidelines
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
<https://www.cdc.gov/coronavirus/2019-ncov/php/water.html>
<https://www.cdc.gov/healthywater/swimming/index.html>
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf
- CDC COVID List of Cleaning Products
<https://www.cob.us/DocumentCenter/View/9543/CDC-COVID19-Cleaning-Product-List>
- CDC Coronavirus Disease Basics
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics>

- CDC FAQ How is COVID Spread?
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#How-COVID-19-Spreads>
- CDC Guide for Opening Schools
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- CDC Guidelines of Isolation for Person with Covid 19
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- CDC Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>
- CDC Quick Reference Guide (thank you North Texas Aquatic Council)
<https://docs.google.com/document/d/1DaDiMVW82Z0lw4y6wXqgIMSEHsuZ5JMFphyT4BNEfml/edit?usp=sharing>
- CDC Response Plan to Protect Employees
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- CDC Guidelines for Pools, Hot Tubs, Spas
<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>
- Interim Guidance for Administrators of US K-12 Schools and Child Care Programs
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- Kitchen Guidelines
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/school-nutrition-professionals.html>
- Schools and Childcare: Checklist for Parents and Teachers
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/checklist.html>
- Talking to Children about COVID 19
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>
- Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- What to do if you are sick
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- When and How to Wash Hands
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Who is at higher risk for severe illness?
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

CDC Poster Links

- Stop the Spread
https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-sp.pdf>
- Wash your Hands!
https://www.cdc.gov/coronavirus/2019-ncov/downloads/wash-your-hands-bubbles_poster.pdf
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-spanish-508.pdf>

Employee Training

- Training Video - COVID-19 WORKPLACE SAFETY GUIDANCE FOR GENERAL INDUSTRY
<https://youtu.be/XHePMM4m0rU>

EPA

- EPA Approved List of Products that are Approved for Use Against the COVID 19 Virus.
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- EPA Website to Check Chemical Information <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Michigan.Gov and LEO Links

- Department of Labor and Economic Opportunity - Workplace Safety Guidance for COVID 19
<https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html>
- Video - COVID-19 WORKPLACE SAFETY GUIDANCE FOR GENERAL INDUSTRY
<https://www.youtube.com/watch?v=6YJOh9nYbtU&feature=youtu.be>
- Michigan State and Local Public Health COVID 19 Standard Operating Procedures
https://www.michigan.gov/documents/mdhhs/nCoV_SOP_TEAM_680994_7.pdf

OSHA/MIOSHA Links

- MIOSHA Occupational Risk Pyramid for COVID 19
<https://www.osha.gov/Publications/OSHA3993.pdf>
- MIOSHA FAQs
https://www.michigan.gov/documents/mdhhs/2019-nCoV_Web_FAQ_Final_02.07.20_680693_7.pdf
- MIOSHA Employee Guidelines
https://www.michigan.gov/documents/leo/leo_miosha_c19_workplace_guidelines_employee_690396_7.pdf
<https://www.youtube.com/watch?v=XHePMM4m0rU&feature=youtu.be>
- MIOSHA Employer Guidelines
https://www.michigan.gov/documents/leo/leo_miosha_c19_workplace_guidelines_employer_690397_7.pdf
<https://www.youtube.com/watch?v=6YJOh9nYbtU&feature=youtu.be>

Screening

- Workplace Screening – How to Set Up and Implement a Screening Protocol
<https://www.jdsupra.com/legalnews/us-covid-19-workplace-temperature-64518/>

Miscellaneous Links

- AIHA – Reopening Guidance for General Office Settings
https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings_GuidanceDocument.pdf
- Camp Operations Guide to Opening Camps
 - <https://www.acacamps.org/resource-library/coronavirus/camp-business/camp-operations-guide-summer-2020>
- Check with your state and/or county, your state parks and recreation association, and other professional resources for plans, guidance and recommendations for reopening. Monitor for updates to those plans (*example: The State of Kansas updated their phased plan on 5/14/2020*).
- Children Wearing Masks Information
<https://www.healthychildren.org/English/health-issues/conditions/chest-lungs/Pages/Cloth-Face-Coverings-for-Children-During-COVID-19.aspx>
- IAAPA Reopening:

- <https://www.iaapa.org/reopening-guidance-considerations-attractions-industry>
- Layoff and Recall Guidelines
https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_015065.aspx
- Map of Known Pool Closures
 - https://www.google.com/maps/d/viewer?mid=1iwVBIU-70DX_PKnVAF1Obw9qqxvx3RDa&ll=38.693156933047696%2C-96.804761149999999&z=4
- National Recreation and Parks Association:
 - <https://www.nrpa.org/our-work/Three-Pillars/health-wellness/coronavirus-disease-2019/>
- NRPA Aquatics Network: Visit the Facebook Page and select “Files” to see sample opening and closing plans
- USA Swimming Facility Reopening:
 - https://www.usaswimming.org/docs/default-source/coaching-resourcesdocuments/covid-19-team-resources/facility-reopening-plan-guidelines.pdf?sfvrsn=8a533a32_2
- World Waterpark Association Reopening:
 - https://www.waterparks.org/web/Tagged_Content/Hot_Topics/COVID19-03a_Resources_US_Business.aspx