



Manna Food Project

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Prepared: May 26, 2020

Updated: March 24, 2021

This plan is based on information and guidance from the Health Department of Northwest Michigan, 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.

Template for this document provided by Small Business Association of Michigan, May 19, 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 and volunteers
- 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 and/or repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Diarrhea
- Nausea and/or vomiting
- Congestion and/or runny nose

Any employee displaying these symptoms will not report to work, and will immediately be asked to quarantine and obtain diagnostic testing.

A negative result of a molecular diagnostic test (aka RNA or PCR test, as opposed to an antigen/rapid test) is required in order for an employee to return to work. Proof of the negative result must be provided in the form of paperwork, an email, or screenshot. Manna will provide paid time off (PTO) during the period an employee waits for test results.

If employees come into close contact with someone showing 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 and the Health Department of Northwest Michigan has defined “close contact” as either:

- Being within 6 feet of an infected person for 15 cumulative minutes or more, over a period of 24 hours.
- 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).

An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19.

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.

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.
- Any individual entering one of the Manna Food Project facilities may be required to provide a phone number in order to assist the health department with contract tracing in the case of an outbreak. This information will not be shared and will only be utilized for the purpose of contract tracing.

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.
- Any individual entering one of the Manna Food Project facilities may be required to provide a phone number in order to assist the health department with contract tracing in the case of an outbreak. This information will not be shared and will only be utilized for the purpose of contract tracing.

CO-WORKERS AND VOLUNTEERS

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.

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.
- The employee will obtain a COVID-19 test as soon as possible. The employee will be provided with PTO during the period an employee waits for test results.
- Volunteer shifts will be cancelled until the results of the test are known.
- The employee will be able to return to work after obtaining and providing proof of a negative test result and/or following the mandatory quarantine period as recommended by the health department.

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 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.
- We will request all staff be tested for COVID-19.
- We will work with our local health department to provide them with the name and contact information 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.

If a Manna employee has a confirmed diagnosis of COVID-19, the employee may return to work if the following conditions are met:

1. The employee's fever has disappeared for more than 24 hours, without medication to control it.
2. The employee's other symptoms (such as cough, headache, chills, muscle pain, sore throat, etc.) are improving.
3. It has been 10 days since the onset of the employee's symptoms, or date of the test, whichever is longest, and healthcare providers have agreed to the employee's return.

The employee does not need to take a second COVID-19 test in order to return to work.

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 and volunteers who may have come into contact with employee at work within the past 14 days that they may have been exposed. DO NOT identify the infected employee by name and, to the greatest extent possible, avoid making any direct or indirect references that would lead them to identify 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. 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.