



**COVID-19 Preparedness,  
Response and Moving Forward Plan**

***Updated: May 26, 2020***

The Washtenaw County Road Commission (WCRC) takes the health and safety of its employees seriously.

WCRC is a critical infrastructure workplace and deemed “essential” during this declared national emergency, under both state and local orders. WCRC considers all of its personnel essential to meeting the core mission of WCRC. Pursuant to Governor Whitmer’s current executive order, we have developed this COVID-19 Preparedness, Response and Moving Forward Plan (“Plan”) to be implemented throughout WCRC.

Safety, in all aspects, is the top priority of WCRC. The primary goals of this plan are to prevent or minimize the spread of illness within WCRC while preserving, to the extent possible, the continuity of essential WCRC operations. This plan is based on information currently available from national, state and local public health experts and may be amended as changes occur. WCRC may also modify this plan based on operational needs and subsequent state and local orders.

WCRC is taking a cautious, phased approach to resume operations that have previously been suspended and to reopen buildings and services to employees and the public. We will prioritize the health and safety of employees while still providing critical services to the motoring public.

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## Roles and Responsibilities

### Managers and Supervisors

Managers and supervisors must set a good example by following this plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of COVID-19. Managers and supervisors must require this same behavior from all employees. All managers and supervisors must be familiar with this plan and be ready to answer questions from employees or direct employees accordingly.

### Employees

WCRC is asking each of its employees to help with prevention efforts while at work. To minimize the spread of COVID-19, everyone must play their part. As set forth below, WCRC has instituted various housekeeping, social distancing and other best practices. **All employees must follow these practices.**

In general, employees must review and be familiar with the following guidelines:

- If you exhibit symptoms of COVID-19, are diagnosed with COVID-19 or have had close contact with someone who is diagnosed with COVID-19, stay home and follow your healthcare provider's instructions and contact HR.
- Practice proper personal hygiene, environmental cleaning and disinfection in accordance with public health guidance.
- Practice physical distancing in WCRC facilities and at worksites.
- Use appropriate personal protective equipment (PPE).
- Screen all employees and authorized visitors at the start of the work shift or upon entry into a WCRC facility.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever
- Cough
- Shortness of breath, or difficulty breathing
- Early symptoms may include chills, muscle pain, sore throat, new loss of taste or smell and less common symptoms such as nausea, vomiting or diarrhea

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

## Employee and Customer Safety in the Workplace

WCRC will follow the recommendations of Washtenaw County Health Department, the Center for Disease Control (CDC) and the World Health Organization (WHO) to ensure the health and safety of our employees and the general public. We will seek to provide sufficient PPE to all employees who need to be on site and will continue to provide a higher level of cleaning to all WCRC spaces. WCRC will expect that protocols for screening those coming into buildings are sound and followed by all employees and authorized visitors.

### Personal Hygiene

The CDC and Washtenaw County Health Department have provided the following preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose or mouth.
- Follow appropriate respiratory etiquette, which includes covering your nose and mouth for coughs and sneezes.
- Avoid close contact with people who are sick.
- Wear a cloth face covering when in public places or in close proximity to other people.

### Physical and Social Distancing

Physical distancing should be implemented as directed by state and local health authorities. Physical distancing means avoiding large gatherings and maintaining social distance (approximately 6 feet) from others when possible.

Best practices include:

- Use flexible worksites so that employees who can work from home are required to work from home unless approved by a supervisor (e.g., telework)
- Implement flexible work hours (e.g., 4-day workweek or staggered shifts)
- Assign individual county vehicles for use by employees
- Increase physical space between employees and/or customers at the worksite (e.g., partitions, floor markings, limitations on the number of people allowed in a facility)
- Use technology to conduct virtual meetings
- Postpone any work-related travel

All WCRC buildings have been closed to the public. All meeting rooms are closed until further notice. Break rooms and other common areas will be restricted to limit the number of people congregating at one time so employees may follow appropriate physical distancing guidelines. Maximum occupancy will be posted outside of each common space

All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone, Microsoft Teams or other electronic means. If an in-person meeting is required, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart. In addition, all in-person meeting participants must wear a mask or face covering.

