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

**Date Implemented: April 2020**

**Date revised: June 5, 2020**

# SOCRRA

## COVID-19 Preparedness and Response Plan

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# COVID-19 Preparedness and Response Plan

## INTRODUCTION

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, the Southeastern Oakland County Resource Recovery Authority (SOCRRA) has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders, or federal guidance, related to COVID-19 are issued or amended.

## I. GENERAL OVERVIEW

The following COVID-19 Preparedness & Response Plan has been established for SOCRRA in accordance with the requirements in the most recent Executive Order (“EO”) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and also in accordance with *Guidance on Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration (“OSHA”). Appendix A contains the list of 18 items all businesses and operations that are permitted to require their employees to leave their homes or residences for work must implement under the most recent EO.

## II. BASIC INFECTION PREVENTION MEASURES

### ***Enhanced Hygiene***

SOCRRA employees have been given direction to wash their hands frequently, to cover their coughs and sneezes, and to avoid touching their faces. Employees are provided with access to places to frequently wash hands and to use hand sanitizer with at least 60% alcohol, including upon entry. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods and viral-spread prevention are posted in all restrooms, kitchens, and break/lunch rooms. Hand shaking is also prohibited to ensure good hand hygiene. SOCRRA provides tissues, sanitizing wipes, hand sanitizer, and trash receptacles where appropriate.

SOCRRA employees are assigned walkie-talkies and directed to not share these devices and other work tools and equipment, when possible. When tools and equipment must be shared, employees must wipe down any and all items and spaces prior to sharing it with another employee. Sanitizing wipes are provided for this purpose.

### ***Sick Leave Policies***

SOCRRA employees are permitted to take sick leave consistent with the Families First Coronavirus Response Act. Paid Sick Leave hours will be given to all employees who report symptoms of COVID-19 or other illness, regardless of whether or not they ultimately test positive for COVID-19. At no time will SOCRRA discharge, discipline, or retaliate (or tolerate retaliation) against any employee who stays home or leaves work at SOCRRA when they are at high-risk for COVID-19 (per EO 2020-36).

### ***Remote Work***

Currently there is no position at SOCRRA that can be accomplished remotely. All SOCRRA employees are essential to operations.

### ***Enhanced Cleaning and Disinfecting***

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including special attention to parts, products, and shared equipment) is performed daily at the SOCRRA MRF & Transfer Station using products containing Environmental Protection Agency (“EPA”)-approved disinfectants. Employees are provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. When choosing cleaning chemicals, SOCRRA consults the [cdc.gov/coronavirus/2019](https://www.cdc.gov/coronavirus/2019) website for information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer’s instructions for use of all cleaning and disinfection products are strictly adhered to.

Enhanced cleaning and disinfection will be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. The area where the employee worked will be contained, and CDC guidelines are followed for cleaning and disinfection (See Appendix H).

Cleaning and disinfecting supplies, vendors, pricing, and orders received are documented in a spreadsheet that is updated as needed. A catalog of resources is also maintained.

### ***Enhanced Social Distancing***

Employees are directed to perform their work in ways that reasonably avoid coming within six feet of other individuals. Where possible, employees are relocated or provided additional resources in order to avoid shared use of offices, tools, and equipment. Ground markings, signs, and physical barriers are in use at SOCRRA to serve as visual reminders

of social distancing. The number of employees permitted in any break room or lunch room is limited to ensure social distancing restrictions are followed. Employees are directed to remain in their assigned work area as much as possible. Many positions within the SOCRRA MRF operate autonomously. Employees using equipment such as the loader or forklift work alone and are required to wipe down/disinfect vehicles and/or equipment after each use. Employees are provided with personal protective equipment appropriate to the exposure risk associated with the job following guidance from the Occupational Safety and Health Administration (“OSHA”) and the Centers for Disease Control and Prevention (“CDC”) applicable to the recycling and solid waste industry as well as the types of jobs at SOCRRA and in accordance with applicable state orders. Physical barriers have been installed for employees commensurate with their level of risk of exposure to COVID-19. As necessary, SOCRRA may consider alternating days or extra shifts that reduce the total number of employees in the workplace at one time to ensure social distancing can be maintained.

SOCRRA will continue to follow CDC and OSHA guidance with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. SOCRRA continues to monitor Governor Whitmer’s Executive Orders and the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, SOCRRA will continue to 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.

### **III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS**

#### ***Employee Screening Before Entering the Workplace***

SOCRRA has implemented a screening protocol at all SOCRRA sites to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. At the beginning of each day at the start of each work shift, SOCRRA employees are required check for signs and symptoms of COVID-19 using a self-screening questionnaire that complies with Oakland County's Essential Worker screening tool (See Appendix B). In addition to the self-screening questionnaire, SOCRRA employees are required to take and record their own temperature using a touchless thermometer provided by SOCRRA. Thermometer is disinfected after each use. Employees have been instructed to immediately report any signs and symptoms of COVID-19 to their Site Supervisor and the SOCWA/SOCRRA HR Associate before and/or during the work shift. Employees reporting signs/symptoms or temperature at or above 100.4 degrees have been instructed NOT to enter the SOCRRA facility.

If an employee fails the screening process, he or she will be prevented from entering the premises until allowed to return to work per CDC guidelines (See Appendix C). SOCRRA does not require a healthcare provider's note to validate an illness or to return to work however the employee must still meet the relevant criteria to return to work. SOCRRA employee screening records are kept at the SOCWA Administration Office in the HR Associate's office.

### ***Self-Monitoring for Symptoms***

Employees have been instructed and encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See Appendix L.

### ***Procedures for Reporting Illness***

#### ***Suspected Cases***

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
  - Fever;
  - Shortness of breath; and/or
  - Continuous cough.
- OR**
- They are experiencing at least two of the following symptoms:
  - Fever;
  - Chills;
  - Repeated shaking with chills;
  - Muscle pain;
  - Headache;
  - Sore Throat; and/or
  - New loss of taste or smell.
- They have been exposed to a COVID-19 positive person, meaning:

- An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
- In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then SOCRRA will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

### ***Confirmed Cases***

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then SOCRRA will:

- Within 24 hours, notify the Oakland County Health Division any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;



- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case and the cleaning/disinfecting plans and when the workplace will reopen.

### ***Becoming Sick at Work***

SOCRRA will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but not limited to:

- (a) Not allowing known or suspected cases to report to or remain at their work location.
- (b) Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- (c) Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Any onsite SOCRRA employee who appears to have a respiratory illness will be separated from other employees and/or other individuals, directed to contact HR, who will ask employee a series of questions:

- What are your symptoms?
- When did you begin experiencing symptoms?
- Do you have a fever?

