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 the campuses of Mid Michigan College (Mid) with locations at 1375 S. Clare Avenue, Harrison MI 48625 and 2600 S. Summerton Road, Mt. Pleasant MI 48858. This Plan is in accordance with the MIOSHA Emergency Rules for Coronavirus Disease 2019 (COVID-19) and amended in May 2021. The purpose of this Plan is to minimize or eradicate employee exposure to SARS-CoV-2.

The MIOSHA Emergency Rules have general safeguards that are applicable for all workplaces and specific safeguards established for certain industries. Mid Michigan College has studied 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’ reside in Security, Facilities, Custodial, Human Resources, and College Compliance and Ethics, with the assistance from the College’s COVID-19 Task Force. Security is 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 within 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 the 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 link on the College’s website. Requests for paper copies may be submitted to sos@midmich.edu.

Exposure Determination
To determine whether there is an actual or anticipated exposure to SARS-CoV-2, Mid has evaluated routine and reasonably anticipated tasks and procedures for all employees. This assessment information was compiled from various departments throughout the College. Final review was provided by Human Resources and the Office of College Compliance and Ethics.
As defined by the OSHA Guidance on Preparing Workplaces for COVID-19, Mid has determined that its employees' jobs are in a low and medium exposure risk category.

**Engineering Controls**

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

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

**Engineering Controls Implemented**

<table>
<thead>
<tr>
<th>Job/Task</th>
<th>Engineering Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Staff</td>
<td>Physical sneeze-guard barriers between staff members and customers; disinfectant spray and towels provided in office areas; hand sanitizer provided in office areas</td>
</tr>
<tr>
<td>Financial Aid Staff</td>
<td>Physical sneeze-guard barriers between staff members and customers; disinfectant spray and towels provided in office areas; hand sanitizer provided in office areas</td>
</tr>
<tr>
<td>Faculty/Instructors</td>
<td>Physical sneeze-guard barriers between faculty/instructor and students; disinfectant spray and towels provided in each classroom to be used before and after each class; hand sanitizer provided in each classroom</td>
</tr>
<tr>
<td>President and Staff</td>
<td>To ensure proper social distancing, in-person meetings that utilize the President’s conference room at either campus will have no more than 5 people; disinfectant spray and towels provided in office areas and conference rooms; hand sanitizer provided in office areas and conference rooms</td>
</tr>
<tr>
<td>Security Staff</td>
<td>Physical sneeze-guard barriers between staff members and customers; disinfectant spray and towels provided in office areas; hand sanitizer provided in office areas</td>
</tr>
</tbody>
</table>
Administrative Controls

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

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.

The administrative controls utilized throughout all campus locations include, but are not limited to:

- Require non-vaccinated and partially vaccinated employees to wear face coverings when on campus, except when in their personal work space and not interacting with others
- Offer non-vaccinated and partially vaccinated employees non-medical grade face coverings
- Require students, vendors, and visitors who are not fully vaccinated to wear face coverings while inside college buildings/facilities
- Use of ground markings, signs and/or physical barriers to maintain at least a 3-foot social distance, if feasible
- Restrict business-related travel for employees to essential travel only
- When feasible, limit face-to-face meetings and promote communication with others through phone, email, teleconferencing and web conferencing
- When conducting face-to-face meetings, encourage individuals to maintain a distance of at least 3 feet between participants, if possible
- Limit the sharing of tools, equipment, and other items
- Equipment that has multiple users (ex., copiers, shared office equipment) should be sanitized by employees before and after each use
- Keep the Campus Community informed about symptoms of COVID-19 and ask individuals that are ill to stay at home until healthy
- Make tissues and trash receptacles easily available and accessible to all employees, students, and visitors of the College
- Post notices throughout each campus and send weekly emails to all employees as a reminder to practice proper self-screening and precautionary etiquette
- Ensure that sick leave policies are consistent with public health guidance so employees do not come to work when feeling ill
- Promote online self-reporting of COVID-19 positive cases through MidCares webpage
- Provide current COVID-19 information, resources, and COVID-19 campus case tracking through the Study Safe, Work Safe, Stay Healthy webpage
Hand Hygiene
Mid encourages frequent and thorough handwashing and provides adequate handwashing accommodations. The College ensures that these areas 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 oversees the handwashing stations and dispensers to ensure that they are adequately stocked and available.

