



Manna Food Project

COVID-19 PREPAREDNESS AND RESPONSE PLAN

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COVID-19 PREPAREDNESS AND RESPONSE PLAN

Manna Food Project takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Others either are or will soon be welcomed back into work, either because they are critical infrastructure workers, because they are needed to conduct minimum basic operations for our business or because our business is once again allowed to open. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for our employees, customers and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. Manna Food Project is focused on five lines of defense:

1. Limiting the number of people in the facility,
2. Limiting the number of people together in the same place within the facility,
3. Sanitizing all areas on a regular basis,
4. Requiring all staff, volunteers, and visitors to fill out a self-disclosure form, which includes recording body temperature, and
5. Requiring appropriate personal protection equipment, including masks and gloves.

Note: Manna Food Project may amend this plan based on changing requirements and the needs of our business.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Clients (people receiving food assistance)
- Guests (visitors, vendors, community partners)
- The general public

Our employees fall into both of the following categories as defined by OSHA:

- **Lower exposure risk** (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- **Medium exposure risk** (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

COVID-19 Workplace Coordinators (Task Force)

Manna Food Project has designated the following staff as its COVID-19 Workplace Coordinators:

Kim Baker, Executive Director
kbaker@mannafoodproject.org
231-675-5715

Jessyca Stoepker, Program Coordinator
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269-908-8563

The coordinators' responsibilities include:

- Staying up to date on federal, state, and local guidance
- Incorporating those recommendations into our workplace
- Training staff and volunteers on control practices, proper use of personal protective equipment, and the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19
- Reviewing HR policies and practices to ensure they are consistent with this plan and existing local, state, and federal requirements

Responsibilities of Manna Food Project Workplace Coordinators

All Manna Food Project workplace coordinators must be familiar with this plan and be ready to answer questions from employees. Additionally, Manna expects that they will set a good example by following this plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Manna Food Project will:

- Require, and keep organized records of, daily self-screening protocols for all employees, volunteers, or visitors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID-19.
- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, volunteers, visitors, and clients who do not already have their own.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to disinfect and decontaminate the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite, and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify:

- The local public health department,
- Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19, and
- The general public, in the event that the employee exposed clients receiving food assistance.
- Train employees on how to report unsafe work conditions.

Responsibilities of Employees

We are asking each of our employees to help with our prevention efforts while at work. Manna Food Project understands that, in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing any signs or symptoms of COVID-19, as described below. If employees have specific questions about this plan or COVID-19, they should ask their manager, supervisor, or contact Kim Baker.

OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

1. Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
2. Avoid touching your eyes, nose, or mouth with unwashed hands.
3. Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
4. Avoid close contact with anyone who is sick.
5. Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms include:

- Dry cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately, and consult their healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms.

“Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. The CDC defines “close contact” as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a “prolonged period of time;” (the CDC estimates range from 10 to 30 minutes), or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

Preventative Measures to Minimize Exposure

Manna Food Project has put a number of best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our plan is focused on five lines of defense:

1. Limiting the number of people in the facility,
2. Limiting the number of people together in the same place within the facility,
3. Sanitizing all areas on a regular basis,
4. Requiring all staff, volunteers, and visitors to fill out a self-disclosure form, which includes recording body temperature, and
5. Requiring appropriate personal protection equipment, including masks and gloves.

MINIMIZING EXPOSURE: CO-WORKERS

Manna Food Project takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and providing employees with the necessary tools to do so.

General Education

- Posting CDC information, including recommendations, symptoms, and risk factors.
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- Providing tissues and no-touch trash bins to minimize exposure to infectious secretions
- Ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.

- When possible, avoid the use of other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use.

Social Distancing

- Limit in-person meetings.
- Restrict the number of workers present on-site to no more than necessary.
- Promote remote work as much as possible.
- Encourage and require social distancing to the greatest extent possible while in the workplace.
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation.
- Requiring use of masks and gloves.
- Prohibiting the sharing of food utensils and food with other employees.
- Providing services through curbside pick-up or delivery.

