



**COVID-19  
Preparedness and Response Plan**

For Facilities At: 5250 E. Michigan Avenue,  
Ypsilanti, MI 48197

***Updated: January 21, 2021***

<i>Facility</i>	<i>COVID-19 Coordinator</i>	<i>Successive COVID-19 Coordinator</i>
<i>Main Yard: 555 N. Zeeb Road, Ann Arbor, 48103</i>	Nicole Peterson Office Phone: (734) 327-6641	Sheryl Siddall Office Phone: (723) 327-6687
<b><i>SESC: 5250 E. Michigan Avenue, Ypsilanti, 48197</i></b>	<b>Anthony Karver Office Phone: (734) 761-1500</b>	<b>Trevor Feazel Office Phone: (734) 761-1500</b>
<i>NESC: 1222 E. North Territorial Road, Whitmore Lake, 48189</i>	Mike Mastie Office Phone: (734) 761-1500	Mike Zalusky Office Phone: (734) 761-1500
<i>District 3: 630 W. Middle St., Chelsea, 48118</i>	Paul Schneider Office Phone: (734) 761-1500	Brian Trinkle Office Phone: (734) 761-1500
<i>District 4: 219 N. Ann Arbor Street, Manchester, 48158</i>	Roark Freeman Office Phone: (734) 761-1500	Nick Brown Office Phone: (734) 761-1500

The Washtenaw County Road Commission (WCRC) takes the health and safety of its employees seriously.

WCRC is a critical infrastructure workplace and deemed “essential” during this declared national emergency, under both state and local orders. WCRC considers all of its personnel essential to meeting the core mission of WCRC. Pursuant to recommendations in the Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Safety and Health Administration, we have developed this COVID-19 Preparedness, Response and Moving Forward Plan (“Plan”) to be implemented throughout WCRC.

Safety, in all aspects, is the top priority of WCRC. The primary goals of this plan are to prevent or minimize the spread of illness within WCRC while preserving, to the extent possible, the continuity of essential WCRC operations. This plan is based on information currently available from national, state and local public health experts and will continue to be amended as changes occur. WCRC may also modify this plan based on operational needs and subsequent state and local orders.

WCRC is taking a cautious, phased approach to resume operations that have previously been suspended and to reopen buildings and services to employees and the public. We will prioritize the health and safety of employees while still providing critical services to the motoring public.

# Table of Contents

- Roles and Responsibilities..... 4**
  - Managers and Supervisors..... 4
  - COVID-19 Coordinator ..... 4
  - Employees ..... 4
- Employee and Customer Safety in the Workplace ..... 5**
  - Personal Hygiene ..... 5
  - Physical and Social Distancing..... 6
  - Personal Protective Equipment (PPE) ..... 6
  - Cleaning and Disinfecting ..... 7
  - Remote Work ..... 8
  - Employee, Contractor and Authorized Visitor Screening ..... 9
- Exposure Situations ..... 10**
  - Exposure Risk Category ..... 10
  - Employee Tests Positive for COVID-19 ..... 11
  - Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19 ..... 11
  - Confidentiality/Privacy ..... 12
- Training..... 12**
- Leave Options ..... 13**
  - Families First Coronavirus Recovery Act ..... 13
  - Family Medical Leave Act (FMLA) ..... 13
  - Annual Leave ..... 13
  - Unpaid Leave ..... 13
- Moving Forward Strategies ..... 14**
- Appendix A - COVID-19 Checklist for Employers and Employees ..... 15**
  - Know the Symptoms of COVID-19 ..... 15
  - Employer Responsibilities..... 15
  - Employee Responsibilities..... 15
  - Cleaning/Disinfecting and Other Protective Measures ..... 16
- Appendix B – WCRC Face Mask Protocol..... 17**
  - Definition of a Face Mask ..... 17
  - Protocol ..... 17
  - Equipment ..... 17
  - Sources ..... 17
- Appendix C – COVID-19 Leave FAQ ..... 18**
- Appendix D – Current Phase Chart..... 21**

## Roles and Responsibilities

### Managers and Supervisors

Managers and supervisors must set a good example by following this plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of COVID-19. Managers and supervisors must require this same behavior from all employees. All managers and supervisors must be familiar with this plan and be ready to answer questions from employees or direct employees to appropriate resources accordingly.

