



**COVID-19 Preparedness, Response  
and Safe Workplace Plan**

**Revision Date: 4/6/2022**  
Initial Approval: June 1, 2020



## COVID-19 Preparedness, Response and Safe Workplace Plan

### Table of Contents

|   |          |
|---|----------|
| <b>SECTION 1: ENGINEERING CONTROLS</b> .....                          | <b>3</b> |
| <b>SECTION 2: ADMINISTRATIVE CONTROLS</b> .....                       | <b>3</b> |
| Employee Working Conditions.....                                      | 4        |
| Visit Considerations .....  | 4        |
| Enhanced Social Distancing .....                                      | 4        |
| <b>SECTION 3: HAND HYGIENE AND ENVIRONMENTAL SURFACE DISINFECTION</b> | <b>4</b> |
| Hand Hygiene .....  | 4        |
| Disinfection of Environmental Surfaces .....                          | 5        |
| <b>SECTION 4: PERSONAL PROTECTIVE EQUIPMENT</b> .....                 | <b>5</b> |
| <b>SECTION 5: HEALTH SURVEILLANCE</b> .....                           | <b>5</b> |
| <b>SECTION 6: TRAINING</b> .....                                      | <b>6</b> |

### Appendices

|  |   |
|--|---|
| A. Employee Return To Work After Positive COVID-19 Screen or Diagnosis ..... | 7 |
| B. COVID-19 Personal Protective Equipment (PPE) Protocol.....                | 8 |
| C. Certification by Responsible Official .....                               | 9 |

**OnPoint**  
**COVID-19 Preparedness, Response and Safe Workplace Plan**

OnPoint has reviewed this plan and has made the following changes, **effective April 11, 2022**:

1. Updated the following sections:
  - a. Administrative Controls
  - b. Personal Protective Equipment (PPE) Protocol
    - i. No mask for non-clinical settings
    - ii. Mask to be worn only when face to face with clients.
  - c. Health Surveillance
    - i. Adding self-screening questions for employees and clients (pg. 5)
2. Eliminated the following Appendices
  - a. Phases of Return to Standard Operations (A)
  - b. COVID Health Screening Questionnaire (B)
  - c. MI Symptoms Instructions (D)

In order to minimize or eliminate employee/client exposure to the novel coronavirus (“COVID-19”) and to comply with current federal, state and local guidelines related to COVID-19, OnPoint continues to review and update the following COVID-19 Preparedness and Response Plan (“Plan”). This plan is written in accordance with Federal & State OSHA Standards, Michigan Department of Health and Human Services, Center for Disease Control and Prevention and local health department guidelines. This plan may be updated by the Management Team in conjunction with the Health and Safety Team throughout the phases of the COVID-19 pandemic and recovery. COVID-19 community levels (low, medium, high) will be routinely monitored and considered when making any changes to this plan. Adherence to all safety measures throughout this pandemic (preparedness, response and recovery) may impact our normal policies and procedures.

**SECTION 1: ENGINEERING CONTROLS**

OnPoint has implemented feasible engineering controls to minimize or eliminate employee exposure to COVID-19. 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.

Management team in conjunction with county facilities staff will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

**SECTION 2: ADMINISTRATIVE CONTROLS**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Management Team along with the Health and Safety team will be responsible for seeing that appropriate administrative controls are chosen,

implemented and maintained for effectiveness based on current recommendations and guidelines from governing bodies named above.

Current administrative controls established for OnPoint:

| <b>Administrative Control</b>  |
|--|
| Encourage social distancing when possible.   |
| Minimize the sharing of tools, equipment, and items.   |
| Face coverings to be provided and made available for employee and client use.  |
| Require employees to wear face coverings when providing face to face services to any client.                               |
| Request consumers/public to wear face coverings while receiving services.  |
| Routinely provide up to date information and education to employees on how to mitigate risks related to the COVID-19 virus |

### **Employee Working Conditions**

OnPoint's focus is to prioritize everyone's health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public.

