

MID MICHIGAN COLLEGE

COVID-19

PREPAREDNESS & RESPONSE PLAN



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Mid Michigan College COVID-19 Preparedness & Response Plan

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Overview

This COVID-19 Preparedness & Response Plan has been created for Mid Michigan College's (Mid) campus facilities, located at 1375 S. Clare Ave, Harrison MI 48625 and 2600 S. Summerton Rd., Mt. Pleasant MI 48858, in accordance with the MIOSHA Emergency Rules for Coronavirus Disease 2019 (COVID-19). The purpose of this Plan is to minimize or eradicate employee exposure to SARS-CoV-2.

The MIOSHA Emergency Rules have general safeguards applicable for all workplaces and specific safeguards established for certain industries. Mid Michigan College has read these carefully and implemented safeguards that are appropriate for the College, based on its educational operations. These safeguards have been incorporated into this COVID-19 Preparedness and Response Plan.

Mid has designated several worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this Plan. These 'supervisors' consist of Security personnel, Facilities, Custodial, Human Resources, and College Compliance and Ethics with assistance from the College's COVID 19 Task Force. Security staff are onsite at all times when College facilities are open and accessible to the public. During these hours, Security monitors and enforces the control strategies developed in this Plan. When College facilities are closed to the public but employees are onsite, an employee from Facilities/Custodial will be designated to monitor and enforce control strategies. Questions or concerns regarding COVID-19 control strategies outlined in this plan may be directed to: Martricia Farrell, Director of College Compliance and Ethics, mfarrell@midmich.edu (989) 386-6622 ext. 394.

This Plan will be distributed through email to all employees' midmail accounts and also through a post on the College's website. Request for paper copies may be submitted to sos@midmich.edu.

Exposure Determination

Mid has evaluated routine and reasonably anticipated tasks and procedures for all employees to use to determine whether there is an actual or reasonably anticipated exposure to SARS-CoV-2. Information for this evaluation was compiled from various departments throughout the College. Final review was given by Human Resources and the Office of College Compliance and Ethics.

Mid has determined that its employees' jobs are in lower and medium exposure risk categories as

defined by the OSHA Guidance on Preparing Workplaces for COVID-19, defined as follows:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19, nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, providing that the employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2 but are not known or suspected COVID-19 patients. Examples are jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Per OSHA Guidance on Preparing Workplaces for COVID-19, high risk jobs are those with the highest potential for exposure to known and suspected cases of COVID-19. Examples included, but are not limited to, most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. The College recognizes that faculty and students in its healthcare programs are in a high risk environment during clinicals and other off-campus training opportunities. However, those individuals, and the associated risks, will be addressed in the plans at the facilities where they are working. Therefore, at the time of implementing this Plan, Mid has determined that no jobs at either campus/facility meet the definition of high-risk exposure.

Mid has classified its positions as follows:

Please note: Some job risk exposure may shift between medium, low, or no risk of exposure depending on the task and qualifying factors

Job/Task	Exposure Risk Determination (Low or Medium)	Qualifying Factors (Contact with Public, Limited Contact or No Contact with the Public)
Student Services Staff	Medium	Public Contact
Financial Aid Staff	Medium	Public Contact
Human Resources Staff	Low	Limited to no Public Contact
Business Services Staff	Low	Limited to no Public Contact
Technology Services Staff	Low	Limited to no Public Contact
Academic Affairs Staff	Low	Limited to no Public Contact
Faculty/Instructors	Medium	Public Contact
Workforce & Economic	Low	No Public Contact

Development Staff		
Maintenance Staff	Low	Limited to no Public Contact
Custodial Staff	Low	No Public Contact
President and Staff	Medium	Public Contact
Marketing Staff	Low	No Public Contact
Security Staff	Medium	Public Contact

Engineering Controls

To minimize or eliminate exposure to SARS-CoV-2, Mid has implemented feasible engineering controls. Engineering controls involve isolating employees from work-related hazards through ventilation and other engineered solutions. These types of controls reduce exposure to hazards without relying on employees to modify their behaviors.

For lower-exposure risk jobs, new engineering controls are not required. For medium- exposure risk jobs, engineering controls include, but are not limited to:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers
- Installing a drive-through window for customer service
- Increasing the amount of ventilation in the building
- Increasing the amount of fresh outdoor air that is introduced into the building

The Director of Facilities, with assistance from the COVID-19 Task Force, reviewed, developed and implemented the engineering controls charted below. The Director of Facilities will continue to monitor the implemented engineering controls for their effectiveness and service as needed.

