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## COVID-19 Preparedness & Response Plan

For Lower, Medium, and High Exposure Risk Employers ONLY

### ✔ General

Michigan Masonic Home has developed this Coronavirus Disease 2019 (COVID-19) Preparedness & Response Plan in accordance with the Centers for Disease Control and Prevention's (CDC) latest guidance and the MIOSHA General Duty Clause, which requires the employer to furnish each employee with "a place of employment that is free from recognized hazards....".

The purpose of this plan is to eliminate or minimize potential exposure to the transmission of COVID-19 in the workplace. All employees are responsible for complying with all applicable aspects of this plan. The written plan is available to all employees via the employee website and a hard copy. Questions about this plan should be directed to Human Resources or the Administrator.

### ✔ Exposure Determination

Michigan Masonic Home has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or a reasonably anticipated employee exposure to COVID-19. The Nursing Home Administrator and the Infection Control Preventionist are 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 COVID-19, 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, RNACs, RNs, LPNs, CNAs, RTs, UAs, Environmental Service, Laundry, and Maintenance Workers, Therapists, Life Enrichment Assistants, Social Services, etc.</li> </ul>	High Risk-Positive COVID-19 Cases	Public & Resident Contact PPE—N95 Masks, Face Shields and/or Goggles / Safety Glasses, Gowns Transmission Based Infection Control Daily Employee Health Screening
Direct Resident Care & Support Workers—Non COVID-19 Units <ul style="list-style-type: none"> <li>• Administrator, DON, ADON,</li> </ul>	Medium Risk	Public Contact PPE—Surgical Masks Daily Employee Health Screening

RNACs, RNs, LPNs, CNAs, RTs, UAs, Environmental Service, Laundry, and Maintenance Workers, Therapists, Life Enrichment, Social Services, etc.		
Non-Direct Resident Care Workers <ul style="list-style-type: none"> <li>Administrative, Office, and Support Staff, Materials Management, etc.</li> </ul>	Lower Risk	Limited close contact with others PPE—Surgical Masks Daily Employee Health Screening

### ✔ Engineering Controls

Michigan Masonic Home has implemented feasible engineering controls to minimize or eliminate employee exposure to COVID-19. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions (e.g., restrict office access, situate employees at least 6’ apart with their computers facing inward and away from cubicle doors or aisleways, use of high cubicle walls/panels or other barriers, enclosed offices, etc.).

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:

Job/Task	Engineering Control
Certified two (2) negative pressure isolation rooms.	Annual certification and manually checked by nursing staff when in use.
Screening & Temperature monitors were installed at main entrances in the	BMS system was updated to include temperatures and ensure they are within the CMS standard temperature set points.

skilled nursing center public space areas.	
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### ✔ 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 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	Employees are required to self-monitor for COVID-19 signs and symptoms prior to reporting to the workplace.
All Employees	Employees with COVID-19 symptoms should stay home and contact their supervisor to request appropriate leave approval or lost time.
All Employees	Employees who do not pass the screening criteria will be instructed to contact their supervisor, not report to work, and may use PTO. Employees who don't pass the screening criteria due to a positive COVID-19 test or exposure should contact the Infection Preventionist.
All Employees	Employees who experience COVID-19 symptoms at work should notify their supervisor immediately, then leave the facility and will not be permitted to stay at work.
All Employees	Employees are subject to health screenings consistent with the latest guidance from CDC upon arrival at the workplace.
All Employees	Employees are required to promptly report any signs and symptoms of COVID-19 to the Infection Preventionist or their direct supervisor.
All Employees	Employees are to wash or sanitize their hands before coming to work, upon entering the building and regularly throughout the workday.

All Employees	Social distancing will be implemented and maintained where feasible and efficient. Social distancing, also called “physical distancing,” means keeping a safe space between employees and other people who are not from the employees household. To practice social or physical distancing, employees are to stay at least 6 feet away (about 2 arm lengths) from others in indoor spaces when possible. Social distancing should be practices in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing approved face coverings, avoiding the touching of face and unwashed hands, and frequently washing of hands with soap and water for at least 20 seconds.
All customers will be made aware of positive COVID cases in the building upon entry.	Visitors and customers will be informed about symptoms of COVID-19 by posting signs at entrances and if they are experiencing symptoms, they are to stay at home until healthy again. Sick visitors and customers are to not enter the building.
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 report to work sick.

**☑ Hand Hygiene and Disinfection of Work Surfaces**

Frequent hand washing is one of the best ways employees can protect themselves from getting sick. To prevent the spread of germs during the COVID-19 pandemic, employees should wash their hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands. 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.

The virus that causes COVID-19 can land on work surfaces. While the risk for infection from touching a surface is low, regular housekeeping practices have been implemented for the routine cleaning and disinfecting of elevators, restrooms, breakrooms, conference/meeting rooms, doorknobs and other high touch areas.

CDC guidance will be followed for special cleaning and disinfecting when someone in the office or when someone visited the office has tested positive for COVID-19.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

When choosing cleaning chemicals, Michigan Masonic Home will review 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 COVID-19 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 will be utilized in areas that have suspected or confirmed Covid-19 Exposure. The UVC light is used following the manufacturer’s guidelines and procedures. Michigan Masonic Home utilize this option in between room use and as part of a disinfection process for resident items that are brought into the facility from the outside.

### ✔ Personal Protective Equipment (PPE)

Michigan Masonic Home will provide employees with the types of personal protective equipment, for protection from COVID-19 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

All Employees—COVID-19 Positive Units	N95 masks, face shields, goggles or safety glasses, gloves and gowns.
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Employees may provide and use their own masks if they are approved; completely cover the mouth, nose, and chin. Face coverings worn in the workplace shall not be political, offensive or contain vulgar, obscene, abusive or confrontational gestures, language, pictures, websites, etc.

Face coverings or masks that do not completely cover the nose, mouth, or chin or that incorporate exhalation valves or vents are not permitted.

The CDC does not recommend the use of N95 respirators for the protection against COVID-19 in office environments, as these respirators are critical supplies that should be prioritized for healthcare workers and other medical first responders to prevent supply shortages. The CDC also does not recommend using face shields or goggles as a substitute for face coverings. If face shields are worn, they should be in addition to the face covering. Face shields should wrap around the sides of your face and extend below your chin or be hooded (fully enclosed and dropping below your chin).

Michigan Masonic Home will maintain a sufficient supply of face coverings in the event an employee forgets theirs or an employee’s face covering becomes soiled or wet/saturated at work.

**Feeling Sick and Sick Employees**

Employees should stay home and contact their immediate supervisor and healthcare provider if they have a fever, cough, or other symptoms, or believe they might have COVID-19.

**Daily Health Screenings/Health Surveillance**

All employees, contractors, interns, or other persons conducting work on behalf Michigan Masonic Home will be required to participate in daily health screenings upon their return to the workplace. The health screenings are comprised of COVID-19 related questions about symptoms and suspected or confirm exposure to people with confirmed or possible COVID-19.

These health screenings can occur through one or more ways; paper questionnaire or electronic kiosk.

Persons exhibiting signs of illness will not be permitted into the building.



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 during 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 COVID-19 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 manager 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.

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

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

Updated July 27, 2022