Restricting employees from the workplace if they display symptoms of COVID-19

- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home. Manna Food Project will request that they get tested as soon as possible.
- The ability to work remotely will be encouraged where possible.
- Guidance from the employee's health care provider on their return to work date will be required, and/or a negative result from diagnostic testing.

Actively encourage sick employees to stay home:

- Statements regarding PTO programs, Families First Coronavirus Response Act Policies, and other programs have been shared with all employees. If employees have questions regarding use of emergency paid sick time, employees should contact Kim Baker.
- Manna Food Project will follow state and federal guidance regarding return to work policies.

If an employee has a confirmed case of COVID-19, Manna Food Project ensures:

- We will communicate with co-workers.
- We will request all staff be tested for COVID-19.
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed and report cases to OSHA according to their reporting/recordkeeping requirements.
- We will follow CDC and state protocols for returning to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas. Guidance from the employee's health care provider will also be considered.
- We will monitor and respond to absenteeism, checking in on employees regularly.

Plans have been developed to continue essential business functions in the event one or more employees have a confirmed case of COVID-19.

Checklist for when an employee tests positive for COVID-19

- ✓ Treat positive test results and “suspected but unconfirmed” cases of COVID-19 with the same urgency and significance.
- ✓ If the source of infection is known, identify if it was at the workplace or outside.
- ✓ If the infection was contracted inside the workplace, notify Bingham Insurance Services. Place the employee on workers’ compensation leave (with pay).
- ✓ Consider and then include employee benefit plans that may be available, such as FMLA, PTP, paid sick leave, etc.
- ✓ Disclose identity of employee to the Health Department of Northwest Michigan and other officials if required. Consult with health department officials for guidance on employee transmission and/or how to proceed with operations.
- ✓ Notify the positive employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19. DO NOT identify the infected employee by name and, to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- ✓ For employees who had close contact in the past 14 days, send them home for a 14-day self-quarantine and request they get tested.
- ✓ Notify known customers, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name. Currently, there is no guidance on how far a company should investigate for third parties who may have come into contact with an employee through work. It is safe to include any parties on the employee’s work calendar, in visitor logs, or otherwise readily available or known.
- ✓ Arrange for a professional cleaning of the employee’s workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- ✓ Respond to inquiries by CDC or public health authorities as received.

MINIMIZING EXPOSURE: CLIENTS AND THE GENERAL PUBLIC

Manna Food Project business practices are evaluated to ensure safety and health of all individuals and members of the public.

- Social distancing practices to be observed:
 - Distributing food occurs outside the building as a curbside service
 - Clients are not allowed within the building
 - 6-foot distances are enforced as much as possible
- Food boxes are handled with gloves.
- Registration is done with clients inside their vehicles; signatures are not required.
- Manna Food Project will provide masks to clients as well as appropriate disinfectants so that individuals can clean work areas before and after use.
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.
- Any individual entering the facility may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms will be observed, and individuals displaying symptoms of COVID -19 will be removed from the workplace.

MINIMIZING EXPOSURE: VISITORS, VENDORS, AND OTHERS

- All business partners that work within Manna Food Project have been provided this plan.
- Manna Food Project will limit the number of visitors in the facility.
- On an individual basis, certain functions and vendors may be postponed until a later date.
- Any individual entering one of the Manna Food Project facilities is required to wear a mask, and may have their temperature checked and/or a questionnaire completed prior to entry.

This plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees and visitors remains the top priority at Manna Food Project. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, Manna Food Project is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA, and any other public entities.

Governor Whitmer's Executive Order 2020-91 is available in the following pages and online ([click here for the full order](#)), along with industry specific guidelines.

Template for this document provided by Small Business Association of Michigan, May 19, 2020.