### **Personal Protective Equipment (PPE)**

In addition to traditional PPE for workers engaged in various tasks (e.g., safety vest, fall protection, hard hats and/or hearing protection), employees are expected to use appropriate face coverings and/or gloves. In addition:

- Employees are expected to maintain at least 6 feet of separation between one another, as well as between themselves and members of the public.
- Facemasks must be worn when physical distance of 6 feet or more cannot be maintained and as directed by various executive orders and the WCRC Face Covering Protocol (see Appendix B).
- Employees are expected to wear masks while in WCRC buildings, including common areas such as elevators, hallways and other workplace situations where physical distancing is difficult to maintain. However, masks may be removed when employees are able to work alone in an enclosed space. For example: assigned office, cubical or vehicle
- Face coverings are not a substitute for physical distancing, frequent hand washing or other preventative actions.
- Disposable gloves should be worn only when necessary and are not recommended for general use in typical office settings to protect employees from exposure to COVID-19.

### **Cleaning and Disinfecting**

WCRC has implemented increased housekeeping practices, which include cleaning and disinfecting common touchpoints, frequently used tools and equipment and other elements of the work environment, where possible. Employees are responsible for regularly cleaning their own personal workspace, such as office doorknobs, light switch plates, keyboards, mouse and desktops. In addition:

- Break/lunchroom areas will be cleaned at least once per day.
- Vehicles and equipment/tools should be cleaned at least once per day and before and after any change in operator.
- Employees should limit the use of shared tools and equipment. To the extent tools must be shared, WCRC will provide disinfectant to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- If practicable, each employee should continue to use/drive the same truck or piece of equipment every shift.
- Employees should use individual water bottles, instead of using a common source of drinking water, such as a cooler.

- WCRC will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).
- WCRC will maintain Safety Data Sheets of all disinfectants used on site.
- MIOSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids.

## **Employee, Contractor and Authorized Visitor Screening**

### **Employees**

WCRC will screen all employees at the beginning of their shift or upon entry into a WCRC facility in accordance with the Washtenaw County Public Health Emergency Order. Those who refuse screening will not be allowed to enter.

Employees entering WCRC facilities should report via phone, text message or email to their supervisor with answers to the above questions before proceeding to their respective offices or vehicles.

Answers to screening questions do not need to be documented by supervisors, except for employees who answer “yes” to any screening question, in which case they should be directed to contact Human Resources.

### **Contractors and Authorized Visitors**

All WCRC buildings are closed to the public. Should it be necessary for a non-WCRC employee such as a contractor, supplier or other authorized visitor to enter a WCRC facility or worksite they will be subject to the same screening protocols. In addition:

- The number of visitors to the job site will be limited to only those necessary for the work.
- All visitors are required to comply with the current Washtenaw County Public Health Emergency Order and any successive orders.
- Deliveries will be permitted but should be properly coordinated with the shop in accordance with WCRC’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.

## Screening Questions

These questions are based on the latest public health order from the Washtenaw County Health Department and state and will be updated as needed.

1. Do you have symptoms of a fever of 100.4 degrees F or higher, cough, shortness of breath, sore throat, or diarrhea that may not be attributable to regular symptoms related to a chronic medical condition?
2. Have you travelled internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan? *For purposes of this screening, commuting is defined as traveling between one's home and work on a regular basis.*
3. Have you had close contact in the past 14 days with an individual diagnosed with COVID-19?

### **If an employee or authorized visitor answers "yes" to question 1:**

The presence of any symptoms is a concern. The person is not permitted to work or enter a WCRC facility and should self-isolate/self-quarantine at home for 10 full days after symptoms started. They must also have 72 hours (3 full days) without fever and have improvement in symptoms before returning to work or a WCRC facility.

### **If an employee or authorized visitor answers "yes" to question 2:**

Critical infrastructure employees and WCRC contracted vendors may continue to work if they do not have symptoms.

If the employee develops symptoms, they should be sent home immediately and should self-isolate at home for a minimum of 10 days after symptoms started. They must also have 72 hours (3 full days) without fever and have improvement in symptoms before returning to work or a WCRC facility.

### **If an employee or authorized visitor answers "yes" to question 3:**

Critical infrastructure employees and WCRC contracted vendors may continue to work if they do not have symptoms but they are required to wear a mask or face covering while at work for 14 days following close contact with the COVID-19 positive person.