### COVID-19 Coordinators

<i>Facility</i>	<i>COVID-19 Coordinator</i>	<i>Successive COVID-19 Coordinator</i>
<i>Main Yard: 555 N. Zeeb Road, Ann Arbor, 48103</i>	Nicole Peterson Office Phone: (734) 327-6641	Sheryl Siddall Office Phone: (723) 327-6687
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Any employee who has questions about this plan or concerns about health and safety in the workplace should contact the COVID-19 coordinator assigned to their building (see chart above). If that coordinator is not available, the employee should contact the successive COVID-19 coordinator assigned to their building.

No employee who expresses a concern about health or safety in the workplace will be subject to any retaliation. Employees who are concerned about possible exposure to COVID-19 should refer to CDC guidance for how to conduct a risk assessment at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/assess-manage-risk.html>.

### Employees

WCRC is asking each of its employees to help with prevention efforts while at work. To minimize the spread of COVID-19, everyone must play their part. As set forth below, WCRC has instituted various housekeeping, social distancing and other best practices. **All employees must follow these practices.**

In general, employees must review and be familiar with the following guidelines:

- If you exhibit symptoms of COVID-19, are diagnosed with COVID-19 or have had close contact with someone who is diagnosed with COVID-19, stay home and follow your healthcare provider's instructions and contact HR.
- Practice proper personal hygiene, environmental cleaning and disinfection in accordance with public health guidance.
- Practice physical distancing in WCRC facilities and at worksites.
- Use appropriate personal protective equipment (PPE) including face coverings as outlined in the WCRC Face Covering Protocol (see Appendix B).
- Screen all employees and authorized visitors at the start of the work shift or upon entry into a WCRC facility.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever
- Cough
- Shortness of breath, or difficulty breathing
- Loss of taste or smell
- Other symptoms which may include chills, muscle aches, headache, sore throat, fatigue, diarrhea, nausea or vomiting, congestion or runny nose

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

## Employee and Customer Safety in the Workplace

WCRC will follow the recommendations of Washtenaw County Health Department, Michigan Department of Health and Human Services, the Center for Disease Control (CDC) and the World Health Organization (WHO) to ensure the health and safety of our employees and the general public. We will seek to provide sufficient PPE to all employees who need to be on site and will continue to provide a higher level of cleaning to all WCRC spaces. WCRC will expect that protocols for screening those coming into buildings are sound and followed by all employees and authorized visitors.

### Personal Hygiene

The CDC and Washtenaw County Health Department have provided the following preventative 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 unavailable, use an alcohol-based hand rub with at least 60% alcohol.

- Avoid touching your eyes, nose or mouth.
- Follow appropriate respiratory etiquette, which includes covering your nose and mouth for coughs and sneezes.
- Avoid close contact with people who are sick.
- Wear a cloth face covering when in public places or in close proximity to other people.

## Physical and Social Distancing

Physical distancing should be implemented as directed by state and local health authorities. Physical distancing means avoiding large gatherings and maintaining social distance (at least 6 feet) from others when possible.

Best practices include:

- Use flexible worksites so that employees who can work from home are required to work from home unless approved by a supervisor (e.g., telework)
- Implement flexible work hours (e.g., 4-day workweek or staggered shifts)
- Assign individual county vehicles for use by employees
- Increase physical space between employees and/or customers at the worksite (e.g., partitions, floor markings, limitations on the number of people allowed in a facility)
- Use technology to conduct virtual meetings
- Postpone any work-related travel

All WCRC buildings have been closed to the public. As of July 6, 2020, WCRC's Administration Building at 555 N. Zeeb Road has been open to the public by-appointment only. All meeting rooms are closed until further notice. Break rooms and other common areas are restricted to limit the number of people congregating at one time so employees may follow appropriate physical distancing guidelines. Maximum occupancy is posted outside of each common space.

All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone, Microsoft Teams or other electronic means. If an in-person meeting is required, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart. In addition, all in-person meeting participants must wear a mask or face covering.

