

# COVID-19 Preparedness and Response Plan

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# Custom Applied Products, LLC

## COVID-19 Preparedness and Response Plan

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

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Custom Applied Products, LLC (“CAP”) has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

### **Employee and Business Operations**

Under Executive Orders 2020-110 the “Stay at Home” Order 2020-96 has been rescinded and any business operation that requires its employees to leave their home or place of residence for work is subject to the rules on workplace safeguards in Executive Order 2020-97 or any order that may follow from it.

### **Protective Safety Measures**

#### **Sick Leave**

Employees are permitted to take paid leave as provided for and consistent with all applicable provisions of the Families First Coronavirus Response Act and CAP’s applicable vacation, sick leave, and personal time policies. Any on-site employee who appears to have a respiratory illness or any one of the symptoms of COVID-19, will be separated from other employees and sent home.

#### **Remote Work**

All employees who are not essential to operations, and whose job allows them to work from home, will work remotely.

### **Employee Screening Before Entering the Workplace**

A sample Employee Entry Screening Questionnaire is attached as Appendix B. The screening questionnaire should be completed by all employees before entering the workplace. The completed questionnaire shall be submitted to your Supervisor and will be kept according to MCL 423.501. Employees may also be required to comply with additional screening processes required by applicable state or county authorities. If an employee fails any screening process, he/she/they should be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

### **Personal Protective Equipment**

CAP shall provide, give instruction/training and make available to all Critical Infrastructure Workers (“CIW”) and any employee performing in-person work, personal protective equipment (“PPE”). PPE shall be consistently and properly worn when required, shall be regularly inspected, cleaned, stored or disposed of, as applicable, to avoid contamination of self, others or the environment. All CIW’s and in-person employees must wear a face covering over his/her/they nose and mouth when in any enclosed public space. Employees must wear a face covering whenever they are interacting six feet of a member of the public, employee or any other individual. Examples of masks include, but are not limited to

bandanas, homemade cloth facemasks, and gaiter scarves. If any employee is not able to procure their own face covering CAP will provide one to them.

### **Social Distancing**

Employees are to perform their work in such a way as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and/or tools/equipment. The number of employees in any room shall be limited to ensure social distancing restrictions can be followed. Employees should remain at their assigned work areas as much as possible. Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

### **Hygiene**

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or access to hand sanitizer. Employees will be provided with access to tissues and to places to properly dispose of them. Signs regarding proper handwashing methods will be posted in all restrooms. Hand shaking is prohibited to ensure good hand hygiene.

### **Cleaning and Disinfecting**

Increased cleaning and disinfecting of surfaces, equipment and other elements of the work environment will be performed regularly by applying Hepacide Quat II with cloth, mop, sponge or coarse sprayer on surfaces and leaving the surface wet for 10 minutes before wiping dry. Employees will be provided with access to disposable disinfectant wipes, so they are able to wipe any commonly used surface before and after each use. In the event an employee has tested positive or shows symptoms of COVID-19, a deep cleaning of their workspace and immediate area will be conducted immediately.

### **Equipment**

The sharing of tools and equipment (including, but not limited to, desks, telephones, and office equipment) among CIW's, employees and other in-person employees should be avoided as much as possible. Should any sharing be required, employees must disinfect and clean each piece of equipment or tool following their use and before any other employee uses the tool or piece of equipment.

### **Visitors**

All visitors entering the CAP workplace shall be screened prior to entering the workplace. A screening questionnaire will be utilized to decide if the visitor can enter. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, will not be allowed to enter the workplace. All visitors permitted to enter the workplace shall wear the appropriate PPE prior to entering. All visitors are always required to wear a face covering. If the visitor does not have a face covering CAP will provide one for them.

