

# EXPOSURE CONTROL PLAN ADDENDUM FOLLOWING Executive Order 2020-91 (COVID-19)

**Please note: Executive Order 2020-91 (May 18, 2020) was subsequently rescinded and replaced with EXECUTIVE ORDER No. 2020-97 (May 21, 2020) *Safeguards to protect Michigan’s workers from COVID-19*. The effect of the Order on our operations did not warrant a change to the procedures highlighted below except note that under Order 2020-97 1(l) *an employer will allow employees with 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 Centers for Disease Control and Prevention (“CDC”)*.**

## EXECUTIVE ORDER

No. 2020-91

### 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.

#### Sources of Risk:

Occupational and Non Occupational: Being within 6 feet of Coworkers, Family Members, Delivery Personnel, Shopping, Customers without face covering. Caring for an individual with COVID-19 symptoms. Caring for a person with confirmed COVID-19 contact with or without symptoms. Caring for a person with COVID-19 symptoms.

Individual Risk Factors: risk factors such as immune compromising conditions as identified in CDC or MDHHS documentation or as identified by a physician.

#### Controls to address the sources of Risk:

All locations are to be cleaned/sanitized in conformity with this plan as stated below. PPE to be made available to staff and customers. Review of literature and physicians reports in determining need for additional PPE and/or reassignments.

*Reduced Workforce:*

All staff are familiar with staff call ins and shortages. That said these reductions in workers could become so great as to impact customer and staff safety. Staff are to report all such shortages to the Operations Director 734-564-0875 [jim@domusvita.com](mailto:jim@domusvita.com) and to the Executive Director 734-216-4983 – [paula@domusvita.com](mailto:paula@domusvita.com) The Operations and Executive Director will review all reports to determine what steps can be taken given the exigency of the circumstance and may include removal of all customers to MDHHS hubs or relocation to families or other homes.

*Implement Basic Infection Prevention Measures:*

Staff are responsible to follow all cleaning and PPE guidelines set forth in this document. Domus Vita has been working to obtain sufficient supplies of PPE and you are encouraged to notify the Operations and/or Executive Director of any PPE needs that are not being met.

All locations should post handwashing protocols and all staff are responsible to wash their hands upon entry to the facility and between all customers being cared for.

All employees are to follow MDHHS guidance on when to stay home and when they may continue to work with proper PPE. This guidance is frequently changing and you are encouraged to research on your own or you may contact the Operations and/or Executive Director on our understanding of the guidance. Understand that you are encouraged not to come to work when doing so would put others at unnecessary risk.

All employees are to utilize respiratory etiquette including covering coughs and sneezes.

Tissues and waste receptacles are to be made available to all guests.

All employees are encouraged to avoid sharing of work spaces, work tools etc. and should sanitize those areas occupied by others where doing so is practical.

*Identification and Isolation of Sick People:*

All staff are to maintain screenings of all staff and customers for symptoms of COVID-19. Records of these screening should be maintained on site and be available for review. If a customer shows symptoms they should be immediately isolated as possible (in their room most common location) and the Operations and Executive Directors notified. Staff/guests who show symptoms should be sent home and the Operations and Executive Directors notified.

Staff who suspect possible exposure but are not symptomatic should monitor for symptoms (including fever) at least twice daily and should wear a face mask for at least 7 days following possible exposure incident.

Symptomatic with suspected or confirmed COVID-19 should not return to work for At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, At least 10 days have passed *since symptoms first appeared*

See additional requirements within this document.

*Work Place Controls* are noted later in this document.

*Engineering Controls:*

As weather permits open windows and/or take people outside to increase ventilation.

Barriers in the office are in place in front of HR window and all entrants to the facility are to keep appropriate social distancing.

- 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.

When a manager or area manager is on-site they are responsible for implementing, monitoring, and reporting as set forth in this section. As you are aware many of our locations involve one or maybe two persons working on shift. In such cases all staff on duty are designated as the worksite supervisor for purposes of reporting. This approach is consistent with your obligations to report any suspected care issues to management except here you are reporting COVID-19 related needs.