## Personal Protective Equipment (PPE)

In addition to traditional PPE for workers engaged in various tasks (e.g., safety vest, fall protection, hard hats and/or hearing protection), employees are expected to use appropriate face coverings and/or gloves.

In addition:

- Employees are expected to maintain at least 6 feet of separation between one another, as well as between themselves and members of the public.
- Facemasks must be worn when physical distance of 6 feet or more cannot be maintained and as directed by various executive orders, state and local public health orders and the WCRC Face Covering Protocol (see Appendix B).

- Employees and visitors are expected to wear masks while in WCRC buildings and garages, including common areas such as elevators, hallways, restrooms and other workplace situations where physical distancing is difficult to maintain. However, masks may be removed when employees are able to work alone in an enclosed space. For example: assigned office, cubical or vehicle.
- Face coverings are not a substitute for physical distancing, frequent hand washing or other preventative actions.
- Disposable gloves should be worn only when necessary and are not recommended for general use in typical office settings to protect employees from exposure to COVID-19.

## Cleaning and Disinfecting

WCRC has implemented increased housekeeping practices, which include cleaning and disinfecting common touchpoints, frequently used tools and equipment and other elements of the work environment, where possible. Employees are responsible for regularly cleaning their own personal workspace, such as office doorknobs, light switch plates, keyboards, mouse and desktops. In addition:

- Break/lunchroom areas will be cleaned at least once per day.
- Vehicles and equipment/tools should be cleaned at least once per day and before and after any change in operator.
- Employees should limit the use of shared tools and equipment. To the extent tools must be shared, WCRC will provide disinfectant to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- If practicable, each employee should continue to use/drive the same truck or piece of equipment every shift.
- Employees should use individual water bottles, instead of using a common source of drinking water, such as a drinking fountain or cooler.
- WCRC will ensure that any disinfection shall be conducted using one of the following:
  - Common EPA-registered household disinfectant;
  - Alcohol solution with at least 60% alcohol; or
  - Diluted household bleach solutions (if appropriate for the surface).
- WCRC will maintain Safety Data Sheets of all disinfectants used on site.
- MIOSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids.

## Remote Work

The vast majority of WCRC’s workforce are not able to work remotely. For those who can conduct their work at home, as of January 16, 2021, they will be required to continue to work from home through least January 31, 2021, per MDHHS’ latest pandemic order and MIOSHA’s latest work rules.

Employees working remotely will be expected to complete their normally assigned tasks in a timely and professional manner. Supervisors will check-in regularly with employees working remotely.

All employees, including those working remotely, must follow all WCRC policies, including the IT Use Policy. WCRC will provide employees working remotely with equipment that is essential to their job duties. Supplemental equipment, such as extra monitors and docking stations provided to laptop users, should not be taken home unless the employee is granted permission by their supervisor and IT. Any WCRC-issued equipment provided remains WCRC property. WCRC reserves the right to monitor WCRC property even when used remotely.

If the employee terminates employment during a period of remote work, all WCRC property must be returned to WCRC IT immediately.

## Assigned Work Location, By Position

Department	Position	Reporting Location	Reason
Operations	Heavy truck drivers and heavy equipment operators	In-person	Work cannot be done remotely
	Group leaders and foremen	In-person	Work cannot be done remotely
	Facilities staff	In-person	Work cannot be done remotely
	Operations clerk	Remote	A vast majority of office work can be done remotely, minimal tasks require in-person work
	Mechanics and shop staff	In-person	Work cannot be done remotely
	Superintendents	In-person	Supervisory work cannot be done remotely
	Director of operations	In-person	Supervisory work cannot be done remotely
Engineering	Signal and sign staff	In-person	Work cannot be done remotely
	Engineering technicians and permit coordinators	Hybrid	Field work cannot be done remotely, office work can be done remotely
	Engineering support and permits clerks	Remote	A vast majority of office work can be done remotely, minimal tasks require in-person work

