

GREAT LAKES SAFETY TRAINING CENTER

COVID-19 Response & Preparedness Plan

Revised March 16, 2022

Response and Preparedness Plan

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the [Michigan Occupational Health and Safety Administration Emergency Rules](#) (MIOSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Students
- Guests - visitors/vendors/family members
- The General Public

Definitions. As used in this plan:

(a) “Close contact” means either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for “10 or more minutes;” (the CDC estimates range from 10 to 30 minutes)
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

(b) “COVID-19” means a viral respiratory illness characterized by [symptoms defined by the CDC](#).

(c) “Known cases of COVID-19” means persons who have been confirmed through diagnostic testing to have COVID-19.

(d) “SARS-CoV-2” means the novel coronavirus identified as SARS-CoV-2 or a virus mutating from SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2), the virus which is the causative agent of COVID-19.

(e) “Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or unvaccinated persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

(f) “Fully vaccinated persons” means persons for whom at least 2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine.

Additionally, CDC is updating the recommended quarantine period for anyone in the general public who is exposed to COVID-19. For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. Individuals who have received their booster shot do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure. For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure. If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

Isolation relates to behavior after a confirmed Covid-19 infection. Isolation for 5 days followed by wearing a well-fitting mask will minimize the risk of spreading the virus to others. Quarantine refers to the time following exposure

to the virus or close contact with someone known to have COVID-19. Both updates come as the Omicron variant continues to spread throughout the U.S. and reflects the current science on when and for how long a person is maximally infectious. These recommendations do not supersede state, local, tribal, or territorial laws, rules, and regulations, nor do they apply to healthcare workers for whom CDC has [updated guidance](#).

GLSTC is requiring employees to have a negative Covid-19 test before returning to work following the recommended quarantine or isolation periods. GLSTC will provide at-home test kits whenever possible.

RESPONSIBILITIES OF GLSTC SUPERVISORS AND MANAGERS

GLSTC has designated the following staff as its COVID-19 Workplace Coordinators:

Melody DeBolt – Director of Operations
Kelly Juday – Executive Director
Jill Dougherty – Special Programs Manager

The coordinators responsibilities include:

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

All GLSTC managers/supervisors must be familiar with this Plan and be ready to answer questions from employees and students. Additionally, GLSTC expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees and students.

GLSTC will post self-screening protocols for all employees and students entering the worksite, including, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

Workplace controls

(1) GLSTC shall designate 1 or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under these rules. (see above)

(2) GLSTC shall ensure that any employees and students remain at least 6 feet from one another to the maximum extent feasible while on worksite premises.

(5) Compliance with subrules (2) and (4) of this rule may be accomplished in a manner deemed effective for the place of employment. This may include:

- (a) Posting signs in the work area reminding employees and students to maintain appropriate distancing.

Basic infection prevention measures

(1) GLSTC shall promote frequent and thorough hand washing, including by providing workers, students, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, GLSTC shall provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

- (2) GLSTC shall require workers who are experiencing symptoms of COVID-19 to not report to work or work in an isolated location.
- (3) GLSTC shall increase facility cleaning and disinfection to limit exposure to SARS-CoV-2, in accordance with the latest CDC guidance.
- (4) GLSTC shall use Environmental Protection Agency ([EPA](#))-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.

Health surveillance

- (1) GLSTC shall direct employees to promptly report any signs and symptoms of COVID-19 to the employer before or during the work shift.
- (2) GLSTC shall physically isolate any employees known or suspected to have COVID-19 from the remainder of the workforce, using measures such as, but not limited to:
 - (a) Not allowing known or suspected cases to report to work.
 - (b) Sending known or suspected cases away from the workplace.
 - (c) Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.
- (3) When an employer learns of an employee, visitor, or student with a known case of COVID-19, the employer shall, within 24 hours, notify any co-workers who may have come into contact with the person with a known case of COVID-19. Students or visitors may be notified if prolonged close contact was determined.
- (4) The employer shall allow employees with a known 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](#). **GLSTC requires employees to have a negative Covid-19 test before returning to work following the recommended quarantine or isolation periods. GLSTC will provide at-home test kits whenever possible.**

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. GLSTC understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor or contact Kelly Juday, Executive Director.