

# COVID-19 Preparedness & Response Plan

For Lower, Medium, and High Exposure Risk Employers ONLY

## General

The following COVID-19 preparedness & response plan has been established for Michigan Masonic Home 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. The Nursing Home Administrator has read these emergency rules carefully, developed the safeguards appropriate to Michigan Masonic Home on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Michigan Masonic Home has designated one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) are the Director of Nursing, the Assistant Director of Nursing, the Nurse Managers, the Infection Control Preventionist, or the Nursing Supervisors. 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 website and hard copy.

## Exposure Determination

Michigan Masonic Home 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. The Nursing Home Administrator and the Infection Control Preventionist was responsible for the exposure determination.

Michigan Masonic Home has determined that its employees' jobs fall into the lower, medium and high 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 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 residents. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.
  
- **High Exposure Risk 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.

Michigan Masonic Home 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.

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower, Medium, High)</b>	<b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b>
Direct Resident Care & Support Workers-COVID-19 Positive Units <ul style="list-style-type: none"> <li>• Administrator, DON, ADON, Nurse Managers, RNACs, RNs, LPNs, CNAs, RTs, UAs, Restorative Aides,</li> </ul>	High Risk-Positive COVID-19 Cases	PPE—N95 Masks, Face Shields and/or Goggles / Safety Glasses, Gowns Transmission Based Infection Control Daily Employee Health Screening

<p>Environmental Service, Laundry, and Maintenance Workers, Therapists, Life Enrichment Assistants, Social Services, etc.</p>		
<p>Direct Resident Care &amp; Support Workers—Non COVID-19 Units</p> <ul style="list-style-type: none"> <li>• Administrator, DON, ADON, Managers, RNACs, RNs, LPNs, CNAs, RTs, UAs, Restorative Aides, Environmental Service, Laundry, and Maintenance Workers, Therapists, Life Enrichment, Social Services, etc.</li> </ul>	<p>Medium Risk</p>	<p>PPE—Surgical Masks, Face Shields / Goggles / Safety Glasses, Gowns Transmission Based Infection Control Observation Daily Employee Health Screening</p>
<p>Non-Direct Resident Care Workers</p> <ul style="list-style-type: none"> <li>• Administrative, Office, and Support Staff, Materials Management, etc.</li> </ul>	<p>Lower Risk</p>	<p>PPE—Surgical Masks Daily Employee Health Screening</p>

## Engineering Controls

Michigan Masonic Home 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.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

The Senior Director of Facility Development & Services 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:

<b>Job/Task</b>	<b>Engineering Control</b>
Certified 2 Negative pressure isolation rooms.	Annual certification and manually checked by nursing staff when in use.
Installed plexi-glass dividers for all breakroom tables.	Repair and modify as needed.
Temperature monitors were installed at main entrances in the skilled nursing center public space areas.	BMS system was updated to include these temperatures and ensure they are within the CMS standard temperature set points.

## Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Nursing Home Administrator 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 Michigan Masonic Home:

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All Employees as Feasible	Maintain at least six feet from everyone on the worksite.
All Employees as Feasible	Use signs to prompt employees to remain six feet from others.
All Employees as Feasible	Restrict close contact by being within 6 feet of each other without a mask to 15 minutes.
All Customers as Feasible	Restrict the number of customers in the establishment at any given time.
All Employees as Feasible	Minimize the sharing of tools, equipment, and items.
All Employees Are Wearing Medical Grade Masks	Minimally provide employees with non-medical grade face coverings (cloth face coverings). Preference is surgical mask.
All Employees Are Wearing Medical Grade Masks	Require employees to wear surgical masks when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All Customers and Public Are Required to Wear Medical Grade Masks	Recommend customers and the public to wear surgical masks as feasible.
All customers will be made an aware of positive COVID cases in the building upon entry.	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again by posting signs at entries. Sick customers are to not enter the building.
Appropriate Trash Receptacles in Place	Provide customers and the public with tissues and trash receptacles.
Employees Provided Such Education and Is an Expectation of Employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than

	hands.
Employee Policies in Place Regarding Health Guidance Related to COVID-19	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
Employee Return to Work Policies Follow CDC Guidelines Related to Return to Work and Does Not Require a Provider Note	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
Employer in Compliance with Federal and State Guideline Related to Caring for Sick Family Members	Maintain flexible policies that permit employees to stay home to care for a sick family member.

