



Cherryland Electric Cooperative

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Revised: June 1, 2020

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Cherryland Electric Cooperative (CEC) 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 perform in-person work. Others either are, or soon will be, welcomed back into work from our remote work offices. 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, members and guests.

CEC business practices are continually evaluated to ensure safety and health of all individuals. This is being implemented using a phased approach as detailed in the Phased Re-Entry Plan. The Phased Re-Entry Plan is available on the Intranet under documents and on MS Teams under Cherryland Virtual Office/General/Common Files/COVID19 Documents, along with all COVID-19 related documents.

CEC 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 areas and
3. Requiring appropriate personal protection equipment including masks, gloves, etc.

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

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

Our employees fall into the following category 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).

COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

CEC has designated the following staff as its COVID-19 Workplace Coordinators: *Kerry Kalbfleisch, Jeff Puffer, Megan Girard*

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 CEC SUPERVISORS AND MANAGERS

All CEC managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, CEC expects that all managers/supervisors will set a good example by following this Plan. This includes appropriate use of PPE, practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

CEC will require and keep a record of all self-screening protocols for all employees, contractors or vendors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

CEC will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including 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.
- 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.

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. CEC, 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 ask their manager, supervisor or contact Kerry Kalbfleisch, Human Resource Director at 231-486-9262.

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 unavailable, 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.

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 AND SAFETY PREVENTATIVE MEASURES FOR CEC

CEC has put various best practices and measures into place to ensure the health and safety of identified groups of individuals.

Minimizing exposure from co-workers.

CEC 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

A Covid-19 Social Distancing policy was created. Please refer to that policy for more detailed and departmental specifics in reference to the following guidelines:

- 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 and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation
- Use of masks and gloves as directed
- 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
- More specific details of our social distancing practice can be found in the COVID-19 Social Distancing Policy posted on the Intranet under Documents and on MS Teams/Cherryland Virtual Office/Common Files/COVID Documents

Protocol for when employee tests positive for COVID-19

- An employee's direct supervisor or Director of Human Resources, Kerry Kalbfleisch are to be notified immediately.
- Ask the infected employee to identify all coworkers and areas within the facility that they may have come into close contact with at least 14 days prior to when they tested positive. **Do not disclose the name of the infected employee or provide any other identifying information like department or title without their consent.**
 - Employees who had close contact with the infected employee in the past 14 days, will be sent home for a 14-day self-quarantine.
 - Known Members, vendors, or third parties, with whom the employee may have come into close contact with while at work within the past 14 days, will be notified that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
- Employee is encouraged to reach out to their health care provider.
- Other employees are to be informed that Cherryland Electric Cooperative had an infected employee and they tested positive for COVID-19. If affected employee has been in the office, it will be closed until further notice for deep cleaning and sanitizing. The company that we use is Universal Cleaners (231) 715-3236.
- Everyone is encouraged to contact Director of Human Resources, Kerry Kalbfleisch with questions or concerns.
- Discrimination based on a positive test or suspicion of a positive test is strictly prohibited.
- If an employee tests positive for COVID-19, Cherryland Electric Cooperative may reach out to Grand Traverse County Health Department to aid in contact tracing.

Quarantine and Isolation distinctions and return to work protocols

- Self-Quarantine - You feel fine but there is a high chance that you have been exposed to the disease. (i.e. had an encounter with someone that was diagnosed, etc.) Stay home for 14 days – can return if no symptoms developed.
- Isolation - Avoiding people because you have symptoms of a disease (i.e. cold, flu) and you don't want to get others sick. Stay home until symptoms are gone and you are fever-free for two days.
- Mandated Quarantine – due to a positive diagnosis of COVID-19. – Stay home for at least 14 days. Can return if you have had a test determining that you are no longer contagious. If you will not have a test, you can leave home after three things have happened. 1) You have had no fever for at least 72 hours AND 2) other symptoms have improved (i.e. cough or shortness of breath have subsided) AND at least 7 days have passed since your symptoms first appeared. A return-to-work note from a physician will be required in the case of a mandated quarantine.

