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COVID-19 Preparedness and Response Plan

Date Implemented: April 2020

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SOCWA
COVID-19 Preparedness and Response Plan
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COVID-19 Preparedness and Response Plan

INTRODUCTION

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, the Southeastern Oakland County Water Authority (SOCWA) 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, or federal guidance, related to COVID-19 are issued or amended.

I. GENERAL OVERVIEW

The following COVID-19 Preparedness & Response Plan has been established for SOCWA in accordance with the requirements in the most recent Executive Order (“EO”) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and also in accordance with *Guidance on Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration (“OSHA”). Appendix A contains the list of 18 items all businesses and operations that are permitted to require their employees to leave their homes or residences for work must implement under the most recent EO.

II. BASIC INFECTION PREVENTION MEASURES

Enhanced Hygiene

SOCWA employees have been given direction to wash their hands frequently, to cover their coughs and sneezes, and to avoid touching their faces. Employees are provided with access to places to frequently wash hands and to use hand sanitizer with at least 60% alcohol, including upon entry. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods and viral-spread prevention are posted in all restrooms and kitchens. Hand shaking is also prohibited to ensure good hand hygiene. SOCWA provides tissues, sanitizing wipes, hand sanitizer, and trash receptacles where appropriate.

SOCWA employees are directed to not share work tools equipment, and work vehicles whenever possible. When tools and equipment must be shared, employees must wipe down any and all items and spaces prior to sharing it with another employee. Sanitizing wipes are provided for this purpose. Vehicles will not be shared unless until physical barriers can be installed.

Sick Leave Policies

SOCWA employees are permitted to take sick leave consistent with the Families First Coronavirus Response Act. Paid Sick Leave hours will be given to all employees who report symptoms of COVID-19 or other illness, regardless of whether or not they ultimately test positive for COVID-19. At no time will SOCWA discharge, discipline, or retaliate (or tolerate retaliation) against any employee who stays home or leaves work at SOCWA when they are at high-risk for COVID-19 (per EO 2020-36)

Remote Work

SOCWA Office Personnel are working from home on a rotating schedule that reduces the number of employees in the office at any given time. SOCWA Control Room, Laboratory, and Maintenance work must be done on-site at SOCWA or out in the field as-needed.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including special attention to parts, products, and shared equipment) is performed daily at the SOCWA Administration Offices, Control Room, SOCWA Lab, and other facilities using products containing Environmental Protection Agency (“EPA”)-approved disinfectants. Employees are provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. When choosing cleaning chemicals, SOCWA consults the [cdc.gov/coronavirus/2019](https://www.cdc.gov/coronavirus/2019) website for information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer’s instructions for use of all cleaning and disinfection products are strictly adhered to see Appendix .

SOCWA Administration Office

High-touch surfaces are disinfected before the start of each day by an assigned employee wearing gloves and a non-medical grade mask. Office personnel are responsible for disinfecting their individual work spaces twice-daily. Disinfecting wipes, cleaning solution, and gloves are provided. Deep cleaning is performed once-weekly by Suburban Commercial Cleaning. Cleaning and disinfecting supplies, resources, pricing, and orders received are documented on a spreadsheet that is maintained and updated as needed.

SOCWA Control Room

SOCWA Control Room is occupied 24/7. Control room operators are responsible for twice-daily cleaning and disinfecting in the control room and kitchen area. Focus on high-touch surfaces and all shared items/areas. Deep cleaning performed once-weekly by Suburban Commercial Cleaning.

SOCWA Laboratory

The SOCWA Lab work space office and equipment is cleaned and disinfected twice daily by the lab tech. Focus on high-touch areas. Lab equipment is used only by the Lab tech unless authorization is obtained first. Carpet vacuumed once-weekly by Suburban Commercial Cleaning.

Enhanced cleaning and disinfection will be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. The area where the employee worked will be contained, and CDC guidelines will be used for cleaning and disinfection.