Disinfection of Environmental Surfaces
In its effort to limit exposure to COVID-19, Mid has heightened facility cleaning and disinfecting, 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 frequently evaluates information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogen claims are believed to be effective against SARS-CoV-2, based on the published 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:

<table>
<thead>
<tr>
<th>Surface</th>
<th>Method/Disinfectant Used</th>
<th>Schedule/Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk/Tables</td>
<td>Clean/sanitize with Envirox Fresh Concentrate 118; cleaned with paper towels</td>
<td>Classrooms – at the end of each class</td>
</tr>
<tr>
<td>High Touch Points</td>
<td>Husky 891 Arena disinfectant; sprayed with a fogging device</td>
<td>Daily</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Husky 891 Arena; spray and wipe clean with microfiber cloths</td>
<td>Daily</td>
</tr>
</tbody>
</table>

Mid will perform enhanced cleaning and disinfecting of any areas occupied by persons that have been confirmed to have COVID-19. The affected area(s) will be temporarily closed and
employees/students will be relocated. The Custodial Manager will be responsible for oversight of this protocol.

The following methods are used for enhanced cleaning and disinfection:
If a positive case becomes immediately known, the area of the College used by the individual will be cordoned off-limits for 24 hours. At the end of the 24-hour period, the area will be thoroughly wiped down and sprayed with the Husky 891 disinfectant. The room would be accessible for use 15 minutes after the spray has been administered.

**Personal Protective Equipment (PPE)**
Mid will provide non-vaccinated and partially vaccinated 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 adjusted, as applicable
- Properly and consistently 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 non-vaccinated and partially vaccinated employees (technically, non-medical grade face coverings are not considered PPE). The College requires non-vaccinated and partially vaccinated employees to wear face coverings while on campus, except when they are within their own personal work space and/or not interacting with others.

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

<table>
<thead>
<tr>
<th>Job/Task</th>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-vaccinated or partially vaccinated employees</td>
<td>Non-medical grade face covering or face shield</td>
</tr>
<tr>
<td>Non-vaccinated or partially vaccinated Custodial staff</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Health Surveillance**
Mid requires all non-vaccinated and partially vaccinated employees, students, vendors and visitors of the College 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. This information is posted 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 gleams the same information.

If showing signs/exposure or symptoms of COVID-19, employees should 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. Similarly, students have been provided with informational 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. Submitted forms are routed to the College’s COVID-19 Care Team.

The Care Team reviews and assesses 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 employees with known or suspected COVID-19 will be isolated from others in the campus community using measure such as, but not limited to:

- Refusing to let known or suspected cases remain at work or report to work
- Sending known or suspected cases to a location (for example, home) where they can self-isolate during their illness
- Designating 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 any employee who stays at home or leaves work when they are at risk of infecting others with COVID-19.

When an employee (who has been on campus) has been 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 (PPE)
- Process 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

Information and trainings are made available to all Mid employees through the distribution of this Policy. Additionally, COVID 19 training is available to employees through the SafeColleges platform. All Policy distributions and training records are maintained by the College through the Office of College Compliance & Ethics.

**COVID 19 Vaccination Information**
Individuals interested in learning more about the various available COVID 19 vaccines or are interested in finding a vaccination clinic, should visit the Michigan Department of Health and Human Services or contact their Primary Care Provider.

**Recordkeeping**
Mid will maintain records of the following:
- All provided COVID-19 Policy distributions and trainings
- Self-Screening protocols
- COVID-19 Self Report Forms, including a record of actions taken by the College upon the notification 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, Work Safe, Stay Healthy webpage.