

COVID-19 Preparedness & Response Plan

General

The following COVID-19 preparedness & response plan has been established by Open Doors Kalamazoo 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 Deputy Director has read these emergency rules carefully, developed the safeguards appropriate to Open Doors Kalamazoo based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Open Doors Kalamazoo has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisors are the Deputy Director, the Lead Shelter Manager, the Facilities Manager, and the Community Program Director. The supervisors will remain on-site at all times when employees are present on site or an on-site employee will be designated as a COVID-19 Safety Officer to perform the supervisory role if a worksite supervisor is not able to be present.

The plan will be made readily available to our employees and their representatives. The plan will be available via google drive for all staff, and the website (www.opendoorskalamazoo.org) for the general public.

Exposure Determination

Open Doors Kalamazoo 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 staff present during exposure was responsible for the exposure determination and then communicated to the exposure to the Covid Response Team..

Open Doors Kalamazoo has determined that its employees' jobs fall into the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The Deputy Director verifies that Open Doors Kalamazoo has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and

correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Open Doors Kalamazoo has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Executive Director	Lower/Medium*	Possible contact with guests, residents, and/or CERA applicants
Deputy Director	Lower/Medium*	Possible contact with guests, residents, and/or CERA applicants
Administrative Finance Assistant	Lower/Medium	Possible contact with guests, residents and/or CERA applicants
Information Technology Specialist	Lower/Medium*	Possible contact with guests and residents
Development Director	Lower/Medium*	No necessary public contact. Possible contact with CERA applicants
Community Program Director	Lower/Medium*	Contact with residents
Pathway Homes Manager	Lower/Medium*	Possible contact with guests and residents
CERA Reviewers / Processors	Lower/Medium*	Contact with residents and/or CERA applicants
Office Coordinator	Lower/Medium*	Contact with public, guests, residents and/or CERA applicants
Facilities Manager	Medium*	Contact with public, residents, and guests
Maintenance Technician	Medium*	Contact with public, residents, and guests
Custodial / Maintenance Technician	Medium*	Contact with public, residents, and guests

Landscape	Lower	
Lead Shelter Manager	Medium*	Contact with public, guests, and/or CERA applicants
Shelter Manager	Medium*	Contact with public, guests, and/or CERA applicants
Weekend / Sub Shelter Staff	Medium*	Contact with public, guests, and/or CERA applicants
WMU Shelter Interns	Medium*	Contact with public, residents, and guests
Hoteling Intervention Program Staff Member	Medium*	Contact with public and guests
Hotel Volunteers	Medium*	Contact with public and guests
	*care must be taken to make sure employees are NOT required to engage in activities that are considered high risk.	

Engineering Controls

Open Doors Kalamazoo 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.

Engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

The Deputy Director and the Facilities Manager 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
Facilities Manager to oversee and implement	HEPA air filters in all forced air furnaces. This control is in progress as of early June 2021. There are six properties that require this.
Facilities Manager to oversee and implement	Forced air furnaces fans are kept on while facilities are occupied by ODK staff, residents, and guests. Executive director is verifying with the Forum in this regard. The lead shelter manager agreed to have the furnace fan on fan mode and has done so.
Facilities Manager to oversee and implement	Medical grade HEPA room air purifiers for every room where staff and guests work or reside and there is not the recommended ACH to help prevent the COVID-19 virus from spreading. The room air filters have been ordered.
Deputy Director to oversee and implement	Plastic sneeze guards for counters or any meeting areas where any transactions with the public occur. These are in place at the shelter and at the main office.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Deputy Director will be responsible for seeing that the correct administrative controls are chosen. Each COVID-19 Safety Officer will be responsible for implementing and maintaining effectiveness of their individual administrative controls in the workplace. If a COVID-19 Safety Officer cannot be present, an on-site employee will be designated as a COVID-19 Safety Officer to perform the supervisory role if a worksite supervisor is not able to be present.

The following administrative controls have been established for Open Doors Kalamazoo:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees and shelter guests	Maintain at least six feet from everyone on the worksite.
Office Coordinator will implement at the main office. Lead Shelter Manager will implement at the shelter.	Where applicable (Main Office, Shelter), use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.