Close contact is defined as within six (6) feet.

If the employee develops symptoms, they should be sent home immediately and should self-isolate at home for a minimum of 10 days after symptoms started. They must also have 72 hours (3 full days) without fever and have improvement in symptoms before returning to work or a WCRC facility.



## **Exposure Situations**

### **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

WCRC will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days).

### **Employee Tests Positive for COVID-19**

Employees who test positive and are directed to care for themselves at home may return to work when at least 72 hours (3 full days) have passed since recovery; and at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers.

If an employee tests positive for COVID-19, within 24 hours WCRC will notify the Washtenaw County Health Department and any co-workers, contractors or suppliers with whom the employee may have come into contact. WCRC will also evaluate the workspace occupied by the employee and perform deep cleaning, as appropriate.

### **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Critical infrastructure employees and WCRC contracted vendors may continue to work if they do not have symptoms but they are required to wear a mask or face covering while at work for 14 days following close contact with the COVID-19 positive person.

Close contact is defined as within six (6) feet.

If the employee develops symptoms, they should be sent home immediately and should self-isolate at home for a minimum of 10 days after symptoms started. They must also have 72 hours (3 full days) without fever and have improvement in symptoms before returning to work or a WCRC facility.

### **MIOSHA Recordkeeping**

If a confirmed case of COVID-19 is reported, WCRC will determine if it meets the criteria for recordability and reportability under MIOSHA's recordkeeping rule. MIOSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the MIOSHA 300 Log, as well as complete the MIOSHA Form 301 (or equivalent) upon the occurrence of these injuries.

For purposes of COVID-19, MIOSHA also requires employers to report to MIOSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

MIOSHA has decided that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, MIOSHA is considering it an “illness.” However, MIOSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, WCRC will assess any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

WCRC will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, WCRC will report the case to MIOSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

### **Confidentiality/Privacy**

Except for circumstances in which WCRC is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances.

When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. WCRC reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

WCRC also reserves the right to inform contractor, sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the employee so those individuals may take measures to protect their own health.

## Leave Options

### Families First Coronavirus Recovery Act

The federal government recently created emergency paid sick leave in response to the coronavirus crisis. Compensation hourly rates depend on your job classification and circumstances. Contact the HR manager to request emergency paid sick leave.

### Family Medical Leave Act (FMLA)

The federal government recently passed an expansion of FMLA with special provisions for the coronavirus crisis. FMLA compensation hourly rates depend on your job classification and circumstances. Contact the HR manager to request FMLA.

### Annual Leave

Use paid leave from your annual leave bank. To take paid leave, email your supervisor with your request.

NEW/TEMPORARY If you have run out of annual leave, senior management is temporarily allowing employees to borrow against future annual leave by up to 40 hours. You will “payback” this paid leave negative balance at your next annual leave distribution date.

NEW/TEMPORARY If you are in a “use it, or lose it” situation with your annual leave, due to this special situation, you may request to carry-over more than 240 hours to allow you to save extra annual leave if desired.

### Unpaid Leave

Requests for unpaid leave must be made in writing to your direct supervisor, director and HR manager.

## Moving Forward Strategies

The COVID-19 pandemic created a perilous situation requiring extreme measures to be taken to protect WCRC employees from exposure to the virus while still providing essential services to the public. WCRC is deemed a critical infrastructure workplace due to the vital transportation network we are required to maintain.

Under various executive orders, including the *Stay Home, Stay Safe* executive orders, WCRC has been required to promote remote work as much as possible. When the number of COVID-19 cases was increasing, WCRC limited in-person activities to the minimum tasks necessary utilizing the fewest number of staff required to complete the work.

As the curve flattens and the number of cases decreases, WCRC has developed strategies to move forward with work using a phased approach. These phases will allow us to follow guidelines established by health experts and government officials such as daily health monitoring, physical and social distancing, PPE and cleaning protocols. These phases are also flexible so that decisions may be based on scientific data and directives of state and local health experts and protocols may be tightened or relaxed based upon the severity of the pandemic at any given time.