Enhanced Social Distancing

SOCWA Administration Office

Office Personnel who work in the shared area have been spread out and/or moved to other areas of the building to achieve social distancing in excess of six feet. Non-medical grade masks are provided to all employees. Masks are required to be worn when employees cannot consistently maintain six feet of separation from others in the office. Additionally, masks are required at any time an employee is in the shared area, rest rooms, kitchen, and when in another employee's office. No more than two people may occupy an office at the same time with the exception of the General Manager's office, where six feet of social distancing can be consistently maintained. A series of separate in-boxes have been set up for mail distribution and other important inter-office materials to limit person-to-person contact.

SOCWA Control Room

The Control Room Operator generally works alone. A maximum of two people are allowed in the SOCWA Control Room at any time. Non-medical grade masks are provided and must be worn if a second individual is in the Control Room.

SOCWA Field Work

When two or more employees are working together on- or off-site six feet of separation must be consistently maintained at all times. SOCWA employees who travel in company-owned vehicles for off-site work must be alone in said vehicles unless and until physical barriers can be installed inside vehicles to prevent physical contact.

SOCWA Laboratory

Two employees at a time are allowed in the Laboratory and must maintain a distance of six feet minimum at all times. Non-medical grade masks are provided and required when a SOCWA employee goes off-site to pick up samples from collection sites. SOCWA lab employees who travel in company-owned vehicles for sample

collection must be alone in said vehicles unless and until physical barriers can be installed inside vehicles to prevent physical contact.

SOCWA will continue to follow CDC and OSHA guidance with respect to prevention and mitigation measures. We have placed posters within the workplace to inform employees of recommended prevention and mitigation measures. SOCWA continues to monitor Governor Whitmer's Executive Orders and the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. SOCWA will continue to adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Employee Screening Before Entering the Workplace

SOCWA has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce.

SOCWA Administrative Office

A self-screening questionnaire is completed by SOCWA Office Personnel before being permitted to enter the workplace that complies with Oakland County's Essential Worker screening tool (See Appendix B). In addition to the screening questionnaire, SOCWA employees are required to take their own temperature using a touchless thermometer provided by SOCWA. The questionnaire, touchless thermometer, pen, and disinfecting wipes are placed inside the Administrative Office lobby. Only one employee is allowed in the lobby at a time when performing the self-screening. Employees arriving at the same time must wait as follows: one employee in the vestibule, all others outside the building at a distance of six feet. SOCWA has implemented taped markings on the sidewalk/steps to insure proper social distancing during employee screening.

SOCWA Control Room & Laboratory

At the beginning of each day or at the start of each work shift, the SOCWA COVID-19 coordinator (or co-coordinator) screens SOCWA employees for signs and symptoms of COVID-19 as required using a screening questionnaire that complies with Oakland County's Essential Worker screening tool (See Appendix B). In addition to the screening questionnaire, SOCWA employees are required to have their temperature taken using a touchless thermometer. Thermometer is disinfected after each use. Supervisor who is conducting employee screening must wear appropriate PPE (mask, gloves) and maintain a distance of at least six feet at all times.

SOCWA employees have been directed to promptly report any signs and symptoms of COVID-19 to the COVID-19 coordinator and the SOCWA HR Associate before and/or during the work shift. Employees reporting signs, symptoms or temperature at or above 100.4 degrees will be instructed not to enter the building. A facility.

If a SOCWA employee fails the screening process, he or she will be prevented from entering the premises until allowed to return to work under relevant return-to-work guidelines, attached as Appendix C. SOCWA does not require a healthcare provider's note to validate an illness or to return to work, however the employee must still meet the relevant criteria to return to work.

SOCWA employee screening records are kept at the SOCWA Administration Office in the HR Associate's office.

Self-Monitoring for Symptoms

Employees have been instructed and encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See Appendix

Procedures for Reporting Illness

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 smell.

- 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 in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then SOCWA 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 or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

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

- Within 24 hours, notify the Oakland County Health Division any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 (while not disclosing the identity of the employee to ensure the individual's privacy);

- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case and the cleaning/disinfecting plans and when the workplace will reopen.

Becoming Sick at Work

SOCWA will physically isolate any employees with known or suspected 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 or remain at their work location.
- (b) Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- (c) Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Any onsite SOCWA employee who appears to have a respiratory illness will be separated from other employees and/or other individuals, directed to contact HR, who will ask employee a series of questions:

- What are your symptoms?
- When did you begin experiencing symptoms?
- Do you have a fever?