HR contact will provide employee with COVID-19 resources for medical consult, testing, and treatment, and sent home (See Appendix F: Other Resources). Documentation of employee illness or suspected illness is detailed in Record Keeping on page 7 of this plan. If such a situation arises, SOCRRA will contain employee in a designated area with closable doors that serves as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited. Employees who are excused from work are required to provide HR with current contact information, remain in quarantine as recommended by Oakland County Health Division guidelines, and to update SOCRRA HR on a regular basis until cleared to return to work per CDC guidelines (See Appendix C).

### ***PPE***

SOCRRA monitors the OSHA and CDC websites regularly for updates about recommended PPE and assesses the need for PPE for SOCRRA employees.

The following criteria is applied to the selection and use of PPE by employees.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- Proper hand washing after removal of PPE.

SOCRRA provides required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. Employees are required to wear non-medical grade masks when workers cannot consistently maintain six feet of separation from other individuals in the workplace. SOCRRA provides face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace. SOCRRA also encourages employees to use PPE and hand sanitizer on public transportation and to observe social distancing and current social isolation guidelines at all times.

#### **IV. ADDITIONAL WORKPLACE PROTECTIONS**

##### ***Engineering Controls***

SOCRRA has implemented the following engineering controls:

- Installed directional signage and physical barriers, i.e. clear plastic sneeze guards.
- Installed an enclosed gatehouse with window for gatekeeper who provides instructions to customers

##### ***Administrative Controls***

SOCRRA has implemented a number of administrative controls to limit employee-to-employee and employee-to-customer contact. We continue to evaluate and assess as needed and/or as directed by state and local orders and will implement any other necessary administrative controls as appropriate.

- SOCRRA encourages sick workers to stay home
- Contact between employees minimized as much as possible by eliminating face-to-face in-person meetings to the fullest extent possible.
- Provide SOCRRA employees with up-to-date information about COVID-19 risk factors and protective behaviors

- Continuous evaluation (and re-evaluation) of controls and procedures put in place to ensure new hazards are not created.

### ***MRF & Transfer Station – COVID-19 Procedures***

- Employees only inside SOCRRA facilities
- Scale operator wears a non-medical grade mask and gloves
- Scale office is enclosed with plexiglass window for scale transactions
- Scale offices are closed to customers and SOCRRA employees with the exception of Scale Operators and/or Site Supervisor/COVID-19 Coordinators.
- A maximum of two employees allowed inside MRF and Transfer Station scale offices.
- Car Trucking, GFL Environmental, and Tringali drivers are required to wear masks, must get out of truck, go to window, and provide the scale operator with:
  - SOCRRA Truck number
  - City the material is from
  - Type of material (trash or recycling)
  - *Optional – name of driver and any other hauler specific info the hauler wants printed on the tickets*
- No driver signatures on tickets
- Copies are given to driver in a one-way transaction through plexiglass window
- For “cash” customers, credit and debit cards, checks and cash are accepted
- The SOCRRA Drop-off Recycling Center is closed indefinitely to reduce traffic and person-to-person contact in areas where social distancing cannot be controlled.

### ***Compost Site – COVID-19 Procedures***

- Employees only inside SOCRRA facilities
- SOCRRA employees wear gloves and non-medical grade masks for all customer interactions
- Cash, credit, debit, and checks accepted
- Tickets (receipts) given to customer
- No signatures to limit personal contact
- Maximum one employee inside Compost Site trailer
- One employee per vehicle

### ***Non-Essential Travel***

All non-essential travel is discontinued until further notice.

### ***Visitors***

Nonessential visitors are prohibited from entering the premises. Any essential visitors will be screened prior to entering the building. A screening questionnaire similar to the employee daily entry screening questionnaire is utilized to determine if the visitor can

enter the building (see Appendix D). If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they will not be allowed to enter the SOCRRA facility. SOCRRA will provide visitor with our list of COVID-19 resources. Visitor screening records kept at SOCWA Administrative Office in HR Associate office.

### ***Working with Insurance Companies and State and Local Health Agencies***

SOCRRA will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

### ***Continue to Follow Existing OSHA Standards***

SOCRRA will continue to adhere to all applicable existing OSHA standards and requirements.

### ***Training***

SOCRRA will coordinate and provide training to employees related to COVID-19. At minimum, SOCRRA will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps SOCRRA employees must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that SOCRRA employees must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions.

### ***Recordkeeping***

SOCRRA shall maintain the required recordkeeping under state executive orders. The following records are required to be maintained:

1. Required employee training.

2. A record of 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.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.
4. A COVID-19 Employee Documentation form is utilized when any SOCRRA employee reports illness or symptoms of illness (See Appendix I). Employee Documentation tracks trajectory of employee symptoms, illness, medical consult and diagnosis (if applicable), testing, treatment, recovery, and return to work planning.

### ***Workplace Coordinator***

SOCRRA has designated two worksite coordinators at each site to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. A COVID-19 coordinator will remain on-site at all times when employees are present.

**MRF/TS COVID-19 Coordinator** – Lucas Dean

**MRF/TS Co-Coordinator** – Marcel Sucaet

**Alternate Co-Coordinator** - Lucas Dean will designate an alternate as-needed

**Compost Site COVID-19 Coordinator** – Dave Powe

**Compost Site Co-Coordinator** – Casey Taormino

***Temporary Staffing Leadpoint*** See Appendix M

### ***Additional Restrictions and Policies***

N/A

## **V. EMPLOYEE CLASSIFICATIONS**

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. SOCRRA has evaluated employee risk levels and has determined that we have employees in Lower Exposure Risk. SOCRRA has implemented appropriate protections based this risk level.

***Lower Exposure Risk - Administrative Controls***

- SOCRRA will continue to monitor state and local public health communications about COVID-19 recommendations and ensure that SOCRRA employees have access to this information.
- Frequent referral to CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](https://www.cdc.gov/coronavirus/2019-ncov)

## **VI. BUSINESS CONTINUITY PLANS**

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

## APPENDIX A

### SUMMARY OF EXECUTIVE ORDER 2020-97

Executive Order 2020-97 requires all businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, or any order that follows it, to, at minimum, do the following:

- 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 and available here. **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.
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under your COVID-19 Preparedness and Response Plan. 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.
- 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.
- 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.<sup>2</sup>
- 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.
- 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.
- 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.
- An employer will allow employees with a 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”).
- Follow Executive Order 2020-36,<sup>3</sup> 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.
- 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.
- Restrict business-related travel for employees to essential travel only.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- Promote remote work to the fullest extent possible.
- 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.

Today's date: \_\_\_\_\_

Location: **MRF**

Good Morning! As you all know, COVID-19 continues to evolve quickly, and Oakland County requires that we screen all essential workers for potential risks of COVID-19 before beginning their shift. This is to ensure the health and safety of everyone.

1. Do you have any of the following symptoms: fever/feverish (100.4 or above), chills, dry cough, difficulty breathing, or digestive symptoms such as diarrhea, vomiting, and abdominal pain?

