

Diocese of Lansing COVID-19 Preparedness and Response Plan (Updated July 17, 2020)

In accordance with [Executive Order 2020-145](#) (and any subsequent related orders), the Diocese of Lansing (DOL) on behalf of all of its parishes and schools, institutes this COVID-19 Preparedness and Response Plan (“Plan”) for all employees.

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

Employees with questions are encouraged to contact Lisa Kutas, Human Resources Director at lkutas@dioceseoflansing.org

1. Prevention Efforts and Workplace Controls

a. Cleanliness and Social Distancing

The current Executive Order requires that work that can be performed remotely (i.e., without the worker leaving his or her home or place of residence) should be performed remotely. Employees who are able to perform their duties remotely may be permitted to work from home in accordance with approved telework arrangements with their supervisor.

Each location will designate a COVID-19 supervisor(s) to implement, monitor, and report, as needed, on the COVID-19 control strategies. Any concerns regarding a violation of the Plan will be reported to the onsite COVID-19 supervisor.

For all onsite workers, DOL abides by the recommended social distancing and other safety measures and establishes the following:

- Large gatherings of staff are minimized whenever possible; meetings are postponed, cancelled or held remotely. If a meeting is essential, it is held in a large or outdoor space with proper physical spacing between participants;
- Employees are required to maintain physical distance when reporting to work and leaving work;
- Employees’ work areas are no fewer than six feet apart;
- Employees will wear masks if a physical distance of six feet or more cannot be maintained at work;
- Employees’ interactions with the general public are modified to allow for additional physical space between parties; and
- Non-essential travel is postponed or cancelled.

DOL parishes and schools provide employees with, at a minimum, non-medical grade face coverings.

In addition, DOL is instituting the following cleanliness measures:

- Improving air quality throughout the buildings where possible by increasing outdoor ventilation, and eliminating recirculation. Questions about your HVAC system should be directed to your service provider or you may contact Alan Olsen at aolsen@dioceseoflansing.org
- Performing routine environmental cleaning and applying disinfectant to common area touchpoints; and
- Providing hand sanitizer in high-traffic areas.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work areas 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;
- 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 DOL premises;
- Complying with daily health screening processes;
- 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 of COVID-19, DOL parishes and schools:

- Inform the local public health department
- Inform all employees with and near whom the diagnosed employee worked of a potential exposure;
- Keep confidential the identity of the diagnosed employee; and
- Conduct cleaning and disinfecting of the diagnosed employee's work area, as well as those common areas potentially infected by the employee.

All employees who worked in sustained (more than 15 minutes), close proximity (less than six feet without masks) to the diagnosed employee are also removed from the worksite for up to 14 days¹; 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.

¹ Public Health Recommendations for Community-Related Exposure, Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

DOL completes a MiOSHA Form 300, as well as a Form 301, “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 (OSHA) 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 at this time.

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

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 should notify their supervisor:

- 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 who are seeking medical attention.

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, DOL asks employees to consider the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever (temp of 100.4 degrees or higher), cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.

2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or seeking medical attention because they are displaying the symptoms of COVID-19?

If yes, notify your supervisor immediately. Access may be denied, depending on the circumstances and the employee may be advised to self-isolate/self-quarantine at home (work from home) according to local health department guidance.

3. Have you travelled via airplane internationally or domestically in the last 14 days?

If yes, notify your supervisor immediately. Access may be denied, and the employee may be advised to self-isolate/self-quarantine at home (work from home) according to local health department guidance.

Employees who develop symptoms while at work must immediately report to their supervisor and/or Human Resources. Documentation of daily screenings will be maintained for 30 days.

c. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work after they are released from quarantine by the local health department.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis may, at the employer's discretion and in consultation with the local health department be required to isolate at home for up to 14 days after exposure depending on the type of close contact and whether the employee is exhibiting symptoms. If the employee is directed to isolate by the local health department they may only return to work once they are released from isolation by the local health department.

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

Employees may be eligible for paid leaves of absence according to the Church Provided Emergency Paid Sick Leave and Family Medical Leave policy.

4. Plan Updates and Expiration

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

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

Acknowledgement

I acknowledge that I have read and understand the Diocese of Lansing's COVID-19 Preparedness and Response Plan. I understand that the onsite COVID-19 supervisor for my site is _____ and that unsafe working conditions are to be reported to him/her.

I have completed the online COVID-19 training provided through OSHA and have presented my certificate of completion to the onsite COVID-19 supervisor so that the certificate may be placed in my personnel file. Training may be located at: <https://www.360training.com/course/coronavirus-awareness>

I will comply with the daily symptom checks for as long as they are needed and I will not come to work or stay at work if I am exhibiting symptoms of COVID-19.

I have received a copy of the Church Provided Emergency Paid Sick Leave and Family Medical Leave policy.

Employee Name: _____

Signature: _____

Date: _____