	Engineers, project managers and GIS developer	Remote	Office work can be done remotely, some supervisory work will be conducted in-person but very limited
	Director of engineering and assistant director of engineering	Remote	Office work can be done remotely, some supervisory work will be conducted in-person but very limited
Administration	Customer relations representative	In-person	Phone and radio coverage cannot be conducted remotely at this time
	Communications manager	Remote	Office work can be done remotely
	Human resources and IT staff	Hybrid	Alternating schedules to continue to provide in-person coverage and support while conducting some office work remotely
	Finance and payroll clerks and board secretary	Remote	A vast majority of office work can be done remotely, minimal tasks require in-person work
	Director of finance and IT	Remote	Office work can be done remotely
	Managing director	In-person	Supervisory work cannot be done remotely
	Road commissioners	Remote	Work can be done remotely

**Employee, Contractor and Authorized Visitor Screening**

**Employees**

WCRC will screen all employees at the beginning of their shift or upon entry into a WCRC facility in accordance with the current local and state guidance. Those who refuse screening will not be allowed to enter.

Employees from the administration and engineering departments will complete the screening questions using the MI Symptoms app or website prior to entering WCRC facilities. Employees working remotely do not need to answer screening questions on days they do not enter a WCRC facility or work site.

Employees from WCRC’s operations department will text, call or email their direct supervisor the answers to the latest screening questions prior to entering a WCRC facility or work site. These supervisors will record their answers on an electronic form for each employee. These electronic records will be collected and retained by the operations clerk.

## Contractors and Authorized Visitors

All WCRC buildings are closed to the public. As of July 6, 2020, WCRC's Administration Building at 555 N. Zeeb Road has been open to the public by-appointment only.

Should it be necessary for a non-WCRC employee such as a contractor, supplier or other authorized visitor to enter a WCRC facility or worksite they will be subject to the same screening protocols, including record keeping, as employees. Supervisors will be provided a blank screening sheet to fill out with a contractor/authorized visitor by phone prior to their scheduled visit.

Members of the general public who make an appointment to meet with a WCRC staff member will be asked the latest screening questions before entering WCRC's lobby. Their responses will not be recorded.

In addition:

- The number of visitors to the job site will be limited to only those necessary for the work.
- All visitors are required to comply with the current state and local health orders.
- Deliveries will be permitted but should be properly coordinated with the shop in accordance with WCRC's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.

## Exposure Situations

### Exposure Risk Category

WCRC has determined that its employees' jobs fall into the medium exposure risk category as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

*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 administrative controls contained in this plan are designed to minimize or eliminate the risks of COVID-19 to these employees in the workplace.

## Employee Tests Positive for COVID-19

If an employee has tested positive for COVID-19, he/she may not return to work until:

- A. If asymptomatic, the employee can return to work ten (10) days after the date the test sample was provided.
- B. If symptomatic and ***the employee will not be tested*** to determine if he/she is still contagious, the employee can return to work after these three things have happened:
  - a. The employee has had no fever for at least twenty-four (24) hours (one full day of no fever without the use of medicine that reduces fevers) AND
  - b. Other symptoms have improved (for example, when cough or shortness of breath have improved) AND
  - c. At least ten (10) days have passed since symptoms first appeared.
- C. If symptomatic and ***the employee will be tested*** to determine if he/she is still contagious, the employee can return to work after these three things have happened:
  - a. The employee no longer has a fever (without the use of medicine that reduces fevers) AND
  - b. Other symptoms have improved (for example, when cough or shortness of breath have improved) AND

If an employee tests positive for COVID-19, within 24 hours WCRC will notify the Washtenaw County Health Department and any co-workers, contractors or suppliers with whom the employee may have come into contact. WCRC will also evaluate the workspace occupied by the employee and perform deep cleaning, as appropriate.

## Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Close contact is defined as within six (6) feet for a cumulative 15 minutes or more over a 24-hour period.

With close contact, an employee must stay away from the workplace for 14 days from the date of close contact with a person who has a diagnosed case of COVID-19.

If the employee develops symptoms, they should be sent home immediately and should self-isolate at home for a minimum of 10 days after symptoms started. They must also have 72 hours (3 full days) without fever and have improvement in symptoms before returning to work or a WCRC facility.

## Confidentiality/Privacy

An infected employee's privacy will be protected to the greatest extent possible. Management will only share that information determined to be necessary to protect the health of employees in the workplace, but at the same time maintain confidentiality as required by the Americans with Disabilities Act (ADA). Medical information related to a specific employee will not be disclosed.

Except for circumstances in which WCRC is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances.