NAME	YES	NO	TEMP. READING
LUCAS DEAN			
CURTIS CARTER			
MARCEL SUCAET			
CHRIS NOEL			
KIM RODMAN			
NICK FRANCIS			
CAMERON KALBFLEISCH			
ANTHONY PHILLIPS			
RYAN TODD			
DENNIS WHEAT			
DAN CARLS			
KEN BRAGG			
DANNY STAFFORD			
CASEY SULLIVAN			
CHRIS ZIELKE			
ED HOGA			
MIKE PETERS			

2. Have you traveled out-of-state within the last 14 days?

NAME	YES	NO
LUCAS DEAN		
CURTIS CARTER		
MARCEL SUCAET		
CHRIS NOEL		
KIM RODMAN		
NICK FRANCIS		
CAMERON KALBFLEISCH		
ANTHONY PHILLIPS		
RYAN TODD		
DENNIS WHEAT		
DAN CARLS		
KEN BRAGG		
DANNY STAFFORD		
CASEY SULLIVAN		
CHRIS ZIELKE		
ED HOGA		
MIKE PETERS		

3. Have you had close contact with a confirmed/probable COVID-19 case?

NAME	YES	NO
LUCAS DEAN		
CURTIS CARTER		
MARCEL SUCAET		
CHRIS NOEL		
KIM RODMAN		
NICK FRANCIS		
CAMERON KALBFLEISCH		
ANTHONY PHILLIPS		
RYAN TODD		
DENNIS WHEAT		
DAN CARLS		
KEN BRAGG		
DANNY STAFFORD		
CASEY SULLIVAN		
CHRIS ZIELKE		
ED HOGA		
MIKE PETERS		

**As a reminder, continue to practice these healthy habits:**

Wash hands with soap and water for 20 seconds. If unavailable, use alcohol-based hand sanitizer with at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.

Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.

Avoid touching common surfaces in public places - elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons when you do not have a tissue or sleeve to cover your hand or finger.

Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

Today's date: \_\_\_\_\_

Location: **COMPOST SITE**

Good Morning! As you all know, COVID-19 continues to evolve quickly, and Oakland County requires that we screen all essential workers for potential risks of COVID-19 before beginning their shift. This is to ensure the health and safety of everyone.

1. Do you have any of the following symptoms: fever/feverish (100.4 or above), chills, dry cough, difficulty breathing, or digestive symptoms such as diarrhea, vomiting, and abdominal pain?

NAME	YES	NO	TEMP. READING
DAVE POWE			
CASEY TAORMORINO			
CHRIS MARYANSKI			

3. Have you had close contact with a confirmed/probable COVID-19 case?

NAME	YES	NO
DAVE POWE		
CASEY TAORMORINO		
CHRIS MARYANSKI		

2. Have you traveled out-of-state within the last 14 days?

NAME	YES	NO
DAVE POWE		
CASEY TAORMORINO		
CHRIS MARYANSKI		

**As a reminder, continue to practice these healthy habits:**

Wash hands with soap and water for 20 seconds. If unavailable, use alcohol-based hand sanitizer with at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.

Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.

Avoid touching common surfaces in public places - elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons when you do not have a tissue or sleeve to cover your hand or finger.

Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

## APPENDIX C

### EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, SOCRRA employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both three days have passed since their symptoms have resolved **and** seven days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

**APPENDIX D**

**VISITOR COVID-19 SCREENING FORM**

SOCRRA Site: \_\_\_\_\_

Visitors Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

In the past 24 hours, have you experienced any of the following symptoms:

\_\_\_\_\_ An atypical cough

\_\_\_\_\_ Atypical shortness of breath

Or at least two of the following:

\_\_\_\_\_ Fever of 100 degrees F or 37.8 degrees C, or above

\_\_\_\_\_ Chills/Repeated Shaking

\_\_\_\_\_ Muscle Pain

\_\_\_\_\_ Sore Throat

\_\_\_\_\_ Headache

\_\_\_\_\_ New or Loss of Taste or Smell

If visitor answered “yes” to any of the symptoms listed above, visitor is not permitted access to the premises. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

\_\_\_\_\_ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

\_\_\_\_\_ Traveled internationally or domestically?

If visitor answered “yes” to either of these questions, visitor is not permitted access to the premises.

\_\_\_\_\_ Visitor is required to wear a face covering while in any public spaces within the premises.

**SOCRRSOCRRA Employee:**

Contacted Vendor/etc and informed them the visitor was not allowed into the building.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Spoke to: \_\_\_\_\_

**ALL SERVICES  
TEMPORARILY  
CLOSED  
SATURDAY AND  
SUNDAY**

**ALL RECYCLING  
SERVICES CLOSED  
INCLUDES SHREDDER, HHW,  
ELECTRONICS AND BAGGED  
YARD WASTE DROP OFF**

## **TO MINIMIZE CONTACT:**

- CASH TRANSACTIONS DISCOURAGED – PLEASE USE CREDIT CARDS WHEN POSSIBLE
- TICKETS PROVIDED TO CREDIT CARD/CASH TRANSACTIONS
- ACCOUNT CUSTOMERS - TICKETS PROVIDED **BY REQUEST ONLY**
- BUSINESS ACCOUNTS CAN CALL THE MAIN OFFICE AT (248)288-5150 OR EMAIL [ANNEF@SOCRRA.ORG](mailto:ANNEF@SOCRRA.ORG) FOR A DAILY REPORT OF TRANSACTIONS



This closure is to support the recommended social distancing practices and reduction of nonessential activities by all residents under the advisement of the Governor and Oakland County. The closure impacts the use of services such as paper shredding, household hazardous waste, electronics, and bagged yard waste. Please hold materials until we are able to re-open.

This closure is to support the recommended social distancing practices and reduction of nonessential activities by all residents under the advisement of the Governor and Oakland County. The closure impacts the use of services such as paper shredding, household hazardous waste, electronics, and bagged yard waste. Please hold materials until we are able to re-open.

This closure is to support the recommended social distancing practices and reduction of nonessential activities by all residents under the advisement of the Governor and Oakland County. The closure impacts the use of services such as paper shredding, household hazardous waste, electronics, and bagged yard waste. Please hold materials until we are able to re-open.

