



**RE/MAX**  
OF GRAND RAPIDS

# **RE/MAX of Grand Rapids**

**COVID-19 PREPAREDNESS & RESPONSE PLAN**  
Prepared: May 22, 2020

# COVID-19 PREPAREDNESS & RESPONSE PLAN

RE/MAX of Grand Rapids 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. RE/MAX of Grand Rapids is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all frequently touched surfaces
3. Requiring appropriate personal protection equipment (PPE) including masks.

Note: RE/MAX of Grand Rapids may amend this Plan based on changing requirements and the need of our business.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Customers
- Guests - visitors/vendors/family members
- The General Public

Our employees fall into one or more 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)

RE/MAX of Grand Rapids has designated the following staff as its COVID-19 Workplace Coordinators:

Rachael Veldkamp	Broker   Owner	<a href="mailto:rachael.veldkamp@remax.net">rachael.veldkamp@remax.net</a>	616-648-0295
Dave Veldkamp	Dir. of Dev.   Owner	<a href="mailto:daveveldkamp@remax.net">daveveldkamp@remax.net</a>	616-460-6123
Megan Sikkenga	Dir. of Office Sol.	<a href="mailto:megan.sikkenga@remax.net">megan.sikkenga@remax.net</a>	269-921-5080

### **The Coordinators responsibilities include:**

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, 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 RE/MAX of GRAND RAPIDS SUPERVISORS & BROKERAGE STAFF

All RE/MAX of Grand Rapids managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, RE/MAX of Grand Rapids expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and job-site safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

RE/MAX of Grand Rapids will require self-screening protocols for all employees or contractors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

RE/MAX of Grand Rapids will:

- 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, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

- Increase facility cleaning and disinfection to limit exposure to COVID-19, 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 clean and disinfect 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 both:
  1. The local public health department, and
  2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- 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.
- Train employees on how to report unsafe work conditions.

## **UPDATE AS OF JUNE 11 2020**

- Our offices will be opening to customers effective Monday, June 15, 2020 with the following restrictions in place until further notice of a change:
  - Customers will be asked to wear masks in common areas when medically able
  - Customers will be asked to use sanitizer at the door and maintain 6 feet distancing
  - Customers will be asked a series of questions at the door to determine if they will be allowed to enter for a meeting
  - We will keep 50% capacity in all offices
  - Meeting rooms will be sanitized by Office Administrators after each use

## UPDATE AS OF JUNE 1 2020

- The Governor changed the executive order sooner than she originally planned. Please see an important update regarding real estate activities that are allowed. Please remember we still should practice social distancing and wear/require masks in the office, when the seller asks when showing homes, and during any open houses or showing homes that are tenant occupied. We are encourage that you are able to take the steps to resume normal business activities (if you are comfortable) with the proper protocol in place. Thank you for your patience, understanding and willingness to cooperate during this changing time:

### **Governor Whitmer Eliminates Remaining Real Estate Limitations and Reopens Much of the State.**

Today, Governor Gretchen Whitmer signed Executive Order 2020-110, rescinding her "Safer at Home" Order, and moving the entire state to phase four of the MI Safe Start Plan. This action removes most of the restrictions that real estate brokerages and clients have been operating under. As we reported last week, Michigan Realtors® was working with the Governor's Office to remove the previously imposed real estate restrictions. Effective immediately, the following real estate activity is now permitted:

- Private showings are no longer limited to 4 individuals on the property;
- Open Houses are now permitted. However, as an enclosed public space rather than a private showing, masks should be required for those individuals participating. Participants should also adhere to existing 6-foot social distancing requirements;
- Tenant-occupied property may now be shown subject to any requirements under the current lease;
- Short-term rental properties may now be marketed without any state-imposed limitation. However, local restrictions may still be in force.

## RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. RE/MAX of Grand Rapids 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 here 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 signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should contact Dave Veldkamp [daveveldkamp@remax.net](mailto:daveveldkamp@remax.net) 616-460-6123.

### OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are not available, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- 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 of COVID-19 include the following:

- 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 a healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult a 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).

## **HEALTH & SAFETY PREVENTATIVE MEASURES FOR RE/MAX of Grand Rapids**

RE/MAX of Grand Rapids 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 three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate PPE.