When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. WCRC reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

WCRC also reserves the right to inform contractors, sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the employee so those individuals may take measures to protect their own health.

## Training

WCRC will train workers on, at a minimum:

- a. Workplace infection-control practices.
- b. The proper use of personal protective equipment.
- c. Steps the employee must take to notify WCRC of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- d. How to report unsafe working conditions.

The COVID-19 coordinator at each facility shall create a record of the training. WCRC shall place posters in the workplace that encourage staying home when sick, cough and sneezing etiquette and proper hand hygiene practices.

## Leave Options

### **Families First Coronavirus Response Act**

The federal government created emergency paid sick leave in response to the coronavirus crisis. Per the law, the requirement for employers to provide this leave option expired on December 31, 2020. As of December 29, 2020, WCRC has extended this leave option until March 31, 2021. Compensation hourly rates depend on your job classification and circumstances. Contact the HR manager to request emergency paid sick leave.

### **Family Medical Leave Act (FMLA)**

The federal government also passed an expansion of FMLA with special provisions for the coronavirus crisis. Per the law, the requirement for employers to provide this expansion expired on December 31, 2020. As of December 29, 2020, WCRC has extended this leave option until March 31, 2021. FMLA compensation hourly rates depend on your job classification and circumstances. Contact the HR manager to request FMLA.

### **Annual Leave**

Use paid leave from your annual leave bank. To take paid leave, email your supervisor with your request.

TEMPORARY If you have run out of annual leave, senior management is temporarily allowing employees to borrow against future annual leave by up to 40 hours. You will “payback” this paid leave negative balance at your next annual leave distribution date. Opportunity to take advantage of this temporary policy expires March 31, 2021.

TEMPORARY If you are in a “use it, or lose it” situation with your annual leave, due to this special situation, you may request to carry-over more than 240 hours to allow you to save extra annual leave if desired. Opportunity to take advantage of this temporary policy expires March 31, 2021.

Contact the HR manager to request to use these temporary annual leave options.

### **Unpaid Leave**

Requests for unpaid leave must be made in writing to your direct supervisor, director and HR manager.

## Moving Forward Strategies

The COVID-19 pandemic creates a perilous situation requiring extreme measures to be taken to protect WCRC employees from exposure to the virus while still providing essential services to the public. WCRC is deemed a critical infrastructure workplace due to the vital transportation network we are required to maintain.

WCRC has developed strategies to move forward with work using a phased approach. These phases will allow us to follow guidelines established by health experts and government officials such as daily health monitoring, physical and social distancing, PPE and cleaning protocols.

These phases are also flexible so that decisions may be based on scientific data and directives of state and local health experts and protocols may be tightened or relaxed based upon the severity of the pandemic at any given time.

For details associated with physical and social distancing, required PPE, cleaning, screening and timekeeping and communication, see the **Current Phase Chart in Appendix D**.

# Appendix A - COVID-19 Checklist for Employers and Employees

## Know the Symptoms of COVID-19

- Fever
- Cough
- Shortness of breath, or difficulty breathing
- Early symptoms may include chills, muscle pain, sore throat, new loss of taste or smell and less common symptoms such as nausea, vomiting or diarrhea

If you develop a fever and symptoms of respiratory illness, DO NOT GO TO WORK and call your supervisor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

## Employer Responsibilities

- Develop a COVID-19 Preparedness, Response and Moving Forward Plan.
- Limit access to the job site and facilities to only those necessary for the work.
- Require all employees, contractors and visitors to comply with all state and local health orders, including health screening requirements.
- Ask employees, contractors and visitors to leave and return home if they are showing symptoms.
- Provide personal protective equipment (PPE) to all employees.
- Conduct meetings by phone or online, if possible. If not, instruct employees to maintain 6 feet between each other and to wear a mask or face covering.
- Provide cleaning/disinfecting products and maintain Safety Data Sheets of all disinfectants used on site
- Train employees on workplace infection control practices, proper use of PPE, steps to take to notify WCRC of any COVID-19 symptoms or a suspected/confirmed diagnosis of COVID-19 and how to report unsafe working conditions.