HR contact will provide employee with COVID-19 resources for medical consult, testing, and treatment, and sent home (See Appendix F: Other Resources). Documentation of employee illness or suspected illness is detailed in Record Keeping on page 7 of this plan. If such a situation arises, SOCWA will contain employee in a designated area with closable doors that serves as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited. Employees who are excused from work are required to provide HR with current contact information, remain in quarantine as recommended by Oakland County Health Division guidelines, and to update SOCWA HR on a regular basis until cleared to return to work per CDC guidelines (See Appendix C).

PPE

SOCWA monitors the OSHA and CDC websites regularly for updates about recommended PPE and assesses the need for PPE for SOCWA employees. The following criteria is applied to the selection and use of PPE by employees.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- 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.
- Proper hand washing after removal of PPE.

SOCWA provides required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. Employees are required to wear non-medical grade masks when workers cannot consistently maintain six feet of separation from other individuals in the workplace. SOCWA provides face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace. SOCWA also encourages employees to use PPE and hand sanitizer on public transportation and to observe social distancing and current social isolation guidelines at all times.

IV. ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls

SOCWA has implemented the following engineering controls:

- A system of clear, flexible, vinyl panels have been installed in the SOCWA Administration Office shared office area. Serve as a physical barrier that surrounds each individual work space.

Administrative Controls

SOCWA has implemented a number of administrative controls to limit employee-to-employee and employee-to-customer contact. We continue to evaluate and assess as needed and/or as directed by state and local orders and will implement any other necessary administrative controls as appropriate.

- SOCWA Administrative Office and facilities are closed to the public
- All in-person meetings and non-essential visitors are suspended
- SOCWA encourages sick workers to stay home.
- Provide SOCWA employees with up-to-date information about COVID-19 risk factors and protective behaviors

- Continuous evaluation (and re-evaluation) of controls and procedures put in place to ensure new hazards are not created.

Non-Essential Travel

All non-essential travel is discontinued until further notice.

Visitors

Nonessential visitors are prohibited from entering the premises. Any essential visitors will be screened prior to entering the building. Screening will be conducted by either the employee expecting the visitor or by a designated employee using a screening questionnaire designed to determine if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they will not be allowed to enter the SOCWA Administrative Office or any of our facilities. SOCWA will provide visitor with a list of COVID-19 resources see Appendix .

Working with Insurance Companies and State and Local Health Agencies SOCWA will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

Continue to Follow Existing OSHA Standards

SOCWA will continue to adhere to all applicable existing OSHA standards and requirements.

Training

SOCWA will coordinate and provide training to employees related to COVID-19. At minimum, SOCWA will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps SOCWA employees must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that SOCWA employees must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions.

Recordkeeping

SOCWA shall maintain the required recordkeeping under state executive orders.

The following records are required to be maintained:

- . Required employee training.
- . A record of 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.
- . When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.
- . A COVID-19 Employee Documentation form is utilized when any SOCWA employee reports illness or symptoms of illness (See Appendix). Employee Documentation tracks trajectory of employee symptoms, illness, medical consult and diagnosis (if applicable), testing, treatment, recovery, and return to work planning.

Workplace Coordinator

SOCWA has designated worksite coordinators to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. A COVID-19 coordinator will remain on-site at all times when employees are present.

SOCWA COVID-19 Coordinator – Bob Jackovich

SOCWA Co-Coordinator – Jeff McKeen

SOCWA Co-Coordinator – Colette Farris

SOCWA Co-Coordinator - Anne Farris

SOCWA Alternate Coordinator - off-shift control room operator

Additional Restrictions and Policies

N/A

V. EMPLOYEE CLASSIFICATIONS

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. SOCWA has evaluated employee risk levels and has determined that we have employees in OSHA's Lower Exposure Risk level. SOCWA has implemented appropriate protections based on this risk level.