In order to promote the health and safety of our employees and the residents we serve, remote working options will be encouraged to the extent possible. WCRC is a diverse workforce with both office and field staff, all of whom have unique needs and differing abilities to work remotely. Therefore, remote work opportunities and methods will differ depending upon the staff position and responsibilities.

For details associated with physical and social distancing, required PPE, cleaning, screening and timekeeping and communication in each phase, **please see the Moving Forward Phases Chart in Appendix D.**

### Phase 1

During Phase 1, the number of COVID-19 cases is steadily increasing, posing an enormous threat to all people. WCRC closes all facilities to the public. WCRC declares all employees to be remote workers and requires all employees who have the ability to perform their work remotely to do so.

Many WCRC employees are required to be on site to perform their jobs. Work assignments for these employees are limited to “essential” work only.

Management monitors current health recommendations and guidelines to allow progression of assignments from “essential only” to limited “COVID-Safe” work, if appropriate.

## **Phase 2**

During Phase 2, the COVID-19 curve is flattening and the number of COVID-19 cases is stable or decreasing. WCRC remains closed to the public. For office staff, remote working options will be encouraged to the extent possible.

In-person work will be allowed but scheduled to limit capacity and promote physical and social distancing within WCRC facilities. WCRC expands upon COVID-safe work activities for field personnel.

## **Phase 3**

During Phase 3, WCRC operates similarly to Phase 2 but opens the lobby to the public.

## **Phase 4**

In Phase 4, WCRC expands operations using best practices available at the time.

# Appendix A - COVID-19 Checklist for Employers and Employees

## Know the Symptoms of COVID-19

- Fever
- Cough
- Shortness of breath, or difficulty breathing
- Early symptoms may include chills, muscle pain, sore throat, new loss of taste or smell and less common symptoms such as nausea, vomiting or diarrhea

If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your supervisor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

## Employer Responsibilities

- Develop a COVID-19 Preparedness, Response and Moving Forward Plan.
- Limit access to the job site and facilities to only those necessary for the work.
- Require all employees, contractors and visitors to comply with the Washtenaw County Public Health Emergency Order.
- Ask employees, contractors and visitors to leave and return home if they are showing symptoms.
- Provide personal protective equipment (PPE) to all employees.
- Conduct meetings by phone or online, if possible. If not, instruct employees to maintain 6-feet between each other and to wear a mask or face covering.
- Provide cleaning/disinfecting products and maintain Safety Data Sheets of all disinfectants used on site

## Employee Responsibilities

- Become familiar with WCRC's Preparedness, Response and Moving Forward Plan and follow all elements of the plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If hand washing facilities are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.
- Practice social distancing.
- Wear required PPE.

## Cleaning/Disinfecting and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. Employees should regularly do the same in their assigned work areas.

- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Clean shared spaces such as restrooms and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Collect trash frequently by someone wearing gloves.
- Allow remote work where possible.

## Appendix B - WCRC Face Covering Protocol

*Effective 4/8/2020 until further notice, updated 5/20/2020*

### Background

To decrease risk of asymptomatic and pre-symptomatic transmission of COVID-19, the CDC and Washtenaw County Health Department recommend that individuals wear a mask in any public setting where social distancing is difficult to maintain.

*Reference:* [cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html)

Effective Monday, April 27, 2020, in Michigan, “Any individual able to medically tolerate a face covering must wear a covering over his or her nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—when in any enclosed public space.

### Protocol

All staff working at a WCRC jobsite or in a public setting, shall wear a mask or face covering when maintaining 6-feet of social distancing is not possible.

All staff shall wear a mask or face covering when entering an “enclosed public space” during the workday. For example: a grocery store or gas station. Since WCRC’s office buildings are not open to the public, employees are encouraged but not required to wear masks when entering a WCRC building.

*When WCRC transitions to Phase 2 of the “Moving Forward” Plan, the following goes into effect:* Masks or face covering must be worn inside a WCRC facility whenever an employee leaves their assigned workspace (office, cubical, vehicle).

### Cloth Masks

- In order to conserve medical masks for frontline healthcare workers, cloth masks or coverings are preferable to medical masks.
- WCRC has secured and distributed cloth masks and/or cloth coverings for staff for use at work.
- Staff will be responsible for laundering cloth face masks or coverings provided by WCRC. Masks/coverings should only be worn for one day and then laundered on the

hottest wash setting. A previously worn cloth mask or covering should not be reworn without washing.

