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**COVID-19 PREPAREDNESS AND RESPONSE PLAN** (adopted by the Board of Directors on 06/10/2020)

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**1. PURPOSE**

FOTR aims to protect its workers by enacting all appropriate prevention efforts. FOTR is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

**2. POLICY**

In accordance with the most recent State of Michigan issued Executive Orders, Friends of the Rouge (FOTR) institutes this COVID-19 Preparedness and Response Plan ("Plan") as follows.

**1. Prevention Efforts and Workplace Controls**

**a. Cleanliness and Social Distancing**

FOTR restricts the number of employees present in the physical office to no more than is strictly necessary. Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Only critical infrastructure workers performing necessary work are directed to report on-site. For such workers, FOTR abides by the recommended social distancing and other safety measures and establishes the following:

- Gatherings are minimized whenever possible to less than 100 people; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees' work stations are no fewer than six feet apart; or have adequate physical barriers between workstations
- FOTR may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- FOTR encourages remote work the fullest extent possible;
- Employees' interactions with the general public are modified to allow for additional physical space between parties; and
- FOTR will follow guidance created in separate COVID-19 Volunteer Preparedness Plan when hosting any volunteer activities of any size;
- Until further notice, only FOTR staff or PARC staff (for maintenance emergencies) will be permitted in the office. All others may come into the office by appointment only and with written permission from the executive or operations director.

FOTR will designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies. The supervisor must remain on-site at all times when employees are present on site. For any group onsite activity, the most senior supervisor (program manager or operations manager) will be designated as the worksite supervisor for the purposes of compliance. If senior staff are not on site any on-site employee may be designated to perform the COVID-19 control strategy supervisory role.

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FOTR provides employees with, at a minimum, non-medical grade face coverings, however employees may use their own homemade or purchased non-medical grade face coverings as well.

In addition, FOTR is instituting the following cleanliness measures:

- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Providing hand sanitizer and hand wipes (or sanitizer solution) in high-traffic/ high touch areas.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Storing coats, bags, shoes, or other personal items only at designated desk space.
- Avoiding use of communal areas as much as possible such as the kitchen, refrigerator etc. (bring small cooler or ice packs to keep food cold and water bottles to avoid use of sink)
- Following "one-way" direction in office hallway, returning through main building corridor
- Adhering to directional signage throughout office;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on FOTR premises;
- Complying with FOTR's daily screening processes [see 2(b) screening questions];
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

**b. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms**

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, FOTR:

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- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

FOTR will complete all required OSHA forms, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

**c. Worker Exposure Classification**

Employees' "worker exposure" is classified as lower risk by the Occupational Safety and Health Administration's guidance because they do not frequently and/or closely interact with the general public, and social distancing can be maintained between coworkers.

Given this classification, no additional controls are recommended or required by OSHA for office work.

This "worker exposure" classification may be scaled up to medium risk during a FOTR hosted event where employees interact with the general public. Given this heightened classification, FOTR provides the following controls in addition to the above-summarized prevention efforts: No contact equipment/material/supply pickup, employees wearing PPE, personal protection equipment distribution (to volunteers who do not have their own PPE), minimizing face to face contact, utilizing virtual trainings/meetings, limiting exposure to general public. Also, please reference the COVID-19 Volunteer Preparedness Plan that outlines specific protocol for volunteer activities with FOTR.

**d. Worker Training**

FOTR will provide recorded COVID-19 training to employees that covers, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

**2. Identification and Isolation of Sick and/or Exposed Employees**

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Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

**a. Employees' Self-Monitoring**

The following employees should **not** report to work and, upon notification to FOTR, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.
- Employees who, have someone in their household need to take the COVID-19 test and have not yet received results, should not report to work until results are reported.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

**b. Daily Screenings**

To prevent the spread of COVID-19 and reduce the potential risk of exposure, FOTR screens employees on a daily basis.

Employees must ask themselves the following questions before entering the office/event location:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. Employee should immediately take their own temperature.
  - b. If yes, access is denied; employee must inform executive director and should self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.

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2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
  - a. If yes, access is denied, employee must inform executive director and is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you travelled via airplane internationally or domestically in the last 14 days?
  - a. If yes, access is denied, employee must inform executive director and is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.
4. Has anyone you live with, or consider part of your “household” taken the COVID-19 test and not yet received results?
  - a. If yes, access is denied, employee must inform executive director and is advised to remain at home until results have returned, and are negative.

Employees who develop symptoms during their shift must immediately leave the premises and inform the executive director and the operations director (by phone or email).

**c. Return-to-Work Requirements**

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 10 days have passed since symptoms first appeared.

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Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, FOTR may accept written statements from employees confirming all the factors supporting their release.

**3. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19**

Employees may be permitted to utilize available paid-time off or flex time provided under FOTR policy concurrently with or to supplement any approved leave. Employees may also utilize up to 40 paid-time off hours in advance of accrual.

**a. FFCRA**

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act ("FFCRA").

Under the Emergency Paid Sick Leave Act ("EPSLA"), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period. *Such qualifying reasons are designed for employees who are unable to work or telework because they are subject to a Federal, State, or local quarantine or isolation order related to COVID-19.*

Paid leave for reasons 1, 2, and 3, above, is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

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Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

**b. Executive Order 2020-36**

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

**c. Unemployment Compensation Benefits**

Under Executive Order 2020-57, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to the operations director for information on unemployment compensation benefits. Such reasons include the following:

- Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
- Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
- Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
- Needing to care for someone with a confirmed COVID-19 diagnosis; and
- Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

**d. FMLA and ADA**

Employees may be entitled to unpaid leave under the Family and Medical Leave Act ("FMLA") if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where "complications arise."

**4. Plan Updates and Expiration**

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, FOTR will update this Plan and its corresponding processes.

**FOTR views this Plan as a living document, subject to updates as the status of the pandemic and corresponding local, state and federal recommendations change. Plan shall be modified as needed by executive director in collaboration with the executive committee.**

This Plan will expire upon conclusion of its need, as determined by FOTR and in accordance with guidance from local, state, and federal health officials.

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Employees who wish to report unsafe work practices should immediately contact executive director, Marie McCormick (248) 444-0756 or [mmccormick@therouge.org](mailto:mmccormick@therouge.org), or if not available, Karen Hanna [khanna@therouge.org](mailto:khanna@therouge.org)

*\*Last updated June 18, 2020 by Marie McCormick (implementing all agreed upon modifications by full board of directors on June 10, 2020)*