- c. Provide COVID-19 training to employees that covers, at a minimum:
  1. Workplace infection-control practices.
  2. The proper use of personal protective equipment.
  3. 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.
  4. How to report unsafe working conditions.

Each employee will be required to complete an online training regarding these 4 steps. In conformity with section 9 of this ORDER an in-service record shall be maintained for each staff being trained.

- d. 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.

All employees and guests are to SIGN that they do not have a temperature over 100.4°, have not been having shortness of breath, cough, or contact with individual with confirmed COVID-19 diagnosis within last 14 days.

- e. 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.

**All staff and our customers are expected to maintain six feet of distance from each other as reasonable. You cannot maintain six feet when changing a diaper but you can maintain six feet of distance when talking about how their day went.**

- f. 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.

**Masks and/or face coverings have been made available at all locations. If your location has not made face coverings available to you please get with your Area Manager or in their absence the Operations or Executive Director. Numbers for all are posted at your workplace.**

- g. 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.

**Most of our situations do not require you to work nonstop shoulder to shoulder as might occur in a factory setting. That said if you do have tasks that require you to consistently be closer than 6 feet let your Area Manager know if you would like to have a face shield. In all cases do wear a face covering when not more than 6 feet apart.**

- h. 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).

**Each shift is responsible for cleaning/disinfecting all the high-touch areas in the house at the start of their shift.**

- i. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.

In the event of a positive COVID-19 case:

Contact the Operations and/or Executive Director.

Do not clean areas that can simply be cordoned off for at least 24 hours following contact with the area. (for example, if a customer gets COVID and they are in hospital don't rush to clean the room, just open windows if weather permits and just close the door).

Where possible take customers outside during cleaning

Wear gowns, masks, shields, etc when cleaning.

Utilize a COVID-19 effect (EPA Listed) sanitizing agent.

Clean/Sanitize all surfaces.

Launder all clothing hot water.

- j. 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.

**Paper towels and soap are to be available at all homes and staff should wash hands when they arrive for their shift and before and after any customer care.**

- k. 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.

**Staff are to report all information needed for the section K report to the Operations and/or Executive Director. The Operations and/or Executive Director will make the report. The Operations and/or Executive Director shall maintain a record of section K notices in conformity with Section 9 herein.**

- l. 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.

**Domus Vita will not take disciplinary action for employees who are at "Particular risk of infecting others"**

- m. 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.

**Confirmed infection shall be dealt with as follows:**

**Notify the Operations and/or Executive Director**

**Given that our staff are essential workers providing care to individuals with special needs Domus Vita will follow the recommendations of the Health Department and relevant State Orders and MDHHS recommendations as they relate to sending staff home, temporary closure etc.**

- n. Restrict business-related travel for employees to essential travel only.

**Domus Vita will maintain delivery and pickup of documents and PPE supplies in an effort to reduce risk. Visits to office should be arranged in advance and will be limited. Shopping should be limited to necessities such as groceries. All locations are encouraged to utilize curbside pick-up options as available.**

- o. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

**We are unaware of any public transportation being utilized for business related functions. That said you are encouraged to use PPE and hand sanitizer on public transportation.**

- p. Promote remote work to the fullest extent possible.

**Given the nature of our work there are limited opportunities for remote work. We are utilizing remote work for a limited number of office staff.**

- q. 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.

You are encouraged to contact the Operations Director 734-293-0034 ext 311 [jim@domusvita.com](mailto:jim@domusvita.com) if you have any suggestions of infection control measures you believe may be helpful within your location.

