

Statement of Need

The State of Michigan requires businesses to write a protocol for workplaces to follow, the *COVID-19 Workplace and Workstation Use Protocol* (hereinafter, "Protocol"). The Protocol shall be consistent with recommendations made by the Center for Disease Control (CDC). Guidance from the Kent County Health Department (KCHD) and the *Occupational Safety and Health Administration* (OSHA) shall also be used.

The protocol will take immediate effect upon its publication and distribution to Staff and shall be in effect until further notice. The Plan shall be periodically reviewed by management for relevance to the current threat level that COVID-19 represents to the health of the staff and the community.

Procedures

Staff shall follow these procedures to ensure a safe workplace environment:

Clean Work Stations and Desks Often

- Clean and sanitize the workstation, including surrounding hard surfaces, computers, electronics and tools like pens and pencils, staplers, etc., at the beginning every shift
- Use an appropriate cleaning technique for each area or item
- Use the appropriate Personal Protection Equipment (PPE) as per manufacturer's instructions

Practice an Enhanced Level of Work Station Etiquette

- Employ Social Distancing (6 feet away)
- Wait for another staff member to complete a task if Social Distancing would be impaired and/or Inform the co-worker of your intentions to do a task in his or her general area to mitigate the Social Distancing concern
- Do not use another staff person's pens, pencils, telephone or office supplies, etc.

Use the Appropriate Level of PPE for the Task

Current Levels are:

- Public Circulation Desk and all office desks – cloth mask
- Delivery – cloth mask, gloves, disposable apron
- Item Return Areas and Drop Boxes – cloth mask, gloves, disposable apron

Understand the Basic Measures to Mitigate Infection

COVID-19 Workplace Station Protocol

- Staff shall watch this video that explains the science behind washing with soap and water for 20 seconds and hand sanitizer effectiveness:
<https://www.facebook.com/watch/?v=687866058646824>
- Staff shall be provided with and review information from the CDC on how to deploy and remove masks: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Practice the Basic Measures to Avoid Infection

- Frequent and thorough hand washing with soap and warm water for 20 seconds before, after, and if necessary, during a shift OR
- Use hand sanitizer that contains at least 60% alcohol to substitute for soap and water whenever soap and water use is impractical
- Practice respiratory etiquette, including the covering of coughs and sneezes with a cloth mask and into your elbow, followed by hand washing or sanitizing. Every time.

Special Considerations

- Break Room Etiquette
 - ➔ Occupancy level is one (1)
 - ➔ Thoroughly clean and disinfect the table and all the areas that you touched
 - ➔ Wash your hands with soap and water for 20 seconds before returning to your desk or workstation
- Bathroom Etiquette
 - ➔ Ensure that the commode, rim and seat are unsoiled after use. Flush multiple times or brush the surface, if needed
 - ➔ Wipe the rim and the seat with a disinfectant wipe, if needed, and properly dispose of the wipe
 - ➔ Wash your hands with soap and water for 20 seconds before exiting