### **Minimizing Exposure from Co-workers**

RE/MAX of Grand Rapids 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 provide employees with the necessary tools for these protective behaviors, including:

#### **General Education:**

- Posting CDC information, including recommendations on risk factors
- Providing tissues and no-touch trash bins to minimize exposure to infectious secretions
- 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
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- 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 social distancing to the greatest extent possible in the workplace
- Encourage employees to minimize ride sharing
- Consider use of masks and gloves

- Go “paperless” whenever possible. If you must use the printer / scanner use hand sanitizer before and after.
- Do not share food utensils and food with other employees
- In areas where employees work within 6 feet of each other, computer stations should be moved or repositioned to increase distance
- Deliver items through curbside pick-up or delivery left in hallway outside suite
- Note on doors and doors locked, no public in the building unless it's by appointment
- No Walk-ins
- Temporary plexiglass guard on the counters in reception
- 2 chairs outside the door for “waiting room”
- Close conference rooms and limit seating
  - As well as training rooms
- Tape on the floor to display where people are to stand
- Must be wearing masks in hallways and common spaces
  - Can remove masks when in closed office by themselves
- 7 Step questionnaire process before entry into the building for everyone: Agents, Staff, Delivery Personnel, Guests, and Clients
  - No public entry until after the stay-at-home order is lifted
- Increased cleaning by staff of high touch surfaces a minimum of three times daily: prior to open, mid-day and after close.
- Office Hours will be 9:30a -4:30p Monday through Friday to allow for proper time for our staff to clean and sanitize.

### **Checklist for Employers when employee tests positive for COVID-19**

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- 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 workers’ compensation carrier;
  - Place the employee on workers’ compensation leave (with pay); and
  - Record the infection in the employer’s OSHA 300 log.
- Consider and then include employee benefit plans that may be available including: FMLA, PTP, paid sick leave, etc.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
  - If yes:
    - Notify employee’s manager(s) or supervisor(s) that employee is infected with COVID-19 and is out on leave.
    - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.

- If no:
  - Notify employee's manager(s) or supervisor(s) only that employee is on a leave of absence for non-disciplinary purposes.
- Regardless of yes or no:
  - Disclose identity of employee to any required notification to OSHA or the health department.
- Notify 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 and may wish to see a healthcare provider.
  - Not required to notify other office locations unless the employee visited those sites within past 14 days.
- 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 with employee in past 14 days, send them home for a 14-day self-quarantine.
- 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.
- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- 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.

## **Restrict employees from the workplace if they display symptoms of COVID-19**

- For employees who are completing in-person work, health assessments and/or questionnaires prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- 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.

## **Actively encourage sick employees to stay home:**

- RE/MAX of Grand Rapids will follow state & federal guidance for return to work.
- Guidance from the employee will also be considered.

## **If an employee has a confirmed case of COVID-19, RE/MAX of Grand Rapids ensures the following:**

- We will communicate with co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will report cases to OSHA via their reporting / record keeping requirements
- RE/MAX of Grand Rapids will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered
- We will perform increased environmental cleaning and disinfection
  - Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day
  - We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - RE/MAX of Grand Rapids provides disinfectant supplies so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools and equipment) can be wiped down by employees before each use.
  - Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms
  - Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.
  - Monitor and respond to absenteeism
- We have a flexible work environment where individual departments have the ability to work remotely and at different times by appointment and on a case-by-case basis when needed.
- Plans are developed based by department to continue essential business functions in the event higher than usual absenteeism occurs.

## **Minimizing exposure from those outside of our workforce including customers, and temporary or contract labor**

- RE/MAX of Grand Rapids business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes.
- Social distancing practices to be observed:
  - 6-foot distances are marked in areas where customers might gather/ wait
  - In person meetings are to be made by appointments only
  - Limit the number of customers allowed into workplace when stay at home order is lifted and the executive order allows.
  - Minimize face to face contact

- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Any individual entering one of RE/MAX of Grand Rapids facilities will need a questionnaire completed prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- Physical barriers between RE/MAX of Grand Rapids employees and customers will be considered in high volume areas (i.e. shielding at the front desk areas).
- RE/MAX of Grand Rapids will provide masks to customers as well as appropriate disinfectants so that individuals can clean work areas before and after use.

### **Minimizing exposure from the visitors/vendors**

- All business partners that work within RE/MAX of Grand Rapids have been provided this plan
- When possible, RE/MAX of Grand Rapids will limit the number of visitors in the facility.
- Any individual entering one of RE/MAX of Grand Rapids facilities will need a questionnaire completed prior to entry.
- Anyone entering the office will be provided a mask and/or disinfectant if they do not have one.

### **Minimizing exposure from the general public**

- Business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions.
- Social distancing practices to be observed:
  - 6-foot distances are marked in areas where individuals might gather/wait
  - Limit number of individuals allowed into workplace
  - Minimize face to face contact
  - Computer workstations positioned at least 6 feet apart
- Information is posted in RE/MAX of Grand Rapids' facility educating individuals on ways to reduce the spread of COVID-19
- Any individual entering RE/MAX of Grand Rapids may will need a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between RE/MAX of Grand Rapids employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).
- Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees and visitors remain the top priority at RE/MAX of Grand Rapids. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, RE/MAX of Grand Rapids is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.