Engineering Controls Implemented

Job/Task	Engineering Control
Student Services Staff	Physical sneeze guard barriers between staff member and customer; work stations spaced more than 6ft apart between co-workers; limited staff on site by working a rotational schedule
Financial Aid Staff	Physical sneeze guard barriers between staff member and customer; work stations spaced more than 6ft apart between co-workers; limited staff on site by working a rotational schedule
Faculty/Instructors	Physical sneeze guard barrier between faculty/instructor and students; necessary on-

	site classes schedule in the largest classrooms to provide as much distance as possible between students and between faculty/instructor & student; disinfectant spray and towels provided in each classroom to be used before and after each class; hand sanitizer provided in each classroom
President and Staff	Use of Zoom for any Board of Trustees meetings and one-on-one meetings with community members; if an in-person meeting is needed, use of the President's conference room at either campus for no more than 5 people to ensure proper social distancing can be maintained as much as possible
Security Staff	Physical sneeze guards installed on desks in security offices between security member and customer; work stations spaced more than 6ft apart between co-workers; Security staff working a rotational schedule.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that are implemented to minimize or eliminate employee exposure to the hazard. The Associate Vice President of Human Resources (AVP) and the Director of College Compliance and Ethics (with assistance from the COVID-19 Task Force) reviewed, developed and implemented the administrative controls, listed below.

The AVP of Human Resources and the Director of College Compliance and Ethics will continue to monitor the established administrative controls for their effectiveness and will update as needed.

Administrative controls established and implemented as feasible:

Job/Task	Administrative Control (Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain social-distancing of at least six feet at all times and as feasible
All areas of campus	Use of ground markings, signs, and physical barriers to remind employees to remain six feet from others
All employees	Promote remote work (telecommuting) to the fullest extent possible

All departments with exception to faculty/instructors	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
Faculty/instructors	Courses taught remotely; necessary onsite classes scheduled in the largest classrooms to provide 6ft distancing between students and faculty/instructor & student, with the exception of medical, science and occupational technical labs
All employees	Restrict business-related travel for employees to essential travel only
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing
All employees	Minimize the sharing of tools, equipment, and items
All employees	Offer employees non-medical grade face coverings.
All employees	Require employees to wear face coverings when on campus, except when they are within their personal work space and not interaction with others
All Students/Guests	Require customers and the public to wear face coverings while inside college buildings/facilities
All employees and students	Keep customers informed about symptoms of COVID-19 and ask ill customers to stay at home until healthy
In all classroom, offices and throughout hallways	Provide customers and the public with tissues and trash receptacles
All Students/Customers	Encourage students to place orders for merchandise or books through the phone or web
Bookstore/All Students	Promote curbside delivery for textbook pick up to minimize contact with customers
All Campus Areas	Notices posted throughout each campus and weekly emails sent to all employees encouraging proper self-screening and precautionary etiquette
Human Resources/All employees	Ensure that sick leave policies are flexible and consistent with public health guidance so employees do not come to work when feeling ill
College Compliance/All Employees/Students	Provide online Self Reporting of COVID 19 positive cases through MidCares Webpage
College Website	Provides up to date COVID 19 information and resources, as well as tracking of COVID 19 cases on campus

Hand Hygiene

Mid promotes and encourages frequent and thorough handwashing and provides adequate

handwashing facilities. The College ensures that these facilities are open and available to all employees, students, vendors and visitors. Signs are posted by handwashing stations that encourage individuals to wash hands with soap and water for at least 20 seconds. Additionally, in areas where soap and running water are not immediately available (such as classrooms and office suites) antiseptic hand sanitizing dispensers have been installed. Hand soap and sanitizers contain at least 60 percent alcohol.

The Custodial team monitors handwashing stations and dispensers and ensures that they are adequately stocked and available.

Disinfection of Environmental Surfaces

Mid has increased facility cleaning and disinfecting in an effort to limit exposure to COVID-19, especially on high-touch and shared surfaces, such as door handles, desks, and equipment. Additionally, cleaning supplies are available in all classrooms and office suites. Employees are encouraged to wipe down desks and equipment prior to, and after use.

The Custodial team is responsible for assuring that environmental surfaces are cleaned and disinfected nightly. The Custodial team evaluates information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are believed to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer’s instructions for use of all cleaning and disinfectant products are strictly adhered to.

Below is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection conducted by the Custodial team:

Surface	Method/Disinfectant Used	Schedule/Frequency
Desk/Tables	Clean/sanitize with Envirox Fresh Concentrate 118. Cleaned with paper towels	Classrooms – at the end of each class Offices – at the end of each workday
High Touch Points	Husky 891 Arena disinfectant; Sprayed with a fogging device	Daily
Restrooms	Husky 891 Arena. Spray and wipe clean with microfiber cloths	Daily

Mid will perform enhanced cleaning and disinfecting after persons confirmed to have COVID-19 have been in a work area/classroom. The affected area will be temporarily closed and employees/students will be relocated. The Custodial Manager will be responsible for seeing that this protocol is administered.