## Employee Responsibilities

- Become familiar with WCRC's Preparedness, Response and Moving Forward Plan and follow all elements of the plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If hand washing facilities are not available, use alcohol-based hand rub with at least 60% alcohol. Avoid touching your face, eyes, food, etc. with unwashed hands.
- Practice social distancing.
- Wear required PPE.

## Cleaning/Disinfecting and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. Employees should regularly do the same in their assigned work areas.
- Avoid sharing tools with co-workers. If not, disinfect before and after each use.
- Clean shared spaces such as restrooms and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Collect trash frequently by someone wearing gloves.
- Require remote work where possible.

## Appendix B – WCRC Face Mask Protocol

Updated 11/10/2020

### Definition of a Face Mask

A face mask is a “tightly woven cloth or other multi-layer absorbent material that closely covers an individual’s mouth and nose.”

According to current guidelines from the CDC, the effectiveness of face shields, scarves, gaiters and bandanas is unknown AND they no longer meet the definition of a face mask. Face shields, scarves, gaiters or bandanas **may not** be used as a substitute for a face mask at WCRC.

### Protocol

#### 1. Indoors:

- a. A face mask must be worn inside a WCRC facility, including garages, restrooms and hallways, whenever an employee leaves their assigned workspace (office, cubical, vehicle, mechanics’ bay).
- b. All staff shall wear a face mask when entering an “enclosed public space” during the workday. For example: a grocery store or gas station.
- c. Authorized visitors to any WCRC facility are required to wear face coverings per this protocol.

#### 2. Outdoors:

- a. All staff or authorized visitors working at a WCRC jobsite, shall wear a face mask when maintaining 6 feet of social distancing is not possible.

If employees must gather indoors or outdoors during the workday, face masks must be worn by all employees during the gathering.

Employees who violate this protocol will be subject to the Progressive Discipline Policy.

### Equipment

- WCRC has cloth masks available for staff to use at work.
- Staff are responsible for laundering cloth face masks provided by WCRC. Masks should only be worn for one day and then laundered on the hottest wash setting. A previously worn cloth mask should not be reworn without washing.
- Staff may use their own homemade masks if following [CDC recommendations for DIY cloth face coverings](#).

### Sources

- State of Michigan Department of Health and Human Services Emergency Order [“Gatherings and Face Mask Order”](#), dated October 29, 2020
- [MIOSHA Emergency Rules for Coronavirus Disease 2019, Rule 7](#), dated October 14, 2020
- [CDC’s About Face Coverings – How to Select, Wear and Clean Your Mask](#)

## Appendix C – COVID-19 Leave FAQ

Due to the coronavirus (COVID-19) pandemic, WCRC has implemented some temporary changes to our leave policies. These changes have been made to help provide maximum flexibility for employees facing health and childcare concerns. In addition, the federal government has passed expansions to FMLA and paid sick leave under the Families First Coronavirus Response Act.

If you ever have any questions about your leave options, contact Nicole Peterson, HR manager, (734) 327-6641, [petersonn@wcroads.org](mailto:petersonn@wcroads.org).

### **Q: Schools and daycares are closed due to the coronavirus. I can't work because I need to care for my son/daughter. What are my options?**

A: You have a couple of options:

1. Use paid leave from your *annual leave bank*. To take paid leave, email your supervisor with your request. If you are out of annual leave, you can now temporarily borrow up to 40 hours from your future annual leave earnings (option available until March 31, 2021).
2. Take *unpaid leave*. To request unpaid leave, contact your supervisor, director and HR manager.
3. Apply for *emergency paid sick leave*. The federal government created emergency paid sick leave in response to the coronavirus crisis. Under this law, the need to provide childcare for your healthy children under the age of 18 now qualifies for up to 80 hours of emergency paid sick leave. Compensation hourly rates depend on your job classification and circumstances. Per the law, the requirement for employers to provide this leave option expired on December 31, 2020. As of December 29, 2020, WCRC has extended this leave option until March 31, 2021. Contact Nicole Peterson to request emergency paid sick leave.
4. Apply for leave under the *Family Medical Leave Act (FMLA)*. The federal government passed an expansion of FMLA with special provisions for the coronavirus crisis. Under this law, the need to provide childcare for your healthy children under the age of 18 now qualifies for FMLA. FMLA compensation hourly rates depend on your job classification and circumstances. Per the law, the requirement for employers to provide this leave option expired on December 31, 2020. As of December 29, 2020, WCRC has extended this leave option until March 31, 2021. Contact Nicole Peterson to request FMLA.
5. As a "critical infrastructure worker", you are eligible to access "*essential service childcare*" facilities that were designated by the governor. To get connected to these facilities, fill out the survey here: [www.helpmegrow-mi.org/essential](http://www.helpmegrow-mi.org/essential). This website provides a connection to childcare providers who have openings for children ages birth through 12 years old. Fees will apply. Please allow at least 48 hours for a response.