All employees	Promote remote work (telecommuting) to the fullest extent possible.
All employees	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
All employees	Restrict business-related travel for employees to essential travel only.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All employees	Restrict the number of individuals in the establishment at any given time.
All employees	Avoid touching a cell phone or other device with unwashed hands. Avoid touching eyes, nose, and mouth.
All employees	Minimize the sharing of tools, equipment, and items. Avoid sharing personal items including food, dishes, cups, masks, writing utensils, phones, etc.
All employees	Provide employees and shelter guests with face coverings as recommended by the State of Michigan. If reusable masks are provided, include handling and washing instructions.
All employees	Require employees to wear face coverings as recommended by the State of Michigan. If reusable masks are provided then washing instructions and regular reminders to wash them will be provided. Face coverings must be worn at all times unless occupying a designated personal workspace (such as a personal office). Face coverings must be worn when occupying communal space even when occupying the communal space alone. Training and regular reminders will be provided to wash hands and/or sanitize after putting on and taking off a face mask.
All employees	Require customers and the public to wear cloth face coverings.
All employees	Cloth facial coverings must be washed daily. Washing instructions and regular reminders will be provided. Training and regular reminders will be provided to wash hands and/or sanitize after putting on and taking off a face mask.
All employees	Disposable facial coverings must be disposed of at the end of each day. Training and regular reminders will be provided to wash hands and/or sanitize after putting on and taking off a face mask.

All employees	Keep residents and guests informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again. Encourage sick customers to use drive-through services, curbside pickup, or home delivery.
All employees	Provide employees, residents, and the public with tissues and trash receptacles.
All employees	Promote curbside and home delivery to minimize contact with customers.
All 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. Wash hands afterwards.
All employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All employees	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.
	<p>ODK will not sanction travel outside of Kalamazoo County. ODK staff who travel on personal time:</p> <ol style="list-style-type: none"> 1. Team members must inform the compliance officer of travel plan destinations. This permits the evaluation of risk to the rest of the team. 2. Prior to determining if personal travel is necessary, team members are encouraged to review the CDC website. 3. Team members who plan to travel will need to complete the "Travel Advisory Questionnaire." The link is here: https://forms.gle/sVAAyH6QpGh92QDU7 4. Some states require that for travel to some states, a 14-day quarantine is required upon return from travel to that state. The COVID response team will review this prior to informing the team member if there is a requirement for a 14-day quarantine in Michigan when traveling to certain states. This website will also be reviewed: https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html 5. Upon return from the out-of-state trip, the employee must monitor their health for symptoms of COVID-19.
Shelter Staff	Shelter staff must wear masks when it is necessary to interact with

	shelter guests. Shelter guests must wear masks at all times unless in private bedrooms. Masks will be provided.
Emergency Transportation	Staff must wear KN-95 masks and maximize airflow by rolling down the vehicle windows. Staff and the individual being transported must be seated as far away as possible on opposite sides of the vehicle. Disinfect the vehicle after transportation is complete.
House Calls	All other workplace standards outlined in this document must be maintained, in addition to the Home Visit Policy and Procedure.
In-unit Tasks for Facilities	Resident must comply with the following guidelines before Facilities Staff may enter the ODK unit and receive maintenance services: <ul style="list-style-type: none"> ● Resident must properly wear a mask (ODK Staff will provide disposable triple-ply surgical mask) ● Residents must agree to maintain at least 6ft of distance from the ODK Staff when not able to occupy a separate room. ● Facilities Team Member must provide an agreement form along with a clean and disinfected writing utensils as needed. Disinfect writing utensils as needed during the meeting. Facilities Team Members may not enter into the unit unless the agreement is signed. ● Signed agreement forms must be delivered to the deputy director who will file and save the forms. ● Facilities Team Member must exit the unit if the above mentioned agreement is not honored during the unit visit.

Hand Hygiene

The Deputy Director or the Facilities Manager will be responsible for seeing that adequate handwashing facilities are available at each work site and each supervisor will assure that regular hand washing is required. Frequency of such hand washing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. Wash hands or use hand sanitizer when touching high-touch surfaces. Wash hands with soap and water before preparing or eating food. When hand washing facilities are not available, Open Doors Kalamazoo shall provide employees with antiseptic hand sanitizers or towelettes. **Open Doors Kalamazoo will provide time for employees to wash hands frequently and to use hand sanitizer.**

Open Doors Kalamazoo 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

Open Doors Kalamazoo 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). Open Doors Kalamazoo will make cleaning supplies available to employees upon entry and at the worksite.