- Staff may use their own homemade masks if following CDC recommendations for DIY cloth face coverings: [cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).

## **Medical Face Masks**

- WCRC has a limited supply of medical face masks for staff.
- Masks will be distributed to employees who are determined to need them based on job assignment and ability to social distance.
- Masks will be provided by your supervisor. Staff should wash hands for at least 20 seconds or use hand sanitizer immediately before taking a mask out of the box and putting it on.
- Replace the mask if visibly soiled or dirty.
- After a full day of continuously wearing a mask or 2-3 days of intermittent use, dispose of mask in garbage
- If you are going to reuse a medical mask that has been intermittently used, it should be stored in a designated storage area or kept in a clean, breathable container such as a paper bag between uses.
- WCRC provided paper bags for this purpose. To minimize potential cross-contamination, storage bags should be clearly marked with the user's name and stored so that masks do not touch each other. Storage containers should be disposed of or cleaned regularly.



## Appendix C – COVID-19 Leave FAQ

Due to the coronavirus (COVID-19) pandemic, WCRC has implemented some temporary changes to our leave policies. These changes have been made to help provide maximum flexibility for employees facing health and childcare concerns. In addition, the federal government has recently passed expansions to FMLA and paid sick leave under the Families First Coronavirus Response Act.

If you ever have any questions about your leave options, contact Nicole Peterson, HR manager, (734) 255-0818, [petersonn@wcroads.org](mailto:petersonn@wcroads.org).

### **Q: Schools and daycares are closed due to the coronavirus. I can't work because I need to care for my son/daughter. What are my options?**

A: You have a couple of options:

1. Use paid leave from your *annual leave bank*. To take paid leave, email your supervisor with your request. If you are out of annual leave, you can now temporarily borrow up to 40 hours from your future annual leave earnings.
2. Take *unpaid leave*. To request unpaid leave, contact your supervisor, director and HR manager.
3. Starting April 1, apply for *emergency paid sick leave*. The federal government recently created emergency paid sick leave in response to the coronavirus crisis. Under this new law, the need to provide childcare for your healthy children under the age of 18 now qualifies for up to 80 hours of emergency paid sick leave. Compensation hourly rates depend on your job classification and circumstances. Contact Nicole Peterson to request emergency paid sick leave.
4. Starting April 1, apply for leave under the *Family Medical Leave Act (FMLA)*. The federal government recently passed an expansion of FMLA with special provisions for the coronavirus crisis. Under this new law, the need to provide childcare for your healthy children under the age of 18 now qualifies for FMLA. FMLA compensation hourly rates depend on your job classification and circumstances. Contact Nicole Peterson to request FMLA.
5. As a "critical infrastructure worker", you are eligible to access "*essential service childcare*" facilities that were designated by the governor. To get connected to these facilities, fill out the survey here: [www.helpmegrow-mi.org/essential](http://www.helpmegrow-mi.org/essential). This website provides a connection to childcare providers who have openings for children ages birth through 12 years old. Fees will apply. Please allow at least 48 hours for a response.

**Q: I'm concerned about my health and I'm not comfortable coming to work during the coronavirus crisis. What are my options?**

A: You have a couple of options:

1. Use *paid leave* from your annual leave bank. To take paid leave, email your supervisor with your request. If you are out of annual leave, you can now temporarily borrow up to 40 hours from your future annual leave earnings.
2. Take *unpaid leave*. To request unpaid leave, contact your supervisor, director and HR manager.

**Q: I have been exposed to someone diagnosed with coronavirus. What should I do?**

A: You should immediately consult your primary care physician; they will advise you on recommended next steps (for example: self-isolate or just monitor for symptoms).

According to the Washtenaw County Health Department's Public Health Emergency Order issued March 25, 2020, you must self-quarantine for 14 days if you had close contact with an individual diagnosed with COVID-19.

Whether or not you have been diagnosed with coronavirus, if you have been directed by a healthcare provider to quarantine, you are eligible for up to 80 hours of emergency paid sick leave. Hourly compensation rates depend on your job classification and reason for absence.