### **Visit Considerations**

- Determining when an individual should receive telehealth services, face to face services, or a combination of the two, should be individualized per consumer. This conversation should take place during the PCP and preplanning process and be documented. Preference should be based on client choice.
  - If an individual requests services be provided face to face and they are not provided face to face, it must be documented why it was unsafe to provide a face-to-face service and this decision requires supervisor approval.
- Community based visits should not be replaced by instructing individuals to come to a building for services.
  - When providing face-to-face services:
    - OnPoint staff will use the proper PPE and guidance as defined (Appendix B)

### **Enhanced Social Distancing**

Employees should maintain, when possible, a minimum 6 ft. distance apart.

## **SECTION 3: HAND HYGIENE AND ENVIRONMENTAL SURFACE DISINFECTION**

### **Hand Hygiene**

OnPoint will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. When handwashing facilities are not available, OnPoint shall provide employees with antiseptic hand sanitizers. OnPoint shall continue to promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers containing at least 60 percent alcohol.

### **Disinfection of Environmental Surfaces**

OnPoint will maintain facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles and hardware, plumbing fixtures, hardware, knobs etc.), paying special attention to shared equipment (for example copiers/fax machines). OnPoint will make cleaning supplies available to employees upon entry and at the worksite. When choosing cleaning chemicals, OnPoint 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 COVID-19 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. In individual employee office spaces or offices, employees will be responsible for cleaning their workspaces at least once daily. Cleaning supplies will be available to staff for this purpose. If a consumer visits on-site for face-to-face visit needs, employees will need to clean those areas after each client interaction. If a COVID infection occurs with either a consumer or staff member and they were on-site for any services or work, the area will be closed for cleaning and facilities would be contacted to ensure proper disinfection has occurred. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The Health and Safety Committee will be responsible for seeing that these protocols are followed.

## **SECTION 4: PERSONAL PROTECTIVE EQUIPMENT**

OnPoint shall provide and make available to all workers performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks for protection from COVID-19 appropriate to the exposure risk associated with the job. OnPoint will follow current Federal OSHA Emergency Temporary Standards, Michigan Department of Health and Human Services, Center for Disease Control and Prevention and local health department. Organizational PPE and cleaning supplies may be obtained through the Health and Safety committee.

## **SECTION 5: HEALTH SURVEILLANCE**

To protect health and safety in the workplace the following mandatory employee monitoring process is in effect:

1. Each day an employee is required to work, the employee shall complete a Covid screening at home, before reporting into work.
2. The COVID screening questions to be answered by each employee prior to work are:
  - a. Have you been in contact with anyone that has been COVID positive in the past 14 days?
  - b. Do you currently have any COVID symptoms?
3. The screening questions are to be answered in consideration to new or worsening symptoms. In any case where an employee is experiencing a new symptom or existing symptom that may normally be expected and has suddenly become worse, the employee shall answer "yes" to such symptom.

4. If an employee answers “yes” to any of the symptoms:
  - a. The employee is to stay home and immediately contact their supervisor and the Health and Safety team.
  - b. The employee shall keep their supervisor and Health and Safety team updated on their status.
  - c. In all cases, the employee may not return to work until the conditions of “Return to Work”(Appendix A) are met.
5. Any questions or concerns HR will forward them to the Infection Control Coordinator for clinical review.

Any consumers/visitors receiving OnPoint services within the community or entering an OnPoint building will answer the screening questions prior to obtaining services or entering the buildings.

1. Complete screening for all participates in visit prior to completing visit on-site or prior to going out to home/community- staff, consumer, and family/guardian etc.
2. The COVID screening questions to be answered by each consumer, staff, family or guardian prior to a visit are:
  - a. Have you been in contact with anyone that has been COVID positive in the past 14 days?
  - b. Do you currently have any COVID symptoms?
3. Conduct visits outside when appropriate (weather and surroundings permit)
4. If screening questions answer positive, do not conduct visit, report to Supervisor and Health and Safety committee and for further instructions (Only positive screens to be submitted Health and Safety)

OnPoint 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.

## **SECTION 6: TRAINING**

Health and Safety Team shall coordinate COVID-19 training and ensure compliance with all training requirements.

OnPoint 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.

