

Faith in Action Chelsea/Dexter Food Pantry and Clothing Room COVID-19 Preparedness & Response Plan For Lower and Medium Exposure Risk

General

The following COVID-19 preparedness & response plan has been established for Faith in Action, Chelsea/Dexter in accordance with the requirements in the [Executive Orders \(EOs\)](#) for COVID-19 signed by Governor Gretchen Whitmer, the OSHA [Guidance on Preparing Workplaces for COVID-19](#), and the latest [guidance](#) from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The EOs, OSHA guidance, and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. The Director has read these guidance documents carefully, found the safeguards appropriate to Faith in Action, Chelsea/Dexter based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, the EOs and CDC guidance are periodically updated. The Director will be responsible for visiting the EO webpage and CDC guidance webpage regularly (for example, weekly) for the latest information and for revising the plan as necessary. The EOs are found at: https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html. The CDC guidance documents are found at: <https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>. This plan reflects the EOs and CDC guidance as of 7/13/2020 .

Faith in Action, Chelsea/Dexter has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) is Sheri Montoye. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to employees and labor unions. The plan will be made available via website: www.faithinaction1.org

Exposure Determination

Faith in Action, Chelsea/Dexter has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Director and/or appointed manager was responsible for the exposure determination.

Faith in Action, Chelsea/Dexter has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Executive Director or appointed manager verifies that Faith in Action, Chelsea/Dexter has no high risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Faith in Action, Chelsea/Dexter has categorized its jobs as follows:

(NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.)

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (For Example, No Public Contact, Public Contact)
Desk work on second floor level	Lower	No public contact
Main floor phone answering	Medium to lower	Some public contact
Food pantry assistance	Medium	Public contact
Filling a curbside pickup food order	Lower	No public contact
Clothing Room assistance	Medium	Public contact
Cleaning building	Lower	No public contact
Client intake in person	Medium	Public contact
Unloading food truck	Medium	Contact with delivery driver
Stocking food shelves	Lower	No public contact
Grocery shopping	Medium	Public contact at grocery store
Board meetings	Lower	No Public Contact

Engineering Controls

Faith in Action, Chelsea/Dexter has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

The Executive Director will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Checking in clients	Masks, sneeze guards, or primarily phone option available
Assisting clients	Good ventilation and ceiling fans on, physical spacing next to an open door
Grocery pickup	Distanced shopping, or curbside pickup
Most Services	Phone assistance
Daily service access	Doors locked and by appointment only

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Executive Director will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Faith in Action, Chelsea/Dexter:

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
All employees	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
Director	Promote remote work (telecommuting) to the fullest extent possible.
Director	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
Director	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
Director	Restrict business-related travel for employees to essential travel only.
All staff	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
Staff, volunteers	Restrict the number of customers in the establishment at any given time.
Volunteers and staff	Minimize the sharing of tools, equipment, and items.
Director, Associate Director	Provide employees with non-medical grade face coverings (cloth face coverings).
All employees	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All employees and volunteers	Require customers and the public to wear cloth face coverings.
Volunteers and staff	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again. Encourage sick customers to use drive-through services, curbside pickup, or home delivery.
Director	Provide customers and the public with tissues and trash receptacles.
All volunteers and staff	Encourage customers to place orders for merchandise or services through the phone or web.
Staff and volunteers	Promote curbside and home delivery to minimize contact with customers.
Director	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
Director and board	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
Director	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
Director	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

The Executive Director will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, Faith in Action, Chelsea/Dexter shall provide employees with antiseptic hand sanitizers or towelettes. Faith in Action, Chelsea/Dexter will provide time for employees to wash hands frequently and to use hand sanitizer.

Disinfection of Environmental Surfaces

Faith in Action, Chelsea/Dexter will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Faith in Action, Chelsea/Dexter will make cleaning supplies available to employees upon entry and at the worksite.

Executive Director will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Faith in Action, Chelsea/Dexter will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Handles and knobs	Disinfectant wipes	Daily M-Th
Floors	Floor cleaner	Weekly
Phones and desks that may be shared	Disinfectant wipes	At least hourly M-Th
Carts	70% alcohol spray or bleach solution	After each use
Bathroom surfaces	Scrubbing bubbles or other bathroom disinfectant cleaner	Daily M-Th
Fridge/Freezer handles	Disinfectant wipes	Every few hours M-Th

Faith in Action, Chelsea/Dexter will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Sheri Montoye, Executive Director, will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

- *Additional deep cleaning of all common areas and shared surfaces as well as staff desk and office areas by an outside cleaner separate from the daily cleaning staff.*
- *Replacement of ventilation filters and review of ventilation systems by heating and cooling professionals*
- *Temporary closure of the building for needed cleaning and disinfecting.*

Personal Protective Equipment (PPE)

Faith in Action, Chelsea/Dexter will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- 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.

Faith in Action, Chelsea/Dexter will provide non-medical grade face coverings (cloth face coverings) to employees. (Cloth face coverings are technically not considered PPE.) Faith in Action, Chelsea/Dexter will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Faith in Action, Chelsea/Dexter will additionally consider face shields and clear plexiglass dividers when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
Daily office work	Cloth mask or disposable masks and social distancing
Desk check-in	Masks as listed above and clear barrier on front edge of desk or table
Truck unloading	Masks as listed above and 6 ft. + spacing when able
Meeting with clients	Phone meeting or table barrier and masks
Pantry shopping	Masks, and distance maintained by at least 6 feet (at least one cart length +)

Health Surveillance

Faith in Action, Chelsea/Dexter 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. Sheri Montoye, Executive Director, or appointed staff person will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, Faith in Action, Chelsea/Dexter will have employees self-screen for COVID-19. Faith in Action, Chelsea/Dexter will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. Faith in Action, Chelsea/Dexter will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to the Director or immediate supervisor before and during the work shift. Faith in Action, Chelsea/Dexter has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

- *Employees (paid and unpaid) complete a questionnaire and temp check at building entry for each new shift.*
- *If any of the questionnaire items check yes, or temperature is elevated above 100.4, they must leave the building and report this to the director or immediate supervisor.*
- *If reporting no symptoms at arrival, employees (paid and unpaid) wear a cloth or paper mask throughout shift and monitor health throughout shift for any changes, reporting any changes to director or immediate supervisor.*

Faith in Action, Chelsea/Dexter will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Faith in Action, Chelsea/Dexter will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, the Executive Director will notify both the local public health department, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19. When notifying coworkers, contractors, and suppliers, Faith in Action, Chelsea/Dexter will not reveal the name or identity of the confirmed case.

Faith in Action, Chelsea/Dexter 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 CDC.

Training

The Executive Director shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Faith in Action, Chelsea/Dexter will train workers on, at a minimum:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.
2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Symptoms of COVID-19.
4. Workplace infection-control practices.
5. The proper use of PPE, including the steps for putting it on and taking it off.
6. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
7. How to report unsafe working conditions.

The Executive Director shall create a record of the training. The record will list the names of the employees trained, the training date, name of trainer, and content of training.

Recordkeeping

Faith in Action, Chelsea/Dexter will maintain the following records as they relate to the COVID-19 preparedness and response plan:

1. Training records.

2. A record of daily entry self-screening results for all employees or contractors entering the workplace, including a questionnaire covering signs and symptoms of COVID-19 and exposure to people with suspected or confirmed COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, a record that within 24 hours the local public health department was notified as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

The Executive Director will ensure that the records are kept.

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Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

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