**Q: I'm concerned about my health and I'm not comfortable coming to work during the coronavirus crisis. What are my options?**

A: You have a couple of options:

1. Use *paid leave* from your annual leave bank. To take paid leave, email your supervisor with your request. If you are out of annual leave, you can now temporarily borrow up to 40 hours from your future annual leave earnings (option available until March 31, 2021).
2. Take *unpaid leave*. To request unpaid leave, contact your supervisor, director and HR manager.

**Q: I have been exposed to someone diagnosed with coronavirus. What should I do?**

A: You should immediately consult your primary care physician; they will advise you on recommended next steps (for example: self-isolate or just monitor for symptoms).

According to the Washtenaw County Health Department's Public Health Emergency Order issued October 5, 2020, you must self-quarantine for 14 days if you had close contact with an individual diagnosed with COVID-19.

Whether or not you have been diagnosed with coronavirus, if you have been directed by a healthcare provider or a county health department official to quarantine, you are eligible for up to 80 hours of emergency paid sick leave. Hourly compensation rates depend on your job classification and reason for absence. Per the law, the requirement for employers to provide this leave option expired on December 31, 2020. As of December 29, 2020, WCRC has extended this leave option until March 31, 2021.

If you have exhausted your emergency paid sick leave, you may also be eligible for expanded coverage under FMLA. FMLA hourly compensation rates depend on your job classification and reason for absence. Per the law, the requirement for employers to provide this leave option expired on December 31, 2020. As of December 29, 2020, WCRC has extended this leave option until March 31, 2021.

Contact Nicole Peterson, HR manager to coordinate emergency paid sick leave and/or FMLA.

**Q: I was sick and told to self-isolate by a healthcare provider. I'm now feeling better, when and how can I return to work?**

A: According to the county health department, employees with COVID-19 who have stayed home (are home isolated) can stop home isolation and return to work under the following conditions:

- Stay home for 10 days after symptoms started AND
- 24 hours after fever has resolved (without the use of medicine to reduce the fever) AND
- Symptoms improved

**Q: I can't work because I need to care for a loved one who has been diagnosed with coronavirus. What are my options?**

A: You have a couple of options:

1. Use paid leave from your *annual leave bank*. To take paid leave, email your supervisor with your request. If you are out of annual leave, you can now temporarily borrow up to 40 hours from your future annual leave earnings (option available until March 31, 2021).
2. Take *unpaid leave*. To request unpaid leave, contact your supervisor, director and HR manager.
3. Apply for *emergency paid sick leave*. The federal government created emergency paid sick leave in response to the coronavirus crisis. Under this law, the need to care for a loved one diagnosed with coronavirus qualifies for up to 80 hours of emergency paid sick leave. Compensation hourly rates depend on your job classification and circumstances. Per the law, the requirement for employers to provide this leave option expired on December 31, 2020. As of December 29, 2020, WCRC has extended this leave option until March 31, 2021. Contact Nicole Peterson to request emergency paid sick leave.
4. Apply for leave under the *Family Medical Leave Act (FMLA)*. The federal government passed an expansion of FMLA with special provisions for the coronavirus crisis. Under this law, the need to care for a loved one diagnosed with coronavirus now qualifies for FMLA. FMLA compensation hourly rates depend on your job classification and circumstances. Per the law, the requirement for employers to provide this leave option expired on December 31, 2020. As of December 29, 2020, WCRC has extended this leave option until March 31, 2021. Contact Nicole Peterson to request FMLA.

## **Appendix D – Current Phase Chart**