Restrict employees from the workplace if:

- 1) they display symptoms of COVID-19
 - Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home for self-isolation
 - Remote work will be encouraged where possible
- 2) they had close contact with an individual diagnosed with COVID-19
 - Self-quarantine at home for 14 days
 - Remote work will be encouraged where possible
- 3) they have engaged in any activity or travel which fails to comply with the Stay Home, Stay Safe EO.
 - Self-quarantine at home for 14 days
 - Remote work will be encouraged where possible
 - Management discretion based on individual circumstances
- 4) They tested positive for COVID-19
 - Mandated 14-day quarantine
 - Remote work will be encouraged where possible

Time off for quarantine and/or isolation

- Please refer to the COVID-19 PTO Policy as well as the Families First Coronavirus Response Act (FFCRA). If employees have questions regarding use of emergency paid sick time, or the expanded FMLA, they should contact *Kerry Kalbfleisch, HR Director at 231-486-9262*
- CEC follows state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered

Cleaning and Sanitation of the workplace:

- Universal Cleaners, LLC cleans on Monday, Wednesday and Friday nights. They utilize the same staff member there every night. They clean most surfaces with a sanitizing cleaner. They have been disinfecting the workplace weekly by electrostatic spraying of Betco0 PH7-Q. This treatment is available at our request. CEC MUST inform them of any suspected or confirmed cases.
- 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.
- After using a CEC vehicle, employees are responsible for cleaning and disinfecting the vehicle.
- CEC provides disposable wipes 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.
- See COVID-19 Social Distancing Policy for more department specific details

Minimizing exposure from those outside of our workforce including Members, and temporary or contract labor

- Social distancing practices to be observed:
 - Please refer to the COVID-19 Social Distancing Policy for more detailed and department specific practices
 - In person meetings are to be made by appointments only
 - Lobby remains closed indefinitely. Kiosk and drive-thru are available
 - 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 the CEC facilities will be required to complete a health questionnaire including a temperature check. This can be accessed at <https://forms.thesquirrelwars.com:8043/c92ohvce/>
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- Lobby remains closed indefinitely.
- Companies that provide contract employees have been provided this plan and we encourage them to follow our practices and standards to work with their employees to maintain the health & safety of others.

Minimizing exposure from the visitors/vendors

- All business partners that work within CEC have been provided this Plan
- When necessary, CEC will limit the number of visitors in the facility.
- Any individual entering one of the CEC facilities will be required to complete a health questionnaire including a temperature check. This can be accessed at <https://forms.thesquirrelwars.com:8043/c92ohvce/>
- Masks will be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.

Minimizing exposure from the general public

- Social distancing practices to be observed:
- Please refer to the COVID-19 Social Distancing Policy for more detailed and department specific practices
 - 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 CEC's facility educating individuals on ways to reduce the spread of COVID-19
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.

Other considerations:

Employees are reminded about our employee assistance program (EAP) resources and community resources as needed.

- New Directions Employee Assistance Program (EAP). App available called New Directions EAP, company code TCCHAMBER. Or 800-624-5544
- Telehealth available through Priority Health Plan
- Mental health services are available with the Priority Health Plan
- Grand Traverse County Health Department at www.gtchd.org/2211/Health, 231-995-6111

How to report unsafe working conditions

- Report immediately to your direct supervisor and/or the Safety Director
- If needed, contact OSHA to report emergencies, unsafe working conditions, safety and health violations, to file a complaint, or to ask safety and health questions. **800-321-6742 (OSHA)**

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 CEC. 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, CEC 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 2020-97 INDUSTRY SPECIFIC GUIDELINES

We have determined that the following Industry specific guidelines from the Executive Order apply to our operation and will be followed: ([click here for the full order](#))

Construction Industry Guidelines

- a. Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
- b. Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in sub-provision (b) of this section, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.
- d. Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.

- e. Identify choke points and high-risk areas where employees must stand near one another and control and provide visuals so that social distancing is maintained.
- f. Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees.
- g. Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite.
- h. Restrict unnecessary movement between project sites.
- i. Create protocols for minimizing personal contact upon delivery of materials to the worksite.

Offices

- a. 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).
- b. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- c. 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.
- d. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- e. Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.
- f. Post signs about the importance of personal hygiene.
- g. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- h. Institute cleaning and communications protocols when employees are sent home with symptoms.
- i. 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.
- j. Suspend all nonessential visitors.
- k. Restrict all non-essential travel, including in-person conference events.

Outdoors

- a. Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
- b. Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
- c. Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
- d. Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.