

COVID-19 Preparedness & Response Plan

For Lower and Medium Exposure Risk Employers ONLY

✔ General

The following COVID-19 preparedness & response plan has been established for Saugatuck RV Resort in accordance with MIOsha Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Suzanne Schafer, President and Linda Behrendt, Vice President of the Saugatuck RV Resort Condominium Association Board have read these emergency rules carefully, developed the safeguards appropriate to Saugatuck RV Resort based on its type of business or operation, and have incorporated those safeguards into this COVID-19 preparedness and response plan. However, all determinations and responses were reviewed by the remaining five board members. Suggestions were encouraged from all board members and incorporated into the remainder of this document.

Saugatuck RV Resort has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) is Brad Fries, Manager and Todd Fenn, Assistant Manager. The supervisors will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via website and internal network. Employees are encouraged to print a hard copy but it is not mandatory.

✔ Exposure Determination

Saugatuck RV Resort has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Board President and Vice President were responsible for the exposure determination.

Saugatuck RV Resort has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **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, provided 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 who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

The Saugatuck RV Resort Board President and Vice President verify that Saugatuck RV Resort has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Saugatuck RV Resort has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Maintenance of Outdoor Common Element	Lower	Infrequent contact with public. Predominately occurs outdoors

Administrative Duties	Lower/Medium	(L)Only two employees; staggered work days and times when possible. (M)In same building as communal restrooms and rec facilities used by public
Vendor/Contractor Contact	Lower	Infrequent contact. Typically, outdoors
Multiple Person Maintenance Projects	Medium	Close proximity. Shared transportation
Member Services	Medium	Public Contact
Restroom Cleaning;	Lower/Medium	(L)If not open to public, then only used by two employees (M) If used by Public. Exposure to high touch surfaces and average ventilated areas (few windows, etc.)
Communal area cleaning, if opened to public	Lower/Medium	(L)If not open to public, then infrequent use by two employees (M) If open to public used by Public. Exposure to high touch surfaces and average ventilated areas (limited windows, etc.)

 **Engineering Controls**

Saugatuck RV Resort has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

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

The Manager and Assistant Manager will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Administrative Duties	Open window to improve ventilation; Install Medify Air Purifier; Stagger office hours; Restrict public use of communal rooms, if appropriate.
Vendor/Contractor Contact	By Appointment only or teleconferencing; Meet outdoors when feasible. Require a mask for all participants when indoors or proper distancing not possible.
Multiple Person Maintenance Projects	Mask required if distance of six feet not possible. Limit sharing of tools or wear gloves if not possible. Masks required if utilizing shared transportation, i.e. Gator, tractor, etc.
Member Services	By appointment only; Meet in an outdoor setting properly distanced and require a mask for all participants; Use office window as a “drive through” window for meetings

Restroom Cleaning	All doors must be open during cleaning. Proper mask with additional face shield required; Gloves are required. Restrict public use.
Communal Area Cleaning/Laundry room	Restrict public use. Cleaning will follow same protocol as Restroom Cleaning

Administrative Controls

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Members/Guests)
All employees	Maintain at least six feet from everyone on the worksite.
Administrative duties	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All employees and all duties when possible	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees and all duties when possible	When feasible, establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
All employees when interacting with members/guests, contractors, vendors, etc	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All employees when performing member/guest services, and cleaning tasks	Restrict the number of members/guests in the establishment at any given time.
All employees for all tasks	Minimize the sharing of tools, equipment, and items.

Employer to provide	Provide employees with non-medical grade face coverings (cloth face coverings).
All employees for all tasks	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
Member/guest services, vendor contact for all indoor contact; outdoor if 6ft distance cannot be maintained	Require members/guests and the public to wear cloth face coverings.
Member/guest Service, Use of communal areas	Provide members/guests and the public with tissues and trash receptacles.
All employees via training and posters	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
Employer to extend to all employees regardless of job duties	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
Employer does not require one	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
Employer allows this flexibility	Maintain flexible policies that permit employees to stay home to care for a sick family member.
Bathroom and areas for public use	Restrict use by public, i.e. keep close, limit hours, limit capacity.

Hand Hygiene

The Saugatuck RV Resort Manager and Assistant Manager will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, Saugatuck RV Resort shall provide employees with antiseptic hand sanitizers or towelettes. Saugatuck

RV Resort will provide time for employees to wash hands frequently and to use hand sanitizer.

Saugatuck RV Resort shall promote frequent and thorough hand washing, including by providing workers, members/guests, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

✔ **Disinfection of Environmental Surfaces**

Saugatuck RV Resort will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Saugatuck RV Resort will make cleaning supplies available to employees upon entry and at the worksite.

The Saugatuck RV Resort Manager and Assistant Manager will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Saugatuck RV Resort will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected 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 disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Computers, Printers, Office Ipad	Wipe with Lysol/Clorox wipes or other EPA approved product	Minimum twice a day one of which must be at midpoint of work day. More often if used for extended period of time.