Human Resources shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

**OnPoint**  
**Employee Return to Work After Positive COVID-19 Screen or Diagnosis**

Employees with suspected or confirmed COVID-19 should isolate and will not be permitted to return to work on site until:

At least 5 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result (if no symptoms). Employee must be fever-free for at least 24 hours (without the use of fever reducing medication) and symptoms are improving overall in order for isolation to be discontinued. A well-fitted mask should be worn anytime employee is around others at home and in public until day 10. **\*\*\*If you were severely ill with COVID-19 or are immunocompromised you should isolate for at least 10 days and consult your doctor before ending isolation.**

Employees<sup>1</sup> who are not vaccinated and have been in “close contact” (being within six feet for a cumulative 15 minutes or greater over a 24 hour period) with an individual who tests positive for COVID-19; will not be permitted to return to work until:

At least 5 days have passed since the last “close contact” (being within six feet for a cumulative 15 minutes or greater over a 24 hour period) with that individual. Employee should monitor for symptoms until day 10 and wear a mask anytime they are around others at home or in public for a full 10 days.

Employees who have been vaccinated and have been in “close contact” will not need to quarantine/stay home, unless they develop symptoms. If employee becomes symptomatic they should isolate immediately and get tested. If no symptoms, employee should get tested at least 5 days after last close contact with someone with COVID-19. Wear a well fitted mask for a full 10 days when around others.

Employees who have been exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (tested positive using a viral test) do not need to quarantine/stay home unless symptoms develop. Watch for symptoms until 10 days since last close contact. If symptoms develop isolate immediately and get tested. Wear a well fitted mask for a full 10 days if around others at home or in public.

Employees may work remotely if approved by their supervisor.

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<sup>1</sup> The “close contact” rule does not apply to the following classes of workers: health care professionals workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

**OnPoint  
COVID-19 Personal Protective Equipment (PPE) Protocol**

This document will inform OnPoint staff on what and when personal protective equipment (PPE) needs to be used. **Staff should continue to use universal precautions to limit their risk of contracting COVID-19.** Person to person contacts should be provided when appropriate and only limited if the individual is symptomatic or is living with someone who is symptomatic.

Provide face to face contact with appropriate PPE outlined below. **Many of the individuals receiving services at OnPoint are at an increased risk for serious illness and complications if they contract COVID-19.** PPE and universal precautions are imperative to prevent the spread of COVID-19. Any questions or requests to deviate from this plan should be addressed with the staff member's supervisor or a member of Health and Safety Team.

**Required PPE usage for OnPoint staff and further visit considerations during COVID-19**

1. Use standard precautions such as handwashing throughout any visit type.
2. Prepare any equipment to be taken into the home for ease of access, any items that are not necessary for visit, leave in car.
3. Ask if other members of the home can stay in another room to limit potential exposures
4. Sanitize all equipment following each use
5. Follow these guidelines for specific PPE use:

FACE TO FACE VISITS WITH CLIENTS:

1. Surgical or N95 mask for staff and consumer/family/guardian if they are able and willing to during entire visit

DIRECT COVID TESTING BY RN STAFF:

1. N95 mask for staff and surgical or cloth mask for consumer/family/guardian if they are able and willing to during entire visit
2. Face Shield Face Shield or Goggles
3. Gloves
4. Gown

Contact Supervisor and Health and Safety Team for refill of any PPE/sanitizing items or with any questions regarding current practices or unique circumstances to consider.

**OnPoint PPE Protocol Attestation**

I, \_\_\_\_\_, employee of OnPoint

By signing, I agree to adhere to the above guidelines and PPE use instructions. I recognize that not following instructions and guidance from OnPoint may pose a safety risk to consumers of our services and could affect my ability to make future visits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OnPoint  
COVID-19 Preparedness and Response Plan**

**Certification by Responsible Official**

This is to certify that I have reviewed the OnPoint COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. The plan is consistent with the guidance with the Federal & State OSHA Standards, Michigan Department of Health and Human Services, Center for Disease Control and Prevention and local health department guidelines.
2. The plan is available on the OnPoint website [www.onpointallegan.org](http://www.onpointallegan.org) which is accessible from each OnPoint facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: OnPoint  
Signature:   
Name of Official: Mark A. Witte, MSW, LMSW  
Title: Executive Director  
Date: April 11, 2022