



## Manna Food Project

### **COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**Prepared: May 26, 2020**

**Updated: September 1, 2020**

# 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  
jstoepker@mannafoodproject.org  
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: 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.

## 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 curb-side 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 a Manna employee has come in "close contact" with a client, volunteer, program partner, or other person who has been confirmed with COVID-19:

- The employee will immediately discontinue working at Manna until they receive a negative COVID-19 test result.
- The employee will contact their doctor or primary care provider to receive a COVID-19 test and advise them where to go.
- Manna will notify the Health Department of Northwest Michigan of the situation.
- Manna will notify the other staff members and volunteers of the dates and times the employee was working at Manna and that they may have been exposed to COVID-19.
- The employee will be able to return to work after attaining a negative test result.

## If a Manna employee has a confirmed diagnosis of COVID-19, Manna Food Project ensures:

- We will communicate with co-workers clearly and regularly.
- 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 according to 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 employee health care providers 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.

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This plan is based on information and guidance from the State of Michigan, CDC, and OSHA at the time of its development. The safety of our employees and visitors remains the top priority at Manna Food Project. 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 Health Department of Northwest Michigan, State of Michigan, CDC, World Health Organization (WHO), OSHA, and any other public entities.

This document complies with preparedness practices required in Governor Whitmer’s Executive Order No. 2020-161 and OSHA’s “Guidance on Preparing Workplaces for COVID-19.”

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