### Hand Hygiene

The Infection Control Preventionist 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, Michigan Masonic Home shall provide employees with antiseptic hand sanitizers or towelettes. Michigan Masonic Home will provide time for employees to wash hands frequently and to use hand sanitizer.

Michigan Masonic Home 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

Michigan Masonic Home 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). Michigan Masonic Home will make cleaning supplies available to employees upon entry and at the worksite.

The Environmental Services Manager 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, Michigan Masonic Home 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:

<b>Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
All hard Surfaces: Door Handles, Counters, Furniture, Mirrors, Tile, Toilets	3M 41A Disinfectant- 5 Min kill time- Sprayed on Surfaces or wiped on using microfiber cloth	Daily
Medical Equipment, Wheelchairs, Mattresses etc....	HDQ Quaternary Sanitizer- Utilized by Clinical Staff to disinfect equipment and maintain infection control in between ES services.	As Needed and as scheduled for equipment.
All hard Surfaces: Door Handles, Counters, Furniture, Mirrors, Tile, Toilets	1:9 Ratio Bleach Solution	Alternative Daily in precaution areas. Not to be utilized with 41A Can depend on resident sensitivity to bleach.
Floors	3M 3A- Neutral Cleaner used on floors to reduce build up. <u>Not considered a disinfectant.</u> This is used to remove residue of other chemicals used to disinfect areas.	2X Weekly to remove residue on flooring.

The Environmental Services Team will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area.

The following methods will be used for enhanced cleaning and disinfection:

UVC Lights are being utilized in areas that have suspected or confirmed Covid-19 Exposure. The UVC light is run following the manufacturer's guidelines and procedures. We utilize this option in between room use and as part of a disinfection process for resident items that are brought into the facility from outside.

## Personal Protective Equipment (PPE)

Michigan Masonic Home will provide employees with the types of personal protective equipment, 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.

Michigan Masonic Home will provide medical grade face mask that are to be always worn. The only exception is when an employee is in a non-resident room by themselves with the door always closed.

The following type(s) of PPE have been selected for use:

<b>Job/Task</b>	<b>PPE</b>
All Employees—Non COVID 19 Units	Surgical masks, goggles and/or face shield, gloves and gowns for observation rooms.
All Employees—COVID-19 Positive Units	N95 Masks, Face shields, goggles or safety glasses, gloves and gowns.

## Health Surveillance

Michigan Masonic Home will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. The Nursing Home Administrator 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, Michigan Masonic Home will have employees self-screen for COVID-19. Michigan Masonic Home will have employees complete a questionnaire covering the signs and symptoms of COVID-19. Michigan Masonic Home will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their Manager / Supervisor and the Infection Control Preventionist before and during the work shift. Michigan Masonic Home 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:

- See “Employee with A Suspected or Positive COVID-19 Illness Return to Work Policy (HR-A-161)

Michigan Masonic Home 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 home where they will self-isolate their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Michigan Masonic Home 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, the Infection Control Preventionist 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, Michigan Masonic Home will not reveal the name or identity

of the confirmed case.

Michigan Masonic Home will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace according to the latest guidelines from the CDC.

## Training

The Infection Control Preventionist shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Michigan Masonic Home 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.

The Education Coordinator shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

## Recordkeeping

Michigan Masonic Home 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.

### **Safety Coordinator: Kari Conn, Executive Director, NHA**

The Nursing Home Administrator will ensure that the records are kept.

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