## **Employees with Suspected or Confirmed COVID-19 Cases**

### **Suspected Cases**

An employee will be considered to have a suspected case of COVID-19 if:

They are experiencing any of the following COVID-19 symptoms:

- Fever
- Shortness of breath
- and/or Continuous cough

OR

They are experiencing at least two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore throat
- and/or New loss of taste

OR

They have been exposed to a COVID-19 positive person, meaning:

- An immediate family member has tested positive for or exhibited symptoms of COVID-19
- OR
- In the last 14 days, the employee came into close contact with someone who has tested positive for COVID-19

If an employee believe that he/she/they qualifies as a Suspected Case (as described above), he/she/they must:

- Immediately notify their Supervisor
- Self-Quarantine for 14 days and
- Seek immediate medical care or advice

If an employee qualifies as a Suspected Case, then CAP will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned

### **Confirmed Cases**

An employee will be considered a Confirmed case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he/she/they qualifies as a Confirmed Case (as described above), he/she/they must:

- + Immediately notify their Supervisor of his/her/they diagnosis; and
- + Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then CAP will:

- Report to the Presque Isle County Health Department
- Notify all employees who may have come into close contact with the employee (being approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individuals privacy);
- Ensure the entire workplace, affected area(s) or equipment is thoroughly cleaned and disinfected.
- If necessary, closes the work are or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

### **Business Continuity Plans**

The COVID-19 Workplace Supervisor shall:

1. Work with employees to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent
2. Identify alternate supply chains for critical goods and services in the event of disruption
3. Develop an emergency communication plan to communicate important messages to employees and constituents

**APPENDIX A  
COVID-19 WORKPLACE HEALTH SCREENING  
QUESTIONNAIRE**

Coronavirus Disease (COVID-19) Workplace Screening

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_

In the past 24 hours, have you experienced:

Symptoms	Yes	No
Subjective fever (felt feverish- of 99 or greater )		
Cough /Shortness of Breath		
Pneumonia/Flu -Recent		

If you have answer "yes" to any of the symptoms listed above, or your temperature is 100.4 degrees Fahrenheit or higher, please do not go into work. Self-isolate at home, contact your supervisor and contact your primary care physician's office for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

Supervisors additional questions if an employee shift screening is returned with a "yes" checked.

1. Ask if employee has had close contact with an individual diagnosed with COVID-19?  
YES OR NO
2. Has employee traveled via airplane internationally or domestically?  
YES OR NO

**APPENDIX B**  
**EMPLOYEE RETURN TO WORK**  
**PLAN**

Consistent with Executive Order 2020-36 or any subsequent, applicable, superseding Executive Order, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees\* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.



## Before Entering this Facility:



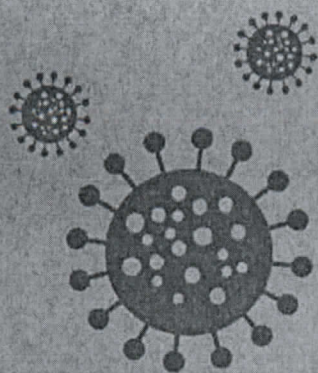
Do you have the following symptoms?

- Fever
- Cough
- Shortness of breath

Have you had any of these symptoms in the last 14 days?

- Yes
- No

If you answered **YES** to either of the above questions, please visit us online or give us a call to assist you.



## Keeping Michigan Informed

### Novel Coronavirus 2019 (COVID-19)

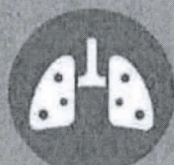
#### Symptoms



FEVER



COUGH

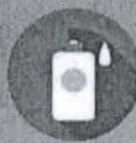


BREATHING DIFFICULTY

#### Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS

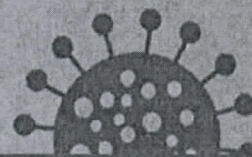


RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



#### Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.\*  
If your symptoms are life-threatening, call 911.

\*Free screening available for all individuals in the state of Michigan.