Lower Exposure Risk - Administrative Controls

- SOCWA will continue to monitor state and local public health communications about COVID-19 recommendations and ensure that SOCWA employees have access to this information.
- Frequent referral to CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov

VI. BUSINESS CONTINUITY PLANS

The COVID-19 Workplace Coordinator will: (1) work with management 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; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

SUMMARY OF EXECUTIVE ORDER 2020-97

Executive Order 2020-97 requires all businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, or any order that follows it, to, at minimum, do the following:

- Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. **By June 1, 2020, or within two weeks of resuming in-person activities**, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under your COVID-19 Preparedness and Response Plan. The supervisor **must** remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
- Provide COVID-19 training to employees that covers, at a minimum: (1) Workplace infection-control practices. (2) The proper use of personal protective equipment. (3) 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. (4) How to report unsafe working conditions.
- 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-19.¹
- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face

shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, **within 24 hours**, notify both: (1) The local public health department, and (2) Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- An employer 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 Centers for Disease Control and Prevention (“CDC”).
- Follow Executive Order 2020-36,² and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- Restrict business-related travel for employees to essential travel only.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- Promote remote work to the fullest extent possible.
- Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

Today's date: _____

Location: **OFFICE**

Good Morning! As you all know, COVID-19 continues to evolve quickly, and Oakland County requires that we screen all essential workers for potential risks of COVID-19 before beginning their shift. This is to ensure the health and safety of everyone.

- 1. Do you have any of the following symptoms: fever/feverish (100.4 or above), chills, dry cough, difficulty breathing, or digestive symptoms such as diarrhea, vomiting, and abdominal pain?

NAME	YES	NO	TEMP. READING
JEFF MCKEEN			
BOB JACKOVICH			
TODD RICKERD			
COLETTE FARRIS			
AMY MCINTIRE			
ANNE FARRIS			
TANISHA DAVIS			
KIM TISLER			

- 3. Have you had close contact with a confirmed/probable COVID-19 case?

NAME	YES	NO
JEFF MCKEEN		
BOB JACKOVICH		
TODD RICKERD		
COLETTE FARRIS		
AMY MCINTIRE		
ANNE FARRIS		
TANISHA DAVIS		
KIM TISLER		

- 2. Have you traveled out-of-state within the last 14 days?

NAME	YES	NO
JEFF MCKEEN		
BOB JACKOVICH		
TODD RICKERD		
COLETTE FARRIS		
AMY MCINTIRE		
ANNE FARRIS		
TANISHA DAVIS		
KIM TISLER		

As a reminder, continue to practice these healthy habits:

Wash hands with soap and water for 20 seconds. If unavailable, use alcohol-based hand sanitizer with at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.

Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.

Avoid touching common surfaces in public places - elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons when you do not have a tissue or sleeve to cover your hand or finger.

Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, SOCWA 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 three days have passed since their symptoms have resolved **and** seven 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.

APPENDIX D

VISITOR COVID-19 SCREENING FORM

SOCWA Site: _____

Visitors Name: _____ Date: _____ Time: _____

In the past 24 hours, have you experienced any of the following symptoms:

_____ An atypical cough

_____ Atypical shortness of breath

Or at least two of the following:

_____ Fever of 100 degrees F or 37.8 degrees C, or above

_____ Chills/Repeated Shaking

_____ Muscle Pain

_____ Sore Throat

_____ Headache

_____ New or Loss of Taste or Smell

If visitor answered “yes” to any of the symptoms listed above, visitor is not permitted access to the premises. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

_____ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

_____ Traveled internationally or domestically?

If visitor answered “yes” to either of these questions, visitor is not permitted access to the premises.

_____ Visitor is required to wear a face covering while in any public spaces within the premises.

SOCWA Employee:

Contacted _____ endor other to inform them the visitor was not allowed into the building.