Desk surfaces/Office tables	Wipe with Lysol/Clorox wipes or other EPA approved product	Minimum twice a day one of which must be at midpoint of work day. More often if used for extended period of time.
Chairs	Wipe with Lysol/Clorox wipes or other EPA approved product	Minimum twice a day one of which must be at midpoint of work day. More often if used for extended period of time.
Office Door knobs/ keypads/light switches	Wipe with Lysol/Clorox wipes or other EPA approved product	Minimum twice a day one of which must be at midpoint of work day. More often if used for extended period of time.
File Cabinets/Storage Cabinets	Wipe with Lysol/Clorox wipes or other EPA approved product	Minimum twice a day one of which must be at midpoint of work day. More often if used for extended period of time.
Phones	Wipe with Lysol/Clorox wipes or other EPA approved product	Minimum twice a day one of which must be at midpoint of work day. More often if used for extended period of time.
Hallway Doors	Wipe with Lysol/Clorox wipes or other EPA approved product	Minimum twice a day one of which must be at midpoint of work day. More often if used for extended period of time.

Restrooms	Thorough disinfect cleaning of all surfaces with wipe of high touch surfaces in between cleanings	If closed to the public, thorough cleaning once per day in morning with wipe down of high touch surfaces at least once. If open to the public- disinfectant cleaning twice per day and at least wipe down of high touch surfaces at least once per day. Friday through Sunday with extended may require additional cleaning and/or wipe downs. Schedule will be determine based on use
Communal Areas	Thorough disinfect cleaning of all surfaces with wipe of high touch surfaces in between cleanings	If closed to the public, thorough cleaning of the rooms used once per day in morning with wipe down of high touch surfaces at least once. If open to the public- disinfectant cleaning once per day and at least wipe down of high touch surfaces at least once per day. Friday through Sunday with extended may require additional cleaning and/or wipe downs. Schedule will be determine based on use.
Gator, Lawn equipment, tools, and tools available for public use	Wipe down of seats, steering /shifting mechanism and all other touched surfaces	Twice a day or if equipment is handed off between employees in less than a 4-hour period. Signs to be posted that public use tools must be wiped down before and after use.

Saugatuck RV Resort will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The Manager, Assistant Manager, Board President or Vice President will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

Office, Recreational Center, Garage, and Shed will be closed for not less than 72 hours. The Office, restroom and all other rooms used by employees will be thoroughly cleaned.

Personal Protective Equipment (PPE)

Saugatuck RV Resort 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 employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to 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 or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Saugatuck RV Resort will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Saugatuck RV Resort will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Saugatuck RV Resort will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

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

Job/Task	PPE
Outdoor Maintenance including shared transportation	Non-medical disposable mask or cloth mask w/a 3-layer minimum
Administrative Duties	Non-medical disposable mask or cloth mask w/a 3-layer minimum
Multiple Person Maintenance Projects	Non-medical disposable mask or cloth mask w/a 3-layer minimum
Vendor/Contractor Contact	Non-medical disposable mask or cloth mask w/a 3-layer minimum
Member/Guest Services	Non-medical disposable mask or cloth mask w/a 3-layer minimum
Restroom Cleaning	Non-medical disposable mask or cloth mask w/a 3-layer minimum with a face shield; gloves
Communal Areas-Cleaning	Non-medical disposable mask or cloth mask w/a 3-layer minimum with a face shield; gloves

Health Surveillance

Saugatuck RV Resort will 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, together with, if possible, a temperature screening. The Manager and/or Assistant Manager will be responsible for ensuring that all required health surveillance provisions are performed.

Prior to employees leaving their place of residence to start their shift, Saugatuck RV Resort will have employees self-screen for COVID-19. Saugatuck RV Resort will have employees perform a temperature screening and note the outcome in a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. Saugatuck RV Resort will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of

COVID-19 to the Saugatuck RV Resort Board President, or Vice President before and during the work shift. Saugatuck RV Resort has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

The employee shall contact the Saugatuck RV Resort Board President via voice call. If not available, the employee shall contact the Saugatuck RV Resort Board Vice President. In addition, an e-mail or text shall be sent to both the President and Vice President.

Saugatuck RV Resort will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Saugatuck RV Resort will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, the Board President or Vice President (if neither are available, one of managers will assume this responsibility) will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, suppliers, and members Saugatuck RV Resort will not reveal the name or identity of the confirmed case.

Saugatuck RV Resort will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

✔ Training

The Manager and/or Assistant Manager shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Saugatuck RV Resort will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- 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.
- How to report unsafe working conditions.

The Saugatuck RV Resort Board President or Vice President shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✔ Recordkeeping

Saugatuck RV Resort will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

The Saugatuck RV Resort Board President and/or Vice President will ensure that the training records are kept both electronically on the Saugatuck RV Resort Office Computer and hard copies are to be maintained in the main office. Electronic copies of the records for screening and all record of health department contact will be maintained by the Board President and hard copies will be maintained in the Saugatuck RV Resort main office in a locked file cabinet.

FREE onsite consultation service for employers

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers identify and correct potential safety and health hazards.

Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services call 517-284-7720 or visit our website at www.michigan.gov/miosha.

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