2. SECTION 2 NOT APPLICABLE AS OUR WORK IS NOT PRIMARILY OUTDOORS.

3. SECTION 3 NOT APPLICABLE AS DOMUS VITA DOES NOT OPERATE ANY CONSTRUCTION FUNCTIONS.

4. SECTION 4 NOT APPLICABLE AS DOMUS VITA DOES NOT OPERATE ANY MANUFACTURING FACILITIES.

5. SECTION 5 NOT APPLICABLE AS DOMUS VITA DOES NOT OPERATE ANY RESEARCH LABORATORIES.

6. SECTION 6 NOT APPLICABLE AS DOMUS VITA DOES NOT OPERATE ANY RETAIL STORES.

7. Offices must:

- a. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.

Domus Vita's office has three entry points with staggered staff arrival times. The Front/Lobby door and rear parking lot doors are dedicated for employee entry except where interviewees or other visitors are expected at which time staff should utilize the parking lot door leaving the front door available for guests.

- b. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.

**This is not something that is in any way likely given the limited nature of our office use. Should a situation arise where we do have anticipate any type of congestion chalk should be used on main entrance sidewalk to indicate 6 foot increments.**

- 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).

**We currently have staggered start time and entry congestion is not an issue. We also have reduced in building workers to a minimum with no reception staff and significantly reduced Area Manager presence at location and remote work where possible.**

- d. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.

**Face Masks are provided at all entry points for individuals without their own PPE. In spaces where 6 foot distancing is not available masks must be worn.**

- 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).

**Office spacing has been maximized with spreading out of space within to provide at least 6 feet between individuals. Conference room is locked.**

- f. Turn off water fountains.

**Domus Vita does not have any water fountains.**

- g. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.

In the office all persons are to maintain proper social distancing at all times.

- h. Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.

Disinfectant is available in the "Work Room" under the window. You are required to wipe down your work station at least twice daily.

- i. Post signs about the importance of personal hygiene.

Signs are posted in restrooms and in various places in building.

- j. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).

Diane, Paula, or Jim (or their designates) are responsible for sanitizing of surfaces on a daily basis. Staff performing interview are to sanitize interview spaces after each applicant.

- k. Institute cleaning and communications protocols when employees are sent home with symptoms.

In cases where an employee is sent home with symptoms the Operations and Executive Director are to be notified. All common spaces are to be cleaned/sanitized. All staff are to be notified that a person with symptoms did present within the location and to exercise increased care with monitoring for their own symptoms and masks shall be mandatory for all situations for those who had contact for 7 days following possible exposure. The individual's work area (when possible) is to be left untouched for 24 hours after which (in consultation with the Operations and Executive Directors) is to be cleaned and sanitized.

- 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.

The Operations, Administrative, and/or Executive Director are responsible to make this notification. All staff are responsible to notify

the Operations, Administrative, and/or Executive Director is they become aware of a covered confirmed COVID-19 case.

m. Suspend all nonessential visitors.

If you believe that a visit from outside the organization is necessary please advise the Operations, Administrative, and/or Executive Director. When possible remote meetings are encouraged.

n. Restrict all non-essential travel, including in-person conference events.

All non-essential travel is restricted.

8. SECTION 8 NOT APPLICABLE AS DOMUS VITA DOES NOT OPERATE ANY BARS or RESTAURANTS.

9. Employers must maintain a record of the requirements set forth in Sections 1(c), (d), and (k).

Domus Vita will maintain a record of the requirements set forth in Sections 1(c), (d), and (k).

10. The rules described in sections 1 through 9 have the force and effect of regulations adopted by the departments and agencies with responsibility for overseeing compliance with workplace health-and-safety standards and are fully enforceable by such agencies. Any challenge to penalties imposed by a department or agency for violating any of the rules described in sections 1 through 9 of this order will proceed through the same administrative review process as any challenge to a penalty imposed by the department or agency for a violation of its rules.

11. Any business or operation that violates the rules in sections 1 through 9 has failed to provide a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to an employee, within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011.

12. Nothing in this order shall be taken to limit or affect any rights or remedies otherwise available under law.

Given under my hand and the Great Seal of the State of Michigan.

Gretchen Whitmer, Governor

Date: May 18, 2020

Time: 1:15 pm