**The health of SOCRRA customers and staff is our #1 priority.**

**Due to the COVID-19 public health emergency, SOCRRA is suspending normal ticketing procedures to reduce risk to our customers and staff.**

**We will not be providing copies of tickets unless specifically requested to.**

**Credit card use is the preferred method of payment. If using cash, please use exact change.**

**Thank you for your understanding during these trying times.**

**The health of SOCRRA customers and staff is our #1 priority.**

**Due to the COVID-19 public health emergency, SOCRRA is suspending normal ticketing procedures to reduce risk to our customers and staff.**

**We will not be providing copies of tickets unless specifically requested to.**

**Credit card use is the preferred method of payment. If using cash, please use exact change.**

**Thank you for your understanding during these trying times.**



**CLEAN  
HANDS KEEP  
YOU HEALTHY.**

Wash your hands with soap  
and water for at least

**20 SECONDS.**

LIFE IS BETTER WITH

**CLEAN  
HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



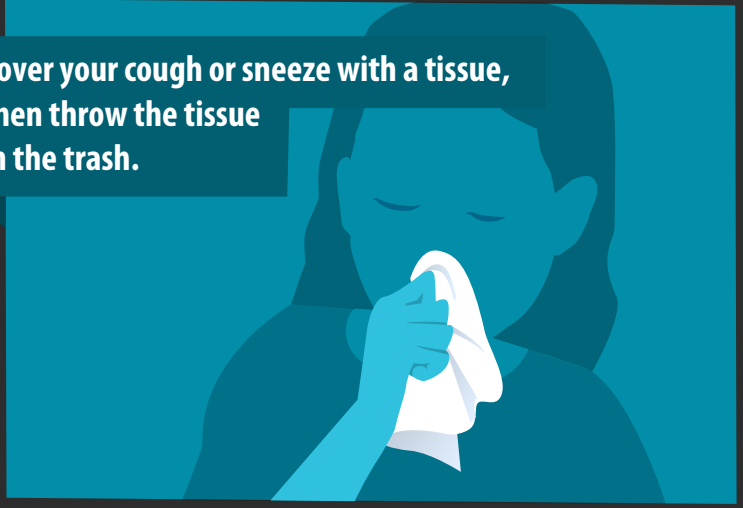
# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

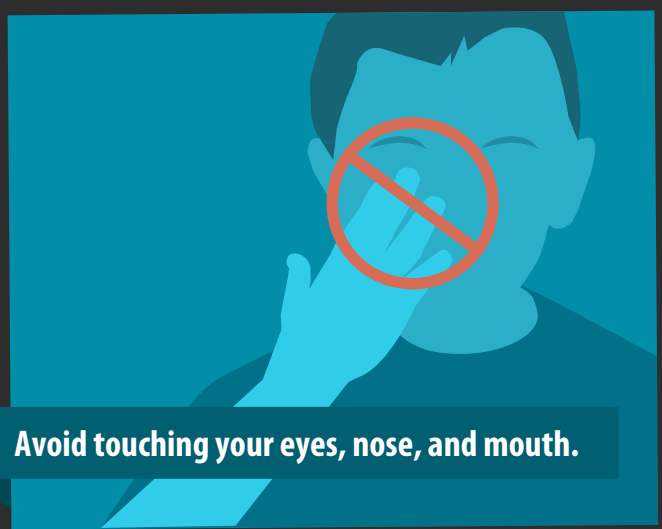
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

**APPENDIX F**  
**OTHER RESOURCES**

Occupational Safety and Health Administration website: [www.osha.gov](http://www.osha.gov)

Centers for Disease Control and Prevention website: [www.cdc.gov](http://www.cdc.gov)

National Institute for Occupational Safety and Health website: [www.cdc.gov/niosh](http://www.cdc.gov/niosh)

Governor Whitmer's Executive Order 2020-96:

[https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file\\_attachments/1456636/EO%202020-96%20Emerg%20order%20-%20MI%20Safe%20Start%20-%20re-issue.pdf](https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456636/EO%202020-96%20Emerg%20order%20-%20MI%20Safe%20Start%20-%20re-issue.pdf)

Governor Whitmer's Executive Order 2020-97:

[https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file\\_attachments/1456637/EO%202020-97%20Emerg%20order%20-%20Workplace%20safeguards%20-%20re-issue.pdf](https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456637/EO%202020-97%20Emerg%20order%20-%20Workplace%20safeguards%20-%20re-issue.pdf)

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

## APPENDIX G

### OSHA GUIDANCE FOR CLASSIFICATIONS

(Source: OSHA Guidance on Preparing Workplaces for COVID-19, pp 20-25)

#### **Very High Exposure Risk:**

*Very high exposure risk* jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category include:

- Healthcare workers (*e.g.*, doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (*e.g.*, intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (*e.g.*, manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

#### **High Exposure Risk:**

*High exposure risk* jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (*e.g.*, doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)
- Medical transport workers (*e.g.*, ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (*e.g.*, for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

#### **Medium Exposure Risk:**

*Medium exposure risk* jobs include those that require frequent and/or close contact with (*i.e.*, within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (*e.g.*, schools, high-population density work environments, some high-volume retail settings).

**Lower Exposure Risk (Caution):**

*Lower exposure risk (caution)* jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (*i.e.*, within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

**Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers**

For workers who do not have frequent contact with the general public, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

*Engineering Controls:*

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

*Administrative Controls:*

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

*Personal Protective Equipment:*

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.<sup>1</sup>

SOCRRA employees are classified as Lower Exposure Risk per OSHA guidance

## APPENDIX H

### SOCRRA COVID-19 PREPAREDNESS AND RESPONSE PLAN

#### Increased Cleaning and Disinfecting Instructions and Checklists

## SOCRRA Cleaning & Disinfecting Guidelines

**Cleaning refers to the removal of germs, dirt, and impurities from surfaces.**

Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection

**Disinfecting refers to using chemicals to kill germs on surfaces.**

This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface AFTER cleaning, it can further lower the risk of spreading infection.

**Always wear disposable gloves when cleaning and disinfecting surfaces**

**Gloves should be discarded after each cleaning**

**Wash hands with soap and water after removing gloves**

**If surfaces are visibly dirty, they should be cleaned with detergent or soap and water before disinfecting**

**When using spray cleaners, always wear eye protection!**

### Clorox Clean-Up Disinfectant Cleaner with Bleach

**Use undiluted**

**Keep area well-ventilated**

**Apply with clean cloth or spray bottle**

**Let stand for at least 5 minutes**

**Whenever possible, let air dry completely**

### Restock - Offices, Vehicles

**Clorox Wipes**

**Alcohol-based Hand Sanitizer**

**Antimicrobial Soap**

**Disposable Gloves**



# Daily Cleaning & Disinfecting Checklist

Week of: \_\_\_\_\_

Assigned to: \_\_\_\_\_

**All items must be clean/disinfected once per day**

<b>SOCRRA MRF</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sat</b>
<b>Lucas' Office</b>							
Door knobs							
Light switches							
Phone							
Desktop							
Keyboard							
Mouse							
Chairs - arms							
Tabletop							
<b>Scale Office</b>							
Door knobs							
Desktop							
Keyboard							
Mouse							
Phone							
Chairs - arms							
Printer							
Tables							
<b>Entrance/Exit doors</b>							
Door handles							
Interior door handles							
Time clock screen only							
<b>Bathrooms</b>							
Door handles							
Sink - faucet & handles							
Counters							
Toilet - handles & seat							
Stall doors - edges & mechanisms							
Mirrors							
Light switches							