The managing supervisor at each worksite 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, Open Doors Kalamazoo will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Personal work area and equipment (desk, keyboard, phone, etc.)	Products with EPA-approved emerging viral pathogens claims.	Scheduled at least twice daily based on use.
Shared spaces - All High Touch surfaces (door knobs, counters, light switches, bathroom surfaces)	Products with EPA-approved emerging viral pathogens claims.	Disinfecting must take place before and after use.
Shared equipment (copier, fax, tools, etc.)	Products with EPA-approved emerging viral pathogens claims.	Disinfecting must take place before and after use..
Interior of shared vehicles	Products with EPA-approved emerging viral pathogens claims.	Directly after each use.
When team members are alone in an enclosed room with the door closed, no mask is required. If the door is open, or the team members are in a common area, a face covering must be worn. Information regarding masks is available on the CDC website at this link: https://www.cdc.gov/coronavirus/2	Products with EPA-approved emerging viral pathogens claims.	Community meeting space will be sanitized following each use.

Open Doors Kalamazoo will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The Deputy Director will be responsible for seeing that this protocol is followed.

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

Sanitizing and Disinfecting the Shelter when a guest tests positive for COVID -19

- All shelter guests exposed should be tested for COVID-19.
- All Shelter Residents temperature should be monitored daily for 14 days after the exposure to the COVID-19 positive individual.
- Any symptoms should be reported to staff immediately.
- Follow social distancing as much as possible with at least 6 feet between residents and staff.
- All people in the shelter should be encouraged to wear a face mask.
- Cleaning and Sanitizing the shelter
 - Wear gloves for all tasks in the cleaning process.
 - Clean high touch surfaces regularly with lysol.
 - Assign sanitizing and cleaning as a daily chore on men and women's side of shelter.
 - Focus on high-touch surfaces such as door knobs, tables, handles, light switches, countertops, microwave, fridge, remotes and thermometer.
 - Sanitize the shelter during AM shift and PM shift.
 - Staff should be sanitizing the office 2 times per shift.
- All staff and guests should be washing their hands often or using hand sanitizer.
- Make sure the shelter is ventilated and open windows if possible. Fans in rooms will circulate air and provide good air flow.
- Do not allow intakes or visitors during quarantine of guests that were exposed (14 days).

Personal Protective Equipment (PPE)

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

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Open Doors Kalamazoo will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Open Doors Kalamazoo will require employees to wear face coverings when indoors. Open Doors Kalamazoo will provide face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

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

Job/Task	PPE
All Employees as needed/required	Cloth Mask (triple layer)
All Employees as needed/required	Disposable Mask (triple layer)
All Employees as needed/required	KN-95 Masks
All Employees as needed/required	Face Shield
All Employees as needed/required	Gloves

Health Surveillance

Stay home if you are sick, except to get medical care. See the CDC website for more information:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Seek medical advice if you have any of the following symptoms:

- a. fever or chills
- b. cough
- c. shortness of breath or difficulty breathing
- d. fatigue
- e. muscle or body aches
- f. headache
- g. new loss of taste or smell
- h. sore throat
- i. congestion or runny nose
- j. nausea or vomiting
- k. diarrhea

Open Doors Kalamazoo will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19 together with a temperature screening. The managing supervisor at each worksite will be responsible for ensuring that all required health surveillance provisions are performed.

Before workers enter the place of employment at the start of each work shift, Open Doors Kalamazoo will have employees self-screen for COVID-19. Open Doors Kalamazoo will have employees complete a questionnaire

covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. A no-touch thermometer will be used for temperature screening of employees. Open Doors Kalamazoo will similarly screen contractors, suppliers, and any other individuals entering the worksite. If the individual answers “yes” to any of the questions or has a temperature above 100.4, the individual may not enter an ODK site and must notify their direct supervisor or ODK contact from a distance immediately. ODK will attempt to maintain confidentiality when possible.

These questions must be posted at the entrance of each building. If there are multiple entrances, the questions must be posted at each entrance. This includes the main office, the storage barn, and the shelter. At the shelters, the questions must be additionally posted in a common area for guests to read.

1. Have you experienced any of the following symptoms in the past 48 hours:
 - a. fever or chills
 - b. cough
 - c. shortness of breath or difficulty breathing
 - d. fatigue
 - e. muscle or body aches
 - f. headache
 - g. new loss of taste or smell
 - h. sore throat
 - i. congestion or runny nose
 - j. nausea or vomiting
 - k. diarrhea

2. Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?
 - a. Are you fully vaccinated?*
 - OR
 - b. Have you recovered from a documented COVID-19 infection in the last 3 months?