Executive Order 2020-91 is outlined below:

### **Version 1: Updated May 19, 2020 Disclaimer:**

*While we have made every attempt to ensure that the information contained in this document has been obtained from reliable sources, the Small Business Association of Michigan is not responsible for any errors or omissions or for the results obtained from the use of this information. All information is provided "as is," with no guarantee of the completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability, and fitness for a particular use. In no event will the Small Business Association of Michigan, its related corporations, its Board of Directors or staff thereof be liable to you or anyone else for any decision made or action taken in reliance on the information presented here or for any consequential, special or similar damages, even if advised of the possibility of such damages.*

### **Executive Order 2020-91 (COVID-19) Safeguards to protect Michigan's workers from COVID-19**

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

On March 10, 2020, the Department of Health and Human Services identified the first two presumptive-positive cases of COVID-19 in Michigan. On that same day, I issued Executive Order 2020-4. This order declared a state of emergency across the state of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 et seq., and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL 10.31 et seq.

Since then, the virus spread across Michigan, bringing deaths in the thousands, confirmed cases in the tens of thousands, and deep disruption to this state's economy, homes, and educational, civic, social, and religious institutions. On April 1, 2020, in response to the widespread and severe health, economic, and social harms posed by the COVID-19 pandemic, I issued Executive Order 2020-33. This order expanded on Executive Order 2020-4 and declared both a state of emergency and a state of disaster across the State of Michigan under section 1 of article 5 of the Michigan

Constitution of 1963, the Emergency Management Act, and the Emergency Powers of the Governor Act of 1945. And on April 30, 2020, finding that COVID-19 had created emergency and disaster conditions across the State of Michigan, I issued Executive Order 2020-67 to continue the emergency declaration under the Emergency Powers of the Governor Act, as well as Executive Order 2020-68 to issue new emergency and disaster declarations under the Emergency Management Act.

The Emergency Management Act vests the governor with broad powers and duties to “cop[e] with dangers to this state or the people of this state presented by a disaster or emergency,” which the governor may implement through “executive orders, proclamations, and directives having the force and effect of law.” MCL 30.403(1)-(2). Similarly, the Emergency Powers of the Governor Act of 1945 provides that, after declaring a state of emergency, “the governor may promulgate reasonable orders, rules, and regulations as he or she considers necessary to protect life and property or to bring the emergency situation within the affected area under control.” MCL 10.31(1).

To suppress the spread of COVID-19, to prevent the state’s health care system from being overwhelmed, to allow time for the production of critical test kits, ventilators, and personal protective equipment, to establish the public health infrastructure necessary to contain the spread of infection, and to avoid needless deaths, it is reasonable and necessary to direct residents to remain at home or in their place of residence to the maximum extent feasible. To that end, on March 23, 2020, I issued Executive Order 2020-21, ordering all people in Michigan to stay home and stay safe. In Executive Orders 2020-42, 2020-59, 2020-70, and 2020-77, I extended that initial order, modifying its scope as needed and appropriate to match the ever-changing circumstances presented by this pandemic.

The measures put in place by these executive orders have been effective: the number of new confirmed cases each day has started to drop. Although the virus remains aggressive and persistent—on May 17, 2020, Michigan reported 51,142 confirmed cases and 4,891 deaths—the strain on our health care system has begun to relent, even as our testing capacity has increased. We have now begun the process of gradually resuming in-person work and activities that were temporarily suspended under my prior orders. In so doing, however, we must move with care, patience, and vigilance, recognizing the grave harm that this virus continues to inflict on our state and how quickly our progress in suppressing it can be undone.

In particular, businesses must do their part to protect their employees, their patrons, and their communities. Many businesses have already done so by implementing robust safeguards to prevent viral transmission. But we can and must do more: no one should feel unsafe at work. With this order, I am creating an enforceable set of workplace standards that apply to all businesses across the state. These standards will have the force and effect of agency rules and will be vigorously enforced by the agencies that oversee compliance with other health-and-safety rules. Any failure to abide by the rules will also constitute a failure to provide a workplace that is free from recognized hazards within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011.

Acting under the Michigan Constitution of 1963 and Michigan law, I order the following:

1. All businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, and any order that follows it, must, at a minimum:

- a. Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration by June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
  - b. Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
  - c. Provide COVID-19 training to employees that covers, at a minimum:
    - i. Workplace infection-control practices.
    - ii. The proper use of personal protective equipment.
2. 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.
  3. How to report unsafe working conditions.
    - a. 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.
    - b. 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.
    - c. Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
    - d. Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
    - e. Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).

- f. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- g. 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.
  - i. When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
    - The local public health department, and
  - ii. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- h. Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- i. Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- j. Restrict business-related travel for employees to essential travel only.
  - i. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- k. Promote remote work to the fullest extent possible.
- l. Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

**Industry Specific Guidelines:  
Offices Regulations**

- a. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c. Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).

- d. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
- f. Turn off water fountains.
- g. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- h. Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.
- i. Post signs about the importance of personal hygiene.
- j. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- k. Institute cleaning and communications protocols when employees are sent home with symptoms.
- l. Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- m. Suspend all nonessential visitors.
- n. Restrict all non-essential travel, including in-person conference events.