If you have exhausted your emergency paid sick leave, you may also be eligible for expanded coverage under FMLA. FMLA hourly compensation rates depend on your job classification and reason for absence.

Contact Nicole Peterson to coordinate emergency paid sick leave and/or FMLA.

**Q: I was sick and told to self-isolate by a healthcare provider. I'm now feeling better, when and how can I return to work?**

A: According to the CDC, employees with COVID-19 who have stayed home (are home isolated) can stop home isolation and return to work under the following conditions:

- They have been without fever for at least 72 hours (3 full days) (without the use of medicine to reduce the fever) AND
- Other symptoms have improved AND
- At least 7 days have passed since their symptoms first appeared

**Q: I can't work because I need to care for a loved one who has been diagnosed with coronavirus. What are my options?**

A: You have a couple of options:

1. Use paid leave from your *annual leave bank*. To take paid leave, email your supervisor with your request. If you are out of annual leave, you can now temporarily borrow up to 40 hours from your future annual leave earnings.
2. Take *unpaid leave*. To request unpaid leave, contact your supervisor, director and HR manager.
3. Starting April 1, apply for *emergency paid sick leave*. The federal government recently created emergency paid sick leave in response to the coronavirus crisis. Under this new law, the need to care for a loved one diagnosed with coronavirus qualifies for up to 80 hours of emergency paid sick leave. Compensation hourly rates depend on your job classification and circumstances. Contact Nicole Peterson to request emergency paid sick leave.
4. Starting April 1, apply for leave under the *Family Medical Leave Act (FMLA)*. The federal government recently passed an expansion of FMLA with special provisions for the coronavirus crisis. Under this new law, the need to care for a loved one diagnosed with coronavirus now qualifies for FMLA. FMLA compensation hourly rates depend on your job classification and circumstances. Contact Nicole Peterson to request FMLA.

**Q: I have traveled via airplane with in the last two weeks and am now being told I cannot come to work. What are my leave options?**

A: According to the Public Health Emergency Order Issued by the Washtenaw County Health Department on March 25, 2020, if you have traveled via airplane within the last 14 days, you must self-quarantine for 14 days following your travel.

Since this is a quarantine ordered by a public health organization, you should qualify for emergency paid sick leave starting April 1, 2020. Hourly compensation rates depend on your job classification and reason for absence. Contact Nicole Peterson to coordinate emergency paid sick leave and/or FMLA.

## **Appendix D - Moving Forward Phases Chart**

# WCRC's "Moving Forward" Plan – Work Phases

Updated May 26, 2020



## Guidelines for ALL Phases

### Individual Employees Should Continue to Practice Good Hygiene

- Sneeze or cough into a tissue, or the inside of your elbow
- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer, especially after touching frequently used items or surfaces
- Avoid touching your face
- Disinfect frequently used items and surfaces as much as possible

**PEOPLE WHO FEEL SICK SHOULD STAY HOME. DO NOT REPORT TO WORK. CONTACT AND FOLLOW THE ADVICE OF YOUR MEDICAL PROVIDER.**