The following methods are used for enhanced cleaning and disinfection:

If a positive case is immediately known, the area of the college used by the individual would be cordoned off limits for 24 hours. At the end of the 24-hour period, the area would be thoroughly wiped down and sprayed with the Husky 891 disinfectant. The room would be available for use 15 minutes after the spray has been administered.

Personal Protective Equipment (PPE)

Mid will provide employees with the types of personal protective equipment (including respirators if necessary) for protection from SARS-CoV-2, appropriate to the exposure risk associated with the job. The College must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE must be:

- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted, as applicable
- Consistently and properly worn
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned, and stored/disposed of (as applicable) to avoid contamination of self, others, or the environment

Mid will provide non-medical grade face coverings to employees (non-medical grade face coverings are technically not considered PPE) and requires employees to wear face coverings while on campus, except when they are within their own personal work space and not interacting with others. Mid will supplant face shields for face coverings when employees cannot consistently maintain three feet of separation from other individuals in the workplace and cannot wear a face covering.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
All employees	Non-medical grade face covering or face shield
Custodial staff	Non-medical grade face covering, face shield, vinyl gloves. Tyvek suits in areas that have had a known COVID-19 positive case within the prior 24 hours.

Health Surveillance

As part of our requirement for this Response Plan, Mid requires all employees, students, vendors and visitors to conduct a daily self-screening before entering College facilities. The College has chosen the Campus Clear App to assist us with this. Self-screening questions cover the signs and symptoms of COVID-19, as well as suspected or confirmed exposure to persons with possible

COVID-19. The College has made this App available to all employees and students and has posted information on all building entry doors. Employees have been directed to promptly report any signs, symptoms or diagnosis of COVID-19 to their supervisor and have been provided with instructions on how to make such a report. Students are also encouraged to report absences to their instructors. The Health Sciences area is currently using the MI Symptoms App which essentially gleans the same information.

Employees should initially contact their immediate supervisor/dean and make them aware of the situation (signs, symptoms, exposure, testing); thereafter, they should complete the [COVID-19 Self Report](#). Additionally, students have been provided with information, instructions and are encouraged to submit a COVID 19 Self Report Form. The COVID-19 Self Report Form is available on the College's website. Completed forms are routed to the College's COVID-19 Care Team.

The Care Team reviews and assess the submitted forms, provides guidance and recommendations to the Covid-19 compromised individual, and considers appropriate actions that may need to be taken by the College to ensure the wellness and safety of the campus community.

Mid will physically isolate any employees with known or suspected COVID-19 from the remainder of the campus community using measures such as, but not limited to:

- Deny known or suspected cases from reporting to work or remaining at work
- Sending known or suspected cases to a location (for example, home) where they can self-isolate during their illness
- Designate work assignments to known or suspected cases at the location where they are self-isolating during their illness

Mid will not discharge, discipline, or in any other way, retaliate against employees who stay at home or leave work when they are at risk of infecting others with COVID-19.

When an employee (who has been on campus) has identified as COVID-19 positive, the Director of College Compliance & Ethics will notify the local public health department, as well any co-workers, students or vendors that the compromised individual may have come in contact with while on campus. The notification of possible exposure will not disclose any personally identifiable information and will include information on the actions to take (such as monitoring for symptoms).

According to the latest guidelines from the CDC, any employee with a confirmed or suspected case of COVID-19 should return to campus only after they are no longer infectious.

Training

The Director of College Compliance & Ethics shall coordinate SARS-CoV-2 training and make the training available to all Mid employees.

Training, at the minimum, will address the following:

- Workplace infection-control practices
- The proper use of personal protective equipment
- Steps the employee must take to report any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
- How to report unsafe working conditions

Trainings are made available to all Mid employees through the SafeColleges training platform. Training records and completion are maintained by the College through the Office of College Compliance & Ethics. Maintained records will include the name of the employee(s) trained and the date training was completed.

Recordkeeping

Mid will maintain records of the following:

- All COVID-19 trainings
- Self-Screening protocols
- COVID-19 Self Report Forms, including a record of actions taken by the College upon notice of a confirmed case. This includes any notification to the local health department and any segmented notifications to co-workers, students, or vendors that the compromised individual may have come in contact with while on campus.

Records will be housed and maintained with the Office of College Compliance and Ethics. Information, available resources, and additional material regarding the College's response to COVID-19 are on the College's [Study Safe, Stay Safe webpage](#).