APPENDIX H cont

<b>SOCRRA Transfer Station</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sat</b>
<b>Scale Office</b>							
Door knobs							
Desktop							
Keyboard							
Mouse							
Phone							
Chairs - arms							
Printer							
Tables							
Surface Area							
Sides							
<b>Restrooms</b>							
Sink - faucet & handles							
Counters							
Toilet - handles & seat							
Stall doors - edges & mechanisms							
Mirrors							
Door knobs							
Light switches							
<b>Entrance/Exit doors</b>							
Door handles							
Interior door handles							
<b>Equipment</b>							
Disposable Gloves							
Clorox Wipes							
Alcohol-based Hand Sanitizer							

APPENDIX H cont

<b>MRF Lunchroom</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa t</b>
<b>Lunchroom</b>							
Door knobs							
Light switches							
Tables							
Microwave handle							
<b>Drinking Fountain</b>							
Buttons							
Nozzle							
Surface Area							
Sides							
<b>Restroom</b>							
Sink - faucet & handles							
Counters							
Toilet - handles & seat							
Stall doors - edges & mechanisms							
Mirrors							
Door knobs							
Light switches							
<b>Equipment</b>							
Disposable Gloves							
Clorox Wipes							
Alcohol-based Hand Sanitizer							

**CV-19 SOCRRRA EMPLOYEE DOCUMENTATION**

Today's Date:

EMPLOYEE NAME:

Notes:

Referrals Given:

DOCUMENT ALL SYMPTOMS:

SYMPTOM	YES OR NO	DATE OF ONSET	DATE SYMPTOM DISAPPEARED	DATE RETURNED TO WORK
FEVER	THERMOMETER READING:			
COUGH				
HEADACHE				
SORE THROAT				
RUNNY NOSE/CONGESTION				
BODY ACHES				
SHORTNESS OF BREATH				

CHECK ALL THAT APPLY:

<input type="checkbox"/>	LEADPOINT – NOTIFY SOCRRRA OF SYMPTOMATIC EMPLOYEE
<input type="checkbox"/>	EMPLOYEE GIVEN OAKLAND COUNTY GUIDANCE HANDOUT
<input type="checkbox"/>	EMPLOYEE PROVIDED WITH PHONE NUMBERS AND RESOURCES FOR PHONE SCREENING AND FOR TESTING
<input type="checkbox"/>	EMPLOYEE GIVEN INSTRUCTIONS FOR FOLLOW UP WITH EMPLOYER
<input type="checkbox"/>	CHANGES OR RELEVANT TEST RESULTS REPORTED TO SOCRRRA
<input type="checkbox"/>	Testing:
<input type="checkbox"/>	COVID-19:
<input type="checkbox"/>	Other:

[WWW.OAKGOV.COM/HEALTH](http://WWW.OAKGOV.COM/HEALTH) FOR SELF MONITORING GUIDELINES

**LOCAL CORONAVIRUS RESOURCES & HOTLINES:**

Oakland County Nurse on Call – 800-848-5533

Ascension - 833-978-0649 – Option 1. answers to questions 2. Experiencing symptoms/talk to nurse 3. Receive text message for immediate appt with virtual care provider \$20.00

Beaumont Health - 800-592-4784 drive-by testing at Royal Oak campus – must meet fever criteria, long lines – open 6 am – 2 am

Henry Ford Health System - 313-/874-7500 testing only if admitted

Clarkston Medical – 248-625-2621 – download the CMG app for assessment and further instructions

St Joseph’s Urgent Care – 248-693-9040 – screening at the door – temp, symptom assessment, registered, seen by a physician

Michigan Department of Health and Human Services - 888-535-6136

APPENDIX K

SOCRRA  
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

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

1. It complies with Michigan Executive Order(s) \_\_\_\_\_ dated \_\_\_\_\_, 2020.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the SOCRRA website [www.socrra.org](http://www.socrra.org) and at each SOCRRA facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: SOCRRA

Signature: Jeffrey A. McKeen

Name of Official: JEFFREY A. MCKEEN

Title: GENERAL MANAGER

Date: 6/5/2020

## CDC.gov Watch For Symptoms

What you need to know

- Anyone can have mild to severe symptoms.
- **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Handling COVID-19 questions and situations

### Is it safe to work with recyclables?

OSHA has issued guidance specific to the recycling industry that says “Generally, management of waste that is suspected or known to contain or be contaminated with COVID-19 does not require special precautions beyond those already used to protect workers from the hazards they encounter during their routine job tasks in solid waste and wastewater management.”

Standard PPE that helps protect our employees

- Rubber or Nitrile gloves (do not touch your face, nose, eyes with gloves!!)
- Safety Glasses
- Dust Masks

Wash your hands frequently with soap and water for at least 20 seconds!

### What are the symptoms of COVID-19?

From the CDC - The following symptoms are most common with COVID-19

- Fever
- Cough
- Shortness of breath

### How to handle employees with concerns about their own situation.

We must understand that people have serious concerns. Be compassionate and understanding. Reassure them that we are doing our very best to keep them safe.

**Symptomatic Associates** Employees who are symptomatic (cough, fever, body aches, etc.) should not report for work until they have no symptoms. If employee shows up for work exhibiting symptoms or develops symptoms at work will be sent home. Potential outcomes include:

- Employee will be quarantined for 14 days before allowing return to work
- Employee seeks medical care and is released back to work by LHCP
- Employee is tested for COVID-19 and tests negative – employee should remain home until asymptomatic
- Employee is tested for COVID-19 and is positive. Response will be guided by local health department officials

### What if they are concerned about working around others?

We are implementing measures to reduce the risk of transmission

- Increased cleaning / disinfecting
- Encouraging increased hygiene practices
- Implementing social distancing policies
- Providing information from reliable sources

They have to make their own decision. If they are not comfortable, we are not enforcing attendance policy at this time so they may take unpaid leave if that is in their best interest.

### Reporting

If an associate shows up with symptoms or is concerned about potential exposure, report directly to your Onsite Manager. Your OSM will report to Regional Operations Director and to VP of Safety. If appropriate, the OSM will report situation to the client.

**Remember, treat situations with compassion, professionalism and concern for privacy.  
Our associates need our trustworthy leadership during this confusing time.**



Date:		Shift:	
Location:		Supervisor Name	

At the Start of each shift, a supervisor shall ask the following questions of our employees. If employee meets any of these situations, they should report to their supervisor immediately after this meeting.

- Symptom check (Fever, Cough, Shortness of breath or difficulty breathing, Chills / Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell).
- Any close contact in the last 14 days with someone outside of work (spouse, roommate, relative, etc.) with a confirmed or probable diagnosis of COVID-19.
- Travel internationally, out of the State or to area of known community spread in the last 14 days

A YES to any of the screening questions above requires the employee to be excused from work as follows:

- Employee will be quarantined for 14 days before allowing return to work
- Employee seeks medical care and is released back to work by LHCP
- Employee seeks medical care, is not tested for COVID-19 because they do not meet criteria, but no specific return to work date is given. Employee will be subject to CDC Home Isolation Protocol.
- Employee is tested for COVID-19 and tests negative – employee should remain home until asymptomatic
- Employee is tested for COVID-19 and is positive. Response will be guided by local health department officials

Social/physical distancing (at least 6 ft spacing) for employees

- Holding safety meetings outside or in open areas to allow for increased social distancing.
- Allow for a gap between shifts to allow opportunity to react to potential situations and limit the number of employees impacted.
- Limit shift interactions / overlap. Transition employees such as supervisors, who are required for any reason to stay behind, should properly wash their hands and ensure the facility is cleaned prior to the next shift arrival.