Date: _____ Time: _____ Spoke to: _____



**CLEAN
HANDS KEEP
YOU HEALTHY.**

**Wash your hands with soap
and water for at least**

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing



**CLEAN
HANDS KEEP
YOU HEALTHY.**

**Wash your hands with soap
and water for at least**

20 SECONDS.



LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing

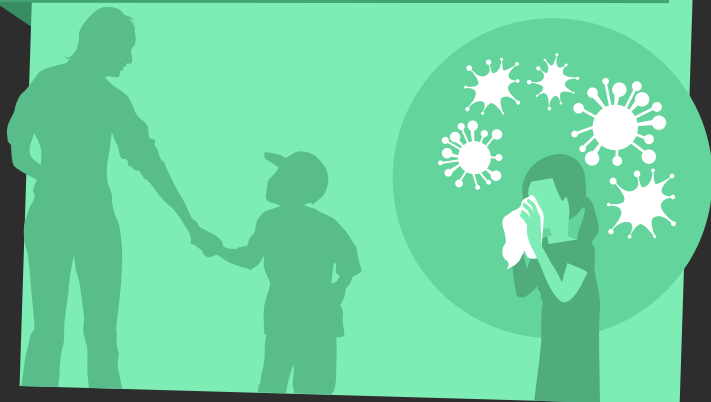


This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

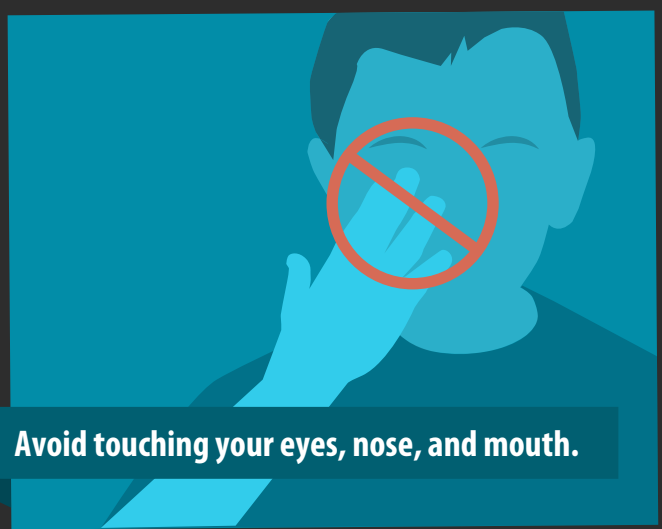
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19

APPENDIX F
OTHER RESOURCES

Occupational Safety and Health Administration website: www.osha.gov

Centers for Disease Control and Prevention website: www.cdc.gov

National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

Governor Whitmer's Executive Order 2020-96:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456636/EO%202020-96%20Emerg%20order%20-%20MI%20Safe%20Start%20-%20re-issue.pdf

Governor Whitmer's Executive Order 2020-97:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456637/EO%202020-97%20Emerg%20order%20-%20Workplace%20safeguards%20-%20re-issue.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>

APPENDIX G

OSHA GUIDANCE FOR CLASSIFICATIONS

(See OSHA Guidance on Preparing Workplaces for COVID-19, pp 20-25)

Very High Exposure Risk:

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category include:

- Healthcare workers (*e.g.*, doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (*e.g.*, intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (*e.g.*, manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk:

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (*e.g.*, doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)
- Medical transport workers (*e.g.*, ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (*e.g.*, for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk:

Medium exposure risk jobs include those that require frequent and/or close contact with (*i.e.*, within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (*e.g.*, schools, high-population density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution):

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (*i.e.*, within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers

For workers who do not have frequent contact with the general public, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls:

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment:

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.¹

APPENDIX

SOCWA Cleaning & Disinfecting Guidelines

Cleaning refers to the removal of germs, dirt, and impurities from surfaces.

Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection

Disinfecting refers to using chemicals to kill germs on surfaces.

This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface AFTER cleaning, it can further lower the risk of spreading infection.

Always wear disposable gloves when cleaning and disinfecting surfaces

Gloves should be discarded after each cleaning

Wash hands with soap and water after removing gloves

If surfaces are visibly dirty, they should be cleaned with detergent or soap and water before disinfecting

When using spray cleaners, always wear eye protection!