Phase 1				
"Essential" work only, progression to "COVID-Safe" work, if guidelines allow. All employees are "remote" except for shop employees.				
Social Distancing	Required COVID-PPE	Cleaning	Screening/Time Keeping	Communication
<p><b>ALL STAFF</b></p> <ol style="list-style-type: none"> <li>Travel for business outside of Washtenaw County is prohibited unless approved by supervisors.</li> <li>In-person, work-related meetings are strongly discouraged. If they have to occur, at least 6-ft of social distance should be maintained and all participants shall wear masks during the meeting.</li> <li>Employees are directed to use phone calls, Microsoft Teams or other virtual means to conduct business.</li> <li>In-person, informal "water cooler" gatherings of 3 people or more are prohibited.</li> <li>Employees are only allowed access to the administration building to complete specific tasks approved in advance by supervisor</li> <li>All deliveries and mail directed to stockroom. Access to shop and stockroom restricted to supervisors</li> </ol> <p><b>IF IN FIELD:</b></p> <ol style="list-style-type: none"> <li>Field employees report directly to assigned vehicle before each shift and "clock-in" with supervisor via phone or email.</li> <li>When possible, one operator is assigned to one vehicle. If vehicle sharing is unavoidable, vehicle is sanitized before and after each use.</li> </ol> <p><b>IF IN OFFICE:</b></p> <ol style="list-style-type: none"> <li>Staff who can work from home are required to work from home unless approved by a supervisor.</li> </ol>	<ul style="list-style-type: none"> <li>• Masks or face covering, per latest protocol</li> <li>• Gloves will be provided for specific tasks only. Example: sorting mail</li> </ul>	<ul style="list-style-type: none"> <li>• Increased 3rd party cleaning at common touchpoints</li> <li>• Employees are expected to sanitize their workspace and tools before and after each shift</li> <li>• Hand sanitizer issued to all employees who typically report in the field and do not have easy access to hand washing facilities (as resources allow)</li> <li>• Routine air filter replacements in ventilation systems</li> </ul>	<ul style="list-style-type: none"> <li>• Kiosk time keeping and materials will be entered by the employees' supervisor or foreman.</li> <li>• Self-certification of health before entering WCRC facility</li> <li>• Common kiosk keyboards will be removed</li> <li>• Internal processes that can be conducted electronically, should be conducted electronically. Examples: invoices, blue slips, job bids, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Field employees receive their work assignment in advance via text, phone call or email from supervisors for essential work only. Assignment might be to stay home until needed.</li> <li>• Supervisors check-in at least weekly with remote office workers</li> <li>• Senior management provide at least weekly updates via email and Employee Facebook Page to all employees</li> </ul>

# WCRC's "Moving Forward" Plan – Work Phases

Updated May 26, 2020



Phase 2				
Further expansion of COVID-safe work activities, office work is a combination of in-person and remote work. Lobby remains closed to the public.				
Social Distancing	Required COVID-PPE	Cleaning	Screening/Time Keeping	Communication
<p><b>ALL STAFF</b></p> <ol style="list-style-type: none"> <li>Entering a workspace that isn't assigned to employee is prohibited. (cubical, office, vehicle, etc.). Markings are placed on the floor in front of office or cubicles to mark appropriate social distance.</li> <li>All meeting rooms are closed and cannot be reserved.</li> <li>All common spaces have posted limited occupancy, including break rooms. Access to microwaves, refrigerators and coffee stations will be provided, however users must sanitize these stations before and after use.</li> <li>Doors that can be propped open are propped open during peak hours.</li> <li>Lunch deliveries are not allowed, employees need to pack a lunch or leave facility to get food.</li> <li>Travel for business outside of Washtenaw County is prohibited unless approved by supervisor.</li> <li><del>In person, work-related meetings are strongly discouraged. If they have to occur, at least 6 ft of social distance should be maintained and all participants shall wear masks during the meeting.</del></li> <li>In person work-related meetings with 10 or fewer people are allowed but virtual meetings are still preferred, if possible. If meetings have to occur in-person, at least 6 feet of social distance should be maintained and all participants shall wear a mask or face covering during the meeting.</li> <li>Employees are directed to use phone calls, Microsoft Teams or other virtual means to conduct business whenever possible</li> <li><del>In person, informal "water cooler" gatherings of 3 people or more are prohibited.</del></li> <li>All deliveries and mail directed to stockroom. Access to shop and stockroom restricted to supervisors.</li> </ol> <p><b>IF IN FIELD:</b></p> <ol style="list-style-type: none"> <li>Field employees report directly to assigned vehicle before each shift and "clock-in" with supervisor via phone or email.</li> <li>When possible, one operator is assigned to one vehicle. If vehicle sharing is unavoidable, vehicle is sanitized before and after each use and masks must be worn by both all occupants.</li> <li>Equipment and tool sharing is discouraged but if sharing is required, each piece must be sanitized before and after use.</li> </ol> <p><b>IF IN OFFICE:</b></p> <ol style="list-style-type: none"> <li>Remote and in-office work schedules will be strategically staggered to ensure appropriate staffing levels.</li> <li>Inboxes are placed outside of each office or cubical entrance.</li> </ol>	<ul style="list-style-type: none"> <li>Masks must be worn inside a WCRC facility whenever an employee leaves their assigned workspace (office, cubical, vehicle)</li> <li>Gloves will be provided for specific tasks only. Example: sorting mail</li> </ul>	<ul style="list-style-type: none"> <li>Continued 3rd party cleaning at common touchpoints</li> <li>Employees are expected to sanitize their workspace and tools before and after shift, supplies will be provided as resources allow.</li> <li>Hand sanitizer issued to all employees who typically report in the field and do not have easy access to hand washing facilities (as resources allow)</li> <li>Routine air filter replacements in ventilation systems</li> </ul>	<ul style="list-style-type: none"> <li>Kiosk time keeping and materials will be entered by the employees' supervisor or foreman.</li> <li>Self-certification of health before entering WCRC facility is required. If reporting in-person, as employees check-in with supervisors at the start of their shift they must answer the screening questions via text, phone call or email.</li> <li>Internal processes that can be conducted electronically, should be conducted electronically. Examples: invoices, blue slips, job bids, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Field employees will receive their work assignment each morning via text, phone call or email</li> <li>Supervisors will check-in at least weekly with remote office workers</li> <li>Senior management will provide at least weekly updates via email and Employee Facebook Page to all employees</li> <li>Signs will be posted throughout all WCRC facilities to remind employees of current protocols and best practices</li> </ul>