Each employee working this shift has been screened for symptoms, contact and travel. We have taken appropriate action for any “yes” answer and we are maintaining our social distancing policies:

Employees with yes response and action taken

Name	Action Taken

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



### **Pre-Shift Screening & Social Distancing Protocol**

In order to protect the safety, health and well-being of our team members and our client's team members, as well as, safeguard efficient operation of the facility; we have implemented specific ***pre-shift screening and social distancing strategies.***

### **Pre-Shift Screening**

Prior to entering the facility for the start of their shift, each team member must pass pre-shift screening. Screening shall be conducted by the Shift Manager or his/her assigns. The LP Screening Form (Attachment "A") is comprised of three primary questions pertaining to symptoms, close contacts and travel. If a team member provides a "Yes" response to any of the screening questions, the team member should be excused from work as prescribed by the screening form. The screening form shall be submitted to the On-Site Manager or Admin no later than the end of shift.

### **Social Distancing – Pre-Shift / Post-Shift**

During pre-shift and post-shift entry and exit, only one (1) team member shall be allowed in the breakroom and locker room at a time. Upon passing the screening process, the entering team member shall enter the locker room, promptly retrieve and don required PPE, and exit to the breakroom where they may store their food items. Once the team member has stored their items in the breakroom, the member shall immediately report to their assigned safety meeting area. After a team member has exited the locker room, another team member may be invited to enter the locker room.

Post shift, the departing team member shall enter the break room and promptly collect their belongings. The team member shall then exit to the locker room to secure their PPE and exit the facility. Once a team member has exited the breakroom, the next team member may enter the break room.

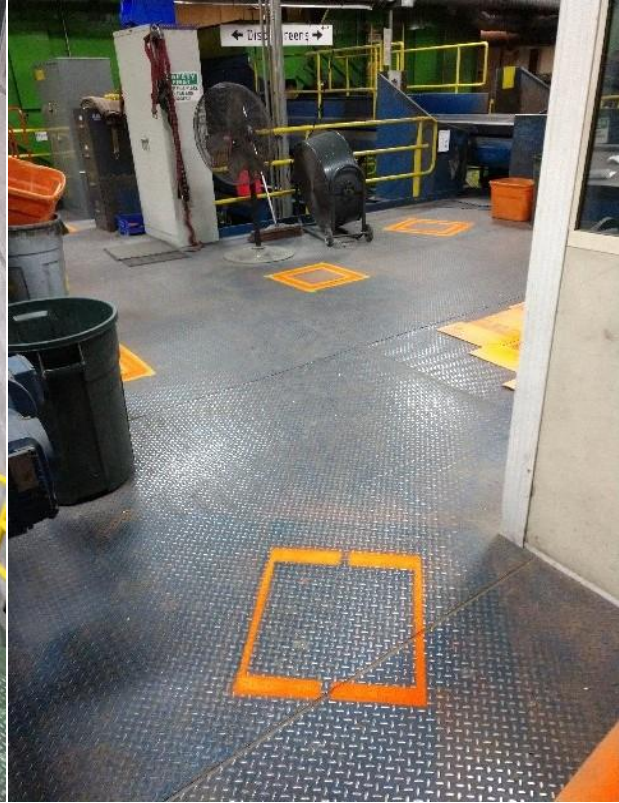
### **Social Distancing – Safety Tailgate Meetings**

Two clearly defined meeting areas have been created to insure social distancing during safety tailgate meetings. Each meeting area has nine (9) orange safety boxes. Eight (8) of the nine (9) safety boxes are for the quality control team; the ninth (9<sup>th</sup>) safety box is for the meeting leader. The safety boxes are at least six (6) feet in distance from every other safety box.

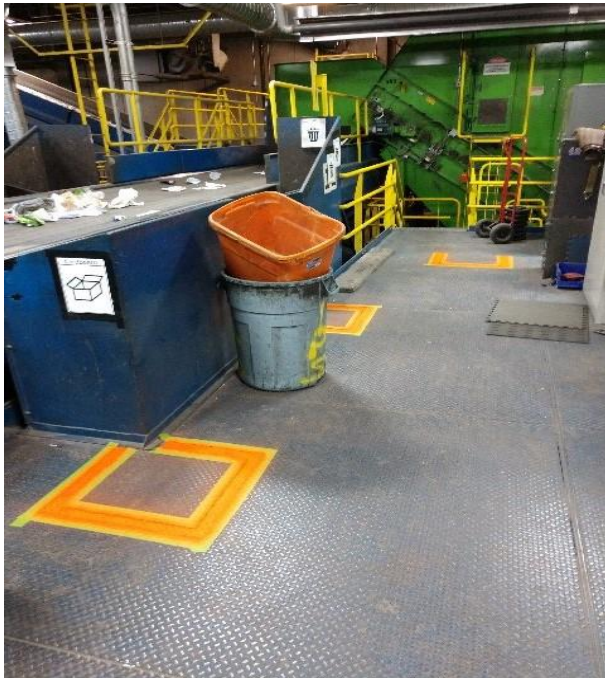
APPENDIX M cont



Lower Level Meeting Area



Upper Level Meeting Area



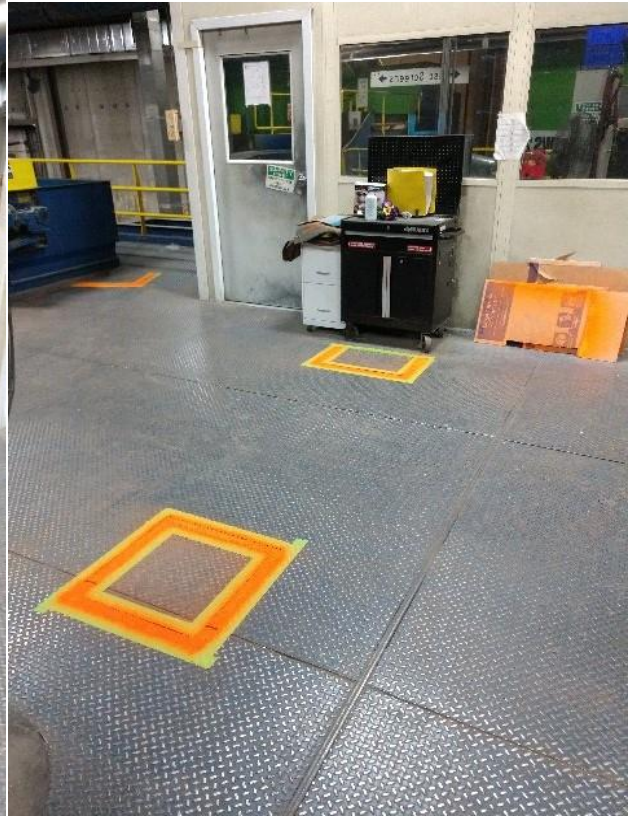
Upper Level Meeting Area



Upper Level Meeting Area



**Upper Level Meeting Area**



**Upper Level Meeting Area**

Each team member has been assigned a reporting time and meeting group. These groups have been established to avoid unnecessary team member contact while en route to their workstation. Following Pre-Shift check-in, each team member shall report to the assigned meeting area and stand within one of the orange boxes in the meeting area. The team member shall remain in the box until dismissed. Upon meeting dismissal, the team member shall report directly to their assigned workstation and remain there until otherwise directed.