For more information visit [spectrumhealth.org/covid19](https://spectrumhealth.org/covid19)

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## APPENDIX E OTHER RESOURCES

Governor Whitmer's Executive Order 2020-97, Executive Order 2020-99, Executive Order 2020-110:

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-529864--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-529864--,00.html)

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-530039--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-530039--,00.html)

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-530620--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-530620--,00.html)

FAQs from Governor Whitmer MI Safe Start Plan:

<https://www.michigan.gov/coronavirus>

[https://www.michigan.gov/documents/whitmer/MI\\_SAFE\\_START\\_PLAN\\_689875\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf)

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>



Hands that look clean can still have icky germs!

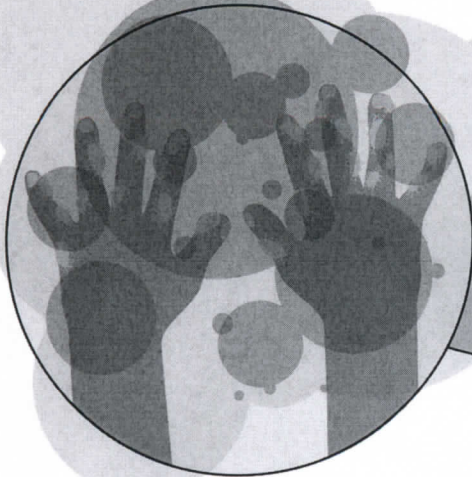
# WASH YOUR HANDS!



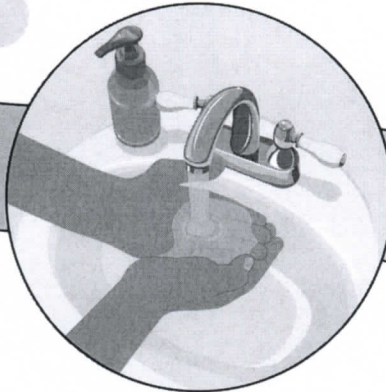
U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOUJ, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

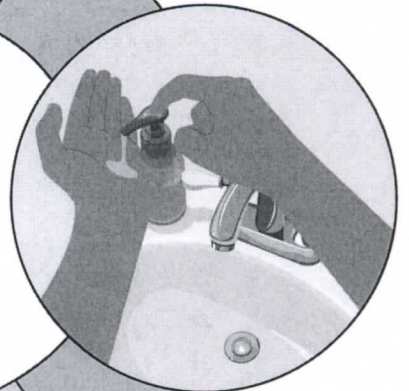
# Wash Your Hands!



Dirty!



Wet



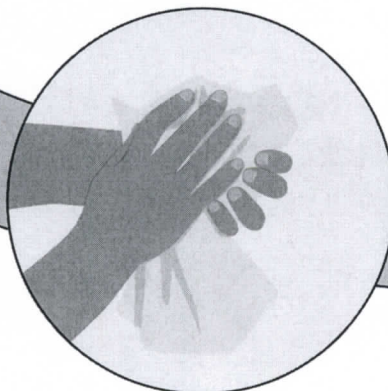
Get Soap



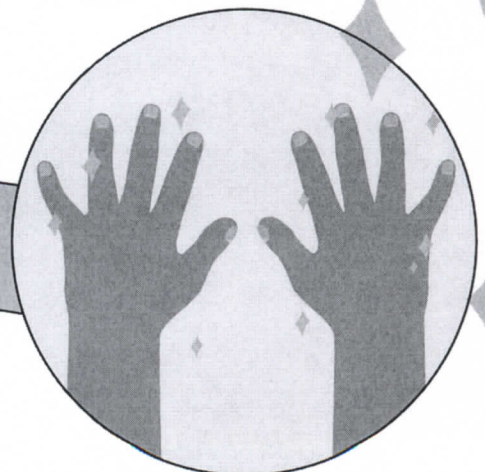
Scrub



Rinse



Dry



Clean!



Centers for Disease  
Control and Prevention  
National Center for Emerging  
and Zoonotic Infectious Diseases

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