Executive Order 2020-91 (COVID-19)

Safeguards to protect Michigan's workers from COVID-19

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

On March 10, 2020, the Department of Health and Human Services identified the first two presumptive-positive cases of COVID-19 in Michigan. On that same day, I issued Executive Order 2020-4. This order declared a state of emergency across the state of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 et seq., and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL 10.31 et seq.

Since then, the virus spread across Michigan, bringing deaths in the thousands, confirmed cases in the tens of thousands, and deep disruption to this state's economy, homes, and educational, civic, social, and religious institutions. On April 1, 2020, in response to the widespread and severe health, economic, and social harms posed by the COVID-19 pandemic, I issued Executive Order 2020-33. This order expanded on Executive Order 2020-4 and declared both a state of emergency and a state of disaster across the State of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, and the Emergency Powers of the Governor Act of 1945. And on April 30, 2020, finding that COVID-19 had created emergency and disaster conditions across the State of Michigan, I issued Executive Order 2020-67 to continue the emergency declaration under the Emergency Powers of the Governor Act, as well as Executive Order 2020-68 to issue new emergency and disaster declarations under the Emergency Management Act.

The Emergency Management Act vests the governor with broad powers and duties to “cop[e] with dangers to this state or the people of this state presented by a disaster or emergency,” which the governor may implement through “executive orders, proclamations, and directives having the force and effect of law.” MCL 30.403(1)-(2). Similarly, the Emergency Powers of the Governor Act of 1945 provides that, after declaring a state of emergency, “the governor may promulgate reasonable orders, rules, and regulations as he or she considers necessary to protect life and property or to bring the emergency situation within the affected area under control.” MCL 10.31(1).

To suppress the spread of COVID-19, to prevent the state's health care system from being overwhelmed, to allow time for the production of critical test kits, ventilators, and personal protective equipment, to establish the public health infrastructure necessary to contain the spread of infection, and to avoid needless deaths, it is reasonable and necessary to direct residents to remain at home or in their place of residence to the maximum extent feasible. To that end, on March 23, 2020, I issued Executive Order 2020-21, ordering all people in Michigan to stay home and stay safe. In Executive Orders 2020-42, 2020-59, 2020-70, and 2020-77, I extended that initial order, modifying its scope as needed and appropriate to match the ever-changing circumstances presented by this pandemic.

The measures put in place by these executive orders have been effective: the number of new confirmed cases each day has started to drop. Although the virus remains aggressive and persistent—on May 17, 2020, Michigan reported 51,142 confirmed cases and 4,891 deaths—the strain on our health care system has begun to relent, even as our testing capacity has increased. We have now begun the process of gradually resuming in-person work and activities that were temporarily suspended under my prior

orders. In so doing, however, we must move with care, patience, and vigilance, recognizing the grave harm that this virus continues to inflict on our state and how quickly our progress in suppressing it can be undone.

In particular, businesses must do their part to protect their employees, their patrons, and their communities. Many businesses have already done so by implementing robust safeguards to prevent viral transmission. But we can and must do more: no one should feel unsafe at work. With this order, I am creating an enforceable set of workplace standards that apply to all businesses across the state. These standards will have the force and effect of agency rules and will be vigorously enforced by the agencies that oversee compliance with other health-and-safety rules. Any failure to abide by the rules will also constitute a failure to provide a workplace that is free from recognized hazards within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011.

Acting under the Michigan Constitution of 1963 and Michigan law, I order the following:

1. All businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, and any order that follows it, must, at a minimum:
 - a. Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available [here](#). By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
 - b. Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
 - c. Provide COVID-19 training to employees that covers, at a minimum:
 - i. Workplace infection-control practices.
 - ii. The proper use of personal protective equipment.
2. 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.
3. How to report unsafe working conditions.
 - a. Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
 - b. Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.

- c. Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- d. Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- e. Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- f. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- g. Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
 - i. When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 - The local public health department, and
 - ii. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- h. Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- i. Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- j. Restrict business-related travel for employees to essential travel only.
 - i. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- k. Promote remote work to the fullest extent possible.
- l. Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.