**Social Distancing – Workstations**

Social distancing shall be practiced at all workstations. After an assessment of each sorting station, the following stations have been adapted to meet accepted social distancing standard of 6 feet spacing between each team member:

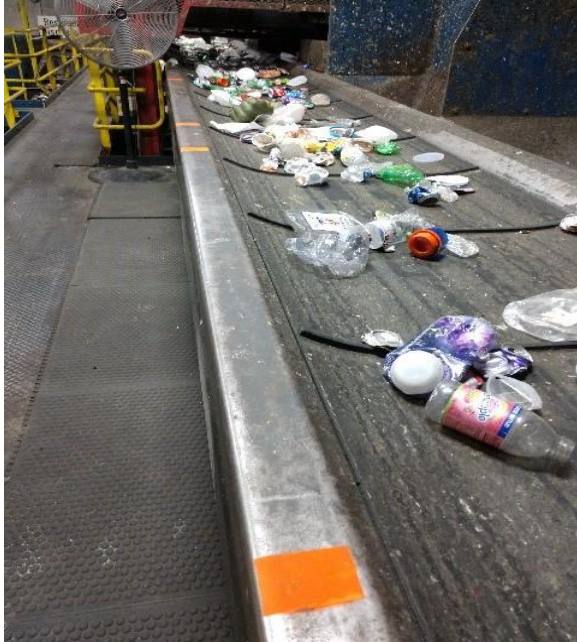
- Metal Line
- Container Line
- #52 Mixed Paper Line

**Metal Line**

Since the total length of the Metal Line is six (6) feet, staffing has been reduced from two (2) to one (1) quality control team member.

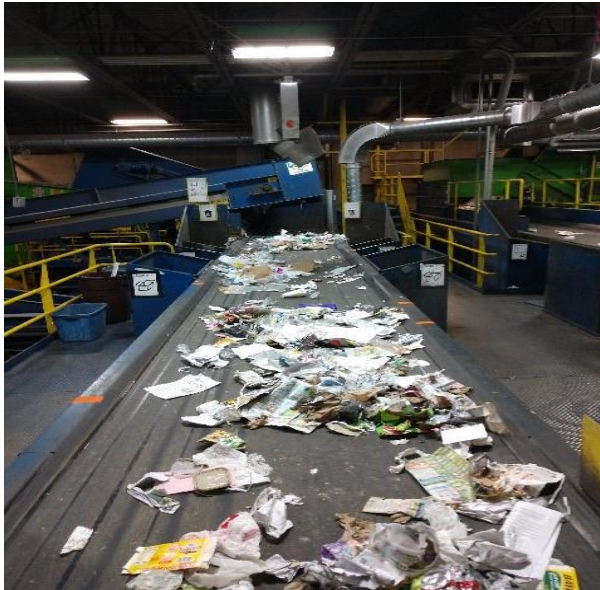
**Container Line**

Container line quality control team members have been reduced from four (4) team members to three (3). Each workstation along the line is defined by orange markers. Team members must remain within the orange markers while sorting.



**#52 Mixed Paper Line**

The #52 Mixed Paper Line is only five (5) feet in width; therefore, the workstations have been adjusted to maintain four (4) workstations. Each workstation may be identified by the orange markers. Team members must remain within the orange markers while sorting.



**#52 Mixed Paper Line**

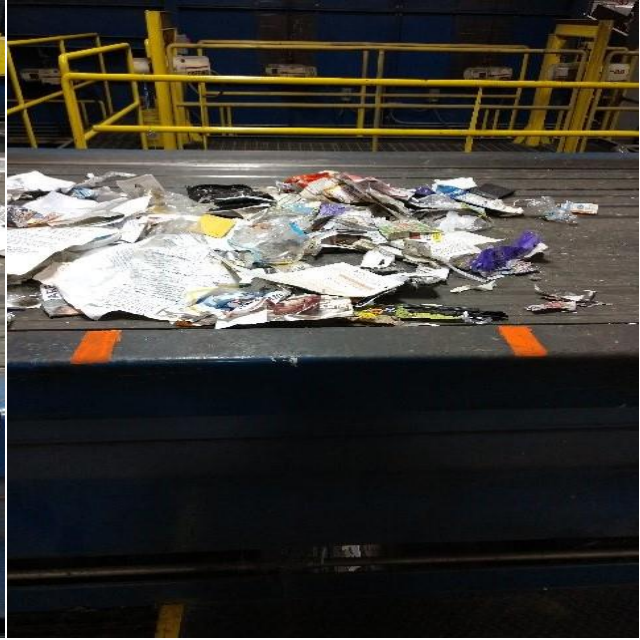


**Station 1**

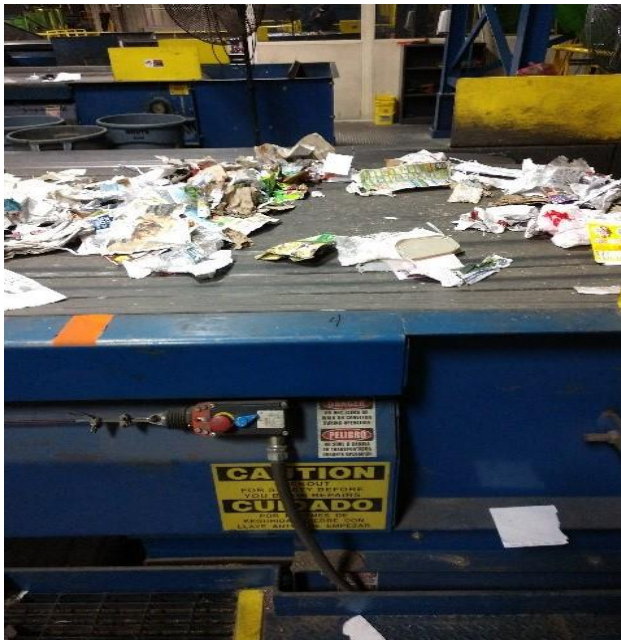
APPENDIX M cont



Station 2



Station 3



Station 4 (Station 4 is adjacent to an E-Stop so exercise caution when assigning a team member to this station)

## APPENDIX M cont

### Social Distancing – Break & Lunch Periods

To maintain social distancing during break and lunch periods, we have established two (2) break and lunch areas. In each area tables and seating have been adjusted to maintain at least six (6) feet of space between each team member when seated. The MRF break room will accommodate up to six (6) team members and the multi-use structure will accommodate up to fourteen (14) team members in its current configuration. For ease of monitoring the proper placement of the tables, markings have been placed on the walls and/or floor.