Clorox Clean-Up Disinfectant Cleaner with Bleach

Use undiluted

Keep area well-ventilated

Apply with clean cloth or spray bottle

Let stand for at least 5 minutes

Whenever possible, let air dry completely

Restock - Offices, Vehicles

Clorox Wipes

Alcohol-based Hand Sanitizer

Antimicrobial Soap

Disposable Gloves

Daily Cleaning & Disinfecting Checklist

Week of:

Assigned to:

All items must be cleaned/disinfected once per day

SOCWA Main Office		M	T	W	Th	F	
Lobby/Office Supply Areas							
Supply cabinet handles							
Counters							
Stapler/tape dispenser							
Postage machine screen							
Tabletop							
Kitchen							
Sink- faucet & handles							
Countertops							
Drawer handles							
Refridgerator handle							
Microwave - handle & keypad							
Restrooms							
Sink - faucet & handles							
Counters							
Toilet - handles & seat							
Stall doors - edges & mechanisms							
Mirrors							
Door knobs							
Light switches							
Drinking Fountains							
Buttons							
Nozzle							
Surface areas							
Sides							
Conference Room							
Door handles							
Tabletop							
Chair arms							
Exit Door							
Door handles							

Employee Signature

Supervisor Signature

Date

Daily Cleaning & Disinfecting Checklist

Week of:

Assigned to:

All items must be cleaned/disinfected once per day

SOCWA Control Room	Sun	M	T	W	Th	F	Sat
Kitchen							
Sink- faucet & handles							
Countertops							
Drawer handles							
Oven handles							
Refridgerator handles							
Tabletops							
Doorknobs							
Light switches							
Control Room							
Desk							
Phone							
Chair - hard surfaces							
Drawer handles							
Keyboard							
Mouse							
Door handles							
Door keypad							
Light switches							
Restrooms							
Sink - faucet & handles							
Counters							
Toilet - handles & seat							
Stall door edge & mechanism							
Mirrors							
Door knobs							
Light switches							

Employee Signature

Supervisor Signature

Date

Daily Cleaning & Disinfecting Checklist

Week of:

Assigned to:

All items must be cleaned/disinfected once per day

SOCWA Common Areas	Sun	M	T	W	Th	F	Sat
Hallways							
Door knobs							
Light switches							
Stairways							
Hand railings							
Drinking Fountains							
Buttons							
Nozzle							
Surface areas							
Sides							
Lockers							
Locks							
Door mechanism							
Entrance/Exit doors							
Door handles							
Interior door handles							
Vehicles							
Door handles - exterior							
Door handles - interior							
Steering wheel							
Gear shift							
Radio/dashboard controls							
Center console							
Seatbelt buckle							

Employee Signature

Supervisor Signature

Date

CV-19 EMPLOYEE DOCUMENTATION

Today's Date:

EMPLOYEE NAME:

NOTES:

DOCUMENT ALL SYMPTOMS:

SYMPTOM	YES OR NO	DATE OF ONSET	DATE SYMPTOM DISAPPEARED	DATE RETURNED TO WORK
FEVER	Reading:			
COUGH				
HEADACHE				
SORE THROAT				
RUNNY NOSE/CONGESTION				
BODY ACHES				

CHECK ALL THAT APPLY:

	EMPLOYEE GIVEN OAKLAND COUNTY GUIDANCE HANDOUT
	EMPLOYEE PROVIDED WITH PHONE NUMBERS AND RESOURCES FOR PHONE SCREENING AND FOR TESTING
	EMPLOYEE GIVEN INSTRUCTIONS FOR FOLLOW UP WITH EMPLOYER
	CHANGES OR RELEVANT TEST RESULTS REPORTED TO SOCRRA
	Testing: Date:
	Testing: Date
	Other:

WWW.OAKGOV.COM/HEALTH FOR SELF MONITORING GUIDELINES

CORONAVIRUS HOTLINES:

Oakland County Nurse on Call – 800-848-5533

Michigan Department of Health and Human Services - 888-535-6136

Ascension - 833-978-0649

Beaumont Health - 800-592-4784

Henry Ford Health System - 313-874-7500

APPENDIX J

LOCAL CORONAVIRUS RESOURCES & HOTLINES:

Oakland County Nurse on Call – 800-848-5533

Ascension - 833-978-0649 – Option 1. answers to questions 2. Experiencing symptoms/talk to nurse 3.
Receive text message for immediate appt with virtual care provider \$20.00

Beaumont Health - 800-592-4784 drive-by testing at Royal Oak campus – must meet fever criteria, long
lines – open 6 am – 2 am

Henry Ford Health System - 313-/874-7500 testing only if admitted

Clarkston Medical – 248-625-2621 – download the CMG app for assessment and further instructions

