



COVID-19 Preparedness and Response Plan

In accordance with **Executive Order 2020-91**, the United Methodist Foundation of Michigan institutes this COVID-19 Preparedness and Response Plan.

The Foundation aims to protect its workforce by enacting all appropriate prevention efforts. The Foundation 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 the President and Executive Director at 888-451-1929. Employees are also required to review the following documentation to understand the symptoms of COVID-19 and personal prevention methods.

Employees are required to read and verify their compliance.

Prevention Efforts and Workplace Controls

Cleanliness and Social Distancing

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements. The Foundation will continue to allow work from home arrangements until the end of 2020. At such time, arrangements and protocols will be reviewed for continuation.

Recognizing that some on-site duties will still need to be performed, the following safety and social distancing policies will be followed:

- In person meetings are postponed, cancelled or held remotely
- Work stations are arranged 6 feet apart
- Schedules will be "staggered" to allow only one employee on site the majority of time until further notice
- Employees' work stations are no fewer than six feet apart
- Employees are not expected to interact with the general public in person. Clients will be notified that conducting business electronically and by use of US Postal Service is required.
- Non-essential travel is postponed or cancelled.
- The office door will remain locked during office hours
- Mail in the Grand Rapids office will be received via the mail slot. Outgoing mail will be dropped at the appropriate mail receptacle.
- On site vendors will be allowed only as needed to continue business operations. They will be requested to wear a face mask and maintain social distancing guidelines. Their on-site presence must be scheduled in advance with and employees will be notified of such visits.

The Foundation will provide employees with non-medical grade face coverings for times they may be in the presence of others when performing their job duties. The Foundation will

perform routine environmental cleaning and disinfection, especially of common areas; and provide hand sanitizer and hand washing supplies for use.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning workstations at the beginning and end of each shift
- Cleaning high touch surfaces in the common areas of the workplace at the 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 premises
- Complying with daily screening processes
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms
- Complying with self-isolation or quarantine orders

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 leave the worksite.

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

- 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
- 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 banned from the worksite for 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.

The Foundation will complete required OSHA reporting as required.

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.

Identification and Isolation of Sick and/or Exposed Employees

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.

Employees' Self-Monitoring

The following employees should **not** report to work and, upon notification to the Foundation, will be excused from their work duties:

- 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
- 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

Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, employees will need to answer the following questions on the provided form when they plan to work on site.

Employees will be asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, chills or sweats, cough, shortness of breath or chest tightness, nasal congestion, body aches, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?

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 displaying the symptoms of COVID-19?
 - a. If yes, access is denied, and employee 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, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

Employees who develop symptoms during their shift must immediately report this to the President and Executive Director.

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)
- 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)
- At least 7 days have passed since symptoms first appeared

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, the Foundation may accept written statements from employees confirming all the factors supporting their release.

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.

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.

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.

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.

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.

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised
2. Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath)
3. Having close contact in the last 14 days with a confirmed COVID-19 diagnosis
4. Needing to care for someone with a confirmed COVID-19 diagnosis
5. 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)

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."

The Foundation is also mindful of its obligations under the Americans with Disabilities Act ("ADA"). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then the Foundation engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

Plan Updates and Expiration

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

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