# WCRC's "Moving Forward" Plan – Work Phases

Updated May 26, 2020



Phase 3				
Further expansion of COVID-safe work activities, office work is conducted mostly in-person. Lobby is open to the public with restrictions				
Social Distancing	Required COVID-PPE	Cleaning	Screening/Time Keeping	Communication
<p><b>Protocols of Phase 2 AND...</b></p> <p><b>Visitors (non-WCRC staff)</b></p> <ol style="list-style-type: none"> <li>1. Plastic barriers installed at customer service desk and permits clerk desk</li> <li>2. Markings placed on the lobby floor to mark appropriate social distance</li> <li>3. US Mail delivered to the lobby; packages delivered to the shop</li> <li>4. Members of the public will be required to wear a mask or face covering as they enter a WCRC facility.</li> <li>5. Visitors will only be provided access to the lobby and board room.</li> </ol> <p>Food deliveries for employees are allowed under this phase. Food must be delivered to the lobby.</p>	<ul style="list-style-type: none"> <li>• Masks or face covering, per latest protocol</li> <li>• Gloves will be provided for specific tasks only. Example: sorting mail</li> </ul>	<ul style="list-style-type: none"> <li>• Continued 3rd party cleaning at common touchpoints</li> <li>• Employees are expected to sanitize their workspace and tools before and after shift</li> <li>• Hand sanitizer stations will be placed in the lobby</li> </ul>	<ul style="list-style-type: none"> <li>• Kiosk time keeping and materials will be entered by the employees' supervisor or foreman.</li> <li>• Self-certification of health by employees and visitors before entering WCRC facility</li> <li>• Internal processes that can be conducted electronically, should be conducted electronically. Examples: invoices, blue slips, job bids, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Field employees will receive their work assignment each morning via text, phone call or email</li> <li>• Supervisors will check-in at least weekly with remote office workers</li> <li>• Senior management will provide at least weekly updates via email and Employee Facebook Page to all employees</li> </ul>

Phase 4				
Resumption of operations in all departments without restrictions. Specifics will be determined as best practices are developed.				
Social Distancing	Required COVID-PPE	Cleaning	Screening/Time Keeping	Communication
<p>Possibilities:</p> <ol style="list-style-type: none"> <li>1. Meeting rooms and shared spaces reopen with normal configuration</li> <li>2. Business-related travel resumes</li> <li>3. In-person meetings of any size are allowed</li> </ol>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• Resumption of regular nightly contracted cleaning</li> <li>• Employees encouraged to practice good personal hygiene protocols</li> <li>• Hand sanitizer stations will remain in the lobby</li> </ul>	<ul style="list-style-type: none"> <li>• Kiosk time keeping and materials will be entered by each employee</li> <li>• Internal processes can be conducted electronically or in-person</li> </ul>	<ul style="list-style-type: none"> <li>• Senior management will provide regular updates via email and Employee Facebook Page to all employees</li> </ul>