



THE ANTRIM PROMISE BUSINESS PREPAREDNESS AND RESPONSE PLAN

Businesses are required to have a written or digital preparedness and response plan to address employee health screening, facility cleaning, and other COVID-19 related protection measures per state executive orders. This template is provided by the Antrim Promise subcommittee of the Antrim County EOC and EDC to allow small businesses to create a strategy to 1) comply with state and health department executive orders and 2) protect their employees and customers. Within two weeks of resuming in-person operations, this plan “must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy” according to Executive Order 2020-91.

This template provides options for businesses to consider as they evaluate policies during the COVID-19 crisis and moving toward recovery. Not all options will be applicable to every business. Please fill out areas that apply to your business.

If you have any questions or require assistance to fill out this form, please contact Recovery Unit Leader Kaitlyn Szczyпка at 231-533-3576 or szczyk@antrimcounty.org.

Disclaimer: This is a living document and will be updated periodically to reflect new information. It is your responsibility to keep up to date with local Health Department and State Executive Orders to know the most recent guidelines and policies that you will need to comply with. This is not a legal document, nor should it be considered legal advice.

ADDITIONAL RESOURCES

Antrim Promise “Business Readiness Pack” Request Form for PPE:

http://www.antrimcounty.org/downloads/supplies_request.pdf

CDC + EPA Guidance for Cleaning and Disinfecting Public Spaces, Work Places, Businesses, Schools, and Homes:

https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf

CDC Guidance for Small Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html>

Health Department of Northwest Michigan:

<http://www.nwhealth.org/>

National Restaurant Association - “COVID-19 Reopening Guide: A Guide for the Restaurant Industry.”

<https://restaurant.org/Downloads/PDFs/business/COVID19-Reopen-Guidance.pdf>

Occupational Safety and Health Administration - “Guidance on Preparing Workplaces for COVID-19.”

<https://www.osha.gov/Publications/OSHA3990.pdf>

Small Business Association of Michigan. “Get Back to Work Safely: Tips and Resources.”

<https://www.sbam.org/Resources/COVID-19-Resources/Get-Back-to-Work-Safely-Tips-and-Resources>





PREPAREDNESS AND RESPONSE PLAN FOR:

(Name of Business)

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Designated COVID-19 Preparedness Contact

<i>Identify a workplace coordinator who will be responsible for COVID-19 related issues in the workplace.</i>

Name:

Our business' top priorities during the COVID-19 pandemic
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1.

2.

3.

Plan for Employees Returning to the Workplace

How and when will your employees return to work?

Will some employees continue to work from home?

Communication with employees:

Steps to take to reassure your employees that your business is interested in their well-being.

- Make it safe for employees to share concerns and fears.
- Actively encourage sick employees to stay home.
- Update leave policies so they are flexible and non-punitive to allow employees to stay home to care for themselves, their children, or other family members who may be sick or are in need of other care (for example: workers who have limited child care options).
- Designate an area for employees or others who appear to have acute respiratory illness symptoms from others and send them home immediately.
- Train employees on new workplace policies regarding safety, cleaning, social distancing, etc.
- Place posters of safe distancing, hand washing, and other important procedures in places where they will be seen.

Employee Health Screening

As mandated by the State Executive Orders.

The following is the criteria set forth by the State Executive Orders to screen employee health upon arrival to the workplace. Employers are required to keep documentation on employees until the State Emergency Orders detail that it is no longer needed.

- 1) Employee Name
- 2) Time In
- 3) In the past 24 hours, has the employee experienced:
 - Fever or feverish?
 - Cough?
 - Shortness of breath?
 - Sore throat?
 - Gastrointestinal distress?
 - Muscle pain?
 - Chills and/or repeated shaking from chills?
 - New loss of taste or smell?
- 4) Current Temperature?

- 5) Has the employee had close contact in the last 14 days with an individual diagnosed with COVID-19?
- 6) Has the employee engaged in any activity or travel within the last 14 days?
- 7) Has the employee been told by the local health department or their health provider to self-isolate or self-quarantine?
- 8) Indicate if the employee has passed or failed their daily health screening

If YES to 3 and/or 4, send employee home immediately. Direct them to self-isolate at home for seven days, beginning from the onset of when symptoms first appeared, and to contact their primary care physician's office for direction.

If YES to 5, 6, and/or 7, send employee home and direct them to self-isolate for 14 days.

Personal Protective Equipment (PPE)

Please check all that apply to your business.

- Employees will be provided with cloth or appropriate masks (*required by Executive Order*).
- Employees will be provided with disposable gloves.
- Employees will be provided with face shields.
- Employees will be provided with protective gowns.
- Hand sanitizer will be placed in key areas of the building.
- Employees are required to wear masks and other PPE until
 - State Executive Orders are lifted
 - One week after the State Executive Orders are lifted
 - One month after the State Executive Orders are lifted
 - Other (*please fill in*): _____

Plan for Social Distancing

Please check all that apply to your business.

- Employee hours will be staggered to aid in social distancing measures.
- Limit the number of employees using constricted spaces such as the breakroom, elevators, meeting rooms, and other common areas at a time.
- Space out spots for customers to form a line or queue inside and outside the business.
- Create a system for one-way pedestrian traffic patterns in your business.
- Have plexiglass barriers where applicable.

Plan for Facility

Cleaning:

Please check all that apply to your business.

- Frequently clean and disinfect commonly touched surfaces, such as door knobs/handles, faucet handles, countertops, railings, workstations, etc.
- Provide disposable wipes for employees to disinfect objects that they or customers touch between uses.
- Centralize no-touch trash receptacles for employee use.
- Require tools and equipment to be sanitized if shared between employees.
- Discourage sharing of tools and equipment.

Detailed Cleaning Plan:

Customer Requirements in the Facility

Please check all that apply to your business.

- Customers will be required temporarily to have a cloth covering or specific mask that is over the nose and mouth until _____.
- Customers will be asked to limit touching of merchandise.
- Customers will not be allowed to touch merchandise and need to ask an employee for assistance.
- Customers will be provided hand sanitizer at entrance of building.

Confirmed or Suspected Case of COVID-19 Plan

If an individual has a confirmed or suspected case of COVID-19 in the facility and they cannot immediately leave the premises, they will be isolated in:

_____ (area)

Health Department of Northwest Michigan must be notified of a confirmed case per executive order.

Any staff, public, contractors, suppliers, etc. must be informed that they were exposed while abiding by HIPA.

The area that the individual occupied will be closed off and deep cleaned using EPA approved products that can be used against coronaviruses and proper PPE will be worn by those cleaning and disinfecting the area.

Additional Notes

Continue on another page if needed.