3. Have you been in close physical contact* in the last 14 days with:
 - a. anyone who is known to have laboratory-confirmed COVID-19?
 - OR
 - b. anyone who has any symptoms consistent with COVID-19?
 - c. **Close physical contact is defined as being within 6 feet of an infected/symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting from 48 hours before illness onset (or, for asymptomatic individuals, 48 hours prior to test specimen collection).*

4. Are you currently waiting on the results of a COVID-19 test?
 - a. IMPORTANT: ANSWER “NO” IF YOU ARE WAITING ON THE RESULTS OF A PRE-TRAVEL OR POST-TRAVEL COVID-19 TEST

5. Have you traveled* in the past 10 days (refer to ODK travel guidance)?
 - a. **Travel is defined as any trip that is overnight AND on public transportation (plane, train, bus,*

Uber, Lyft, cab, etc.) OR any trip that is overnight AND with people who are not in your household.

Each ODK employee will answer these questions in a Google form. The link is here: <https://forms.gle/1Bj6tSJFebaNsuVx5> The form will be sent to the compliance officer's email address.

Shelter guests must also answer the screening daily. To confirm that the shelter guests has answered the questions completely and in the negative, a clip board with a log will be available at the entrances to the ODK buildings. The log will include the following: date, time, name, and phone number. Care should be taken not to reveal the log information to other guests in order to protect guests' privacy.

Each day, shelter managers must conduct the entire health screening as outlined above. This must be done once in the morning and once in the evening. The shelter managers will maintain a list of guests with the guest name and the date and time of the temperature confirmation.

If a shelter guest needs to isolate or quarantine, accommodations will be provided by ODK. The following is the **Shelter Guest Quarantining Procedure:**

1. Any shelter guest that tests positive for Covid -19 would have to be isolated in one of our Cooper Apartments. We have an apartment with an entrance that is outside of the building. This would prevent spreading the infection to residents inside the building.
2. If more than one person has tested positive, these guests can stay in the same area.
3. Guests would have to wear masks at all times unless eating or sleeping.
4. The guest would be driven to the location by an employee who has been vaccinated.
 - a. The employee and the guest must be wearing masks at all times.
 - b. The employee must also be wearing gloves.
 - c. Food and toiletries should be dropped off for the guest during their quarantine.
 - d. Bed and linen provided for guests.
 - e. Guests or guests must be isolated in this space for the amount of quarantine time given by health officials.
5. Follow CDC recommendations for how to prevent further spread in the shelter.
6. Anyone in the shelter who was exposed to the guest should be tested once the COVID-19 incubation period has passed by a licensed RN at our local health department.
 - a. The RN will come to the shelter and test all exposed guests and staff.
 - b. All guests will have to be isolated until pending results.
 - c. All guests must limit their distance by at least 6 feet from all other guests.
 - d. Staff should increase sanitizing and disinfecting shelter frequency in response to an identified case in the shelter.
7. No intakes should be done during quarantine exposure to reduce exposure.
8. Visitors should be limited during this time to just shelter staff.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to the Deputy Director before and during the work shift. Open Doors Kalamazoo has provided employees with instructions for how to make such a report to the employer.

All signs and symptoms of COVID-19 that an employee is experiencing should be reported to the Deputy Director. The specific instructions for employee reporting signs and symptoms of COVID-19 to are as follows:

1. Report the time and date of the onset of symptoms.
2. Report any individuals that you have been in contact with through the function of your job in the 14 days previous to the onset of your symptoms.
3. Staff should personally notify anyone they have been in close contact with in the 14 days previous to the onset of your symptoms. Close physical contact is defined as being within 6 feet of a person for a cumulative total of 15 minutes or more over a 24-hour period.

Open Doors Kalamazoo will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Open Doors Kalamazoo 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 Deputy Director 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, Open Doors Kalamazoo will not reveal the name or identity of the confirmed case.

Open Doors Kalamazoo will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

Training

add regular covid updates/refresher to each staff meeting

Open Doors Kalamazoo shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Open Doors Kalamazoo will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment. (this includes hand washing and/or sanitizing after taking a mask on or off)
- 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.
 - To report internally, contact the deputy director.

- There is a Whistleblower policy in the employee handbook. In confidence, employees may contact the executive director of the board president.
- To file a complaint with MIOSHA, here is a link.
<https://safetyhealthhazards.apps.lara.state.mi.us/>

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

Recordkeeping

Open Doors Kalamazoo 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.

The Deputy Director will ensure that the records are retained.

FREE onsite consultation service for employers

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers identify and correct potential safety and health hazards.

Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services call 517-284-7720 or visit our website at www.michigan.gov/miosha.

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Resources