**MRF Break Room (Max. Occu. 6)**



**Multi-Purpose Breakroom (Max. Occu. 14)**



**Multi-Purpose Breakroom (Max. Occu. 14)**

## Timeclock Protocols

The following are key measures that we must take to limit the risk of spreading coronavirus from the use of biometric timeclocks:

- If you are doing temperature checks, perform those BEFORE allowing anyone to punch in
- Maintain social distancing – Establish queue procedure for associates waiting to clock in (tape / paint marking on the floor).
- Prohibit congregating in the area while waiting for timeclock.
- Establish designated line for each employee if multiple timeclocks in use.
- Post signage reminding associates to continue with good hygiene and limit touching their face.
- Provide alcohol wipes for associates to use after they clock in. Not mandatory, just available.
- **WIPES MUST NOT BE USED ON THE BIOMETRIC CLOCKS, ONLY USED FOR ASSOCIATE FINGERTIPS.**
- Sign in sheets will still be completed by line leads, or managers to support social distancing



## Recommended Cleaning Activities and Schedule

Each location should have at least one person (Leadpoint or Client) per shift dedicated to ongoing cleaning of common areas.

Areas to clean (not a complete list):

- Door Handles
- Microwave ovens
- Tables
- Chairs
- Light Switches
- Vending Machines
- Locker Doors
- Bathrooms
- Waiting areas / lobby
- Training Rooms
- Keyboards on tablets/Chromebook
- Timeclocks
- PPE Cabinets

Minimum Schedule

- Start of Shift
- Immediately before and after each break
- Immediately before and after lunch
- End of Shift

Ensure that the personnel responsible for cleaning are issued appropriate personal protective equipment and are instructed on proper personal hygiene (they need to be diligent about wearing PPE and washing hands / avoiding touching their face, etc.)

**How to clean and disinfect:**

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or Use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.



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**COVID-19 Symptoms**

**Fever**

**Cough**

**Shortness of breath or difficulty breathing**

**Chills / Repeated shaking with chills**

**Muscle pain**

**Headache**

**Sore throat**

**New loss of taste or smell**

**If you have any of the above symptoms,  
PLEASE DO NOT REPORT FOR WORK.  
Notify your supervisor immediately by phone.**

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**Know emergency warning signs for Covid-19 and get medical attention immediately if you have any of these symptoms:**

**Trouble Breathing**

**Persistent Pain or Pressure in the Chest**

**New confusion or inability to arouse (wake) a person**

**Blueish Lips or Face**



Today's date: \_\_\_\_\_

Location: **MRF**

Good Morning! As you all know, COVID-19 continues to evolve quickly, and the State of Michigan requires that all employees are screened for potential risks of COVID-19 **before beginning their shift or entering the workplace**. This is to ensure the health and safety of everyone.

**PROCEDURE:**

- Touchless Thermometer: Press button once to "turn on", then hold approximately one inch from the center or forehead and press and hold – it vibrates when it has taken the reading; Record your temperature below.
- Answer the two questions – checking the boxes and writing your temperature is your "signature" that you completed your screening.
- If you answer "yes" to either question and/or have a temperature reading of 100.4 or above, DO NOT ENTER the SOCRRA facility. Contact either Lucas Dean 248-229-9818 or Anne Farris 248-288-5150 to report your screening/temperature results. You will be given COVID-19 resources for testing and treatment, as well as guidance for returning to work.

**THESE SCREENING QUESTIONS HAVE CHANGED – PLEASE READ THOROUGHLY BEFORE ANSWERING!**

1. Do you have any of the following symptoms: fever/ chills, dry cough, difficulty breathing, extreme fatigue, new loss of taste or smell or nausea or vomiting?

2. Have you had close contact with a confirmed/probable COVID-19 case?

NAME	YES	NO	TEMP. READING
ANTHONY PHILLIPS			
CAMERON KALBFLEISCH			
CASEY SULLIVAN			
CHRIS NOEL			
CHRIS ZIELKE			
CURTIS CARTER			
DAN CARLS			
DANNY STAFFORD			
DENNIS WHEAT			
ED HOGA			
KEN BRAGG			
KIM RODMAN			
LUCAS DEAN			
MARCEL SUCAET			
MIKE PETERS			
NICK FRANCIS			
RYAN TODD			

NAME	YES	NO
ANTHONY PHILLIPS		
CAMERON KALBFLEISCH		
CASEY SULLIVAN		
CHRIS NOEL		
CHRIS ZIELKE		
CURTIS CARTER		
DAN CARLS		
DANNY STAFFORD		
DENNIS WHEAT		
ED HOGA		
KEN BRAGG		
KIM RODMAN		
LUCAS DEAN		
MARCEL SUCAET		
MIKE PETERS		
NICK FRANCIS		
RYAN TODD		

Today's date: \_\_\_\_\_

Location: **COMPOST SITE**

Good Morning! As you all know, COVID-19 continues to evolve quickly, and the State of Michigan requires that all employees are screened for potential risks of COVID-19 **before beginning their shift or entering the workplace**. This is to ensure the health and safety of everyone.

**PROCEDURE:**

- Press button once to “turn on”, then hold approximately one inch from the center of forehead and press and hold – it vibrates when it has taken the reading; Record your temperature below.
- Answer the two questions – checking the boxes and writing your temperature is your “signature” that you completed your screening.
- If you answer “yes” to either question and/or have a temperature reading of 100.4 or above, LEAVE THE SCREENING AREA and contact either Bob Jackovich 248-229-9815 or Anne Farris 248-288-5150 to report your screening/temperature results. You will be given COVID-19 resources for testing and treatment, as well as guidance for returning to work.

**THESE SCREENING QUESTIONS HAVE CHANGED – PLEASE READ THOROUGHLY BEFORE ANSWERING!**

1. Do you have any of the following symptoms: fever/ chills, dry cough, difficulty breathing, extreme fatigue, new loss of taste or smell or nausea or vomiting?

2. Have you had close contact with a confirmed/probable COVID-19 case?

NAME	YES	NO	TEMP. READING
DAVE POWE			
CASEY TAORMORINO			
CHRIS MARYANSKI			

NAME	YES	NO
DAVE POWE		
CASEY TAORMORINO		
CHRIS MARYANSKI		