St Joseph's Urgent Care – 248-693-9040 – screening at the door – temp, symptom assessment,
registered, seen by a physician

Michigan Department of Health and Human Services - 888-535-6136

APPENDIX K

**Southeaster Oakland County Water Authority (SOCWA)
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed the SOCWA COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order(s) _____ dated _____, 2020.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the SOCWA website www.socwa.org and at each SOCWA facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: SOCWA

Signature: 

Name of Official: JEFFREY A. MCKEEN

Title: GENERAL MANAGER

Date: 6/5/2020

CDC.gov Watch For Symptoms

What you need to know

- Anyone can have mild to severe symptoms.
- **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Today's date: _____

Location: **OFFICE**

Good Morning! As you all know, COVID-19 continues to evolve quickly, and the State of Michigan requires that all employees are screened for potential risks of COVID-19 **before beginning their shift or entering the workplace**. This is to ensure the health and safety of everyone.

PROCEDURE:

- Press button once to “turn on”, then hold approximately one inch from the center of forehead and press and hold – it vibrates when it has taken the reading; Record your temperature below.
- Answer the two questions – checking the boxes and writing your temperature is your “signature” that you completed your screening.
- If you answer “yes” to either question and/or have a temperature reading of 100.4 or above, DO NOT ENTER the main office. Contact either Bob Jackovich 248-229-9815 or Anne Farris 248-288-5150 to report your screening/temperature results. You will be given COVID-19 resources for testing and treatment, as well as guidance for returning to work.

THESE SCREENING QUESTIONS HAVE CHANGED – PLEASE READ THOROUGHLY BEFORE ANSWERING!

1. Do you have any of the following symptoms: fever/ chills, dry cough, difficulty breathing, extreme fatigue, new loss of taste or smell or nausea or vomiting?

2. Have you had close contact with a confirmed/probable COVID-19 case?

NAME	YES	NO	TEMP. READING
AMY MCINTIRE			
ANNE FARRIS			
BOB JACKOVICH			
COLETTE FARRIS			
JEFF MCKEEN			
KIM TISLER			
TANISHA DAVIS			
TODD RICKERD			

NAME	YES	NO
AMY MCINTIRE		
ANNE FARRIS		
BOB JACKOVICH		
COLETTE FARRIS		
JEFF MCKEEN		
KIM TISLER		
TANISHA DAVIS		
TODD RICKERD		

Today's date: _____

Location: **WATER**

Good Morning! As you all know, COVID-19 continues to evolve quickly, and the State of Michigan requires that all employees are screened for potential risks of COVID-19 **before beginning their shift or entering the workplace**. This is to ensure the health and safety of everyone.

PROCEDURE:

- Press button once to “turn on”, then hold approximately one inch from the center of forehead and press and hold – it vibrates when it has taken the reading; Record your temperature below.
- Answer the two questions – checking the boxes and writing your temperature is your “signature” that you completed your screening.
- If you answer “yes” to either question and/or have a temperature reading of 100.4 or above, DO NOT ENTER beyond the pump room. Contact either Bob Jackovich 248-229-9815 or Anne Farris 248-288-5150 to report your screening/temperature results. You will be given COVID-19 resources for testing and treatment, as well as guidance for returning to work.

THESE SCREENING QUESTIONS HAVE CHANGED – PLEASE READ THOROUGHLY BEFORE ANSWERING!

1. Do you have any of the following symptoms: fever/ chills, dry cough, difficulty breathing, extreme fatigue, new loss of taste or smell or nausea or vomiting?

2. Have you had close contact with a confirmed/probable COVID-19 case?

NAME	YES	NO	TEMP. READING
BILL YOUNG			
CHRIS GABALIS			
DANIEL PANNUTO			
ERIN RICHMOND			
JAKE LEE			
JESSE NAPIER			
JIM WHITE			
LARRY WESTMORE			
SCOTT MCDONALD			
TOM WATSON			

NAME	YES	NO
BILL YOUNG		
CHRIS GABALIS		
DANIEL PANNUTO		
ERIN RICHMOND		
JAKE LEE		
JESSE NAPIER		
JIM WHITE		
LARRY WESTMORE		
SCOTT MCDONALD		
TOM WATSON		