



# Catholic Diocese of **SAGINAW**

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

In accordance with Executive Order 2020-175, The Catholic Diocese of Saginaw institutes this COVID-19 Preparedness and Response Plan.

The Catholic Diocese of Saginaw aims to protect its workforce by enacting all appropriate prevention efforts. The Catholic Diocese of Saginaw is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Stephanie Flynn has been designated as the COVID-19 Site Supervisor for the Catholic Diocese of Saginaw. Employees with questions are encouraged to contact Stephanie Flynn, Vice-Chancellor for Parish Outreach at 989.797.6635 or by email at [sflynn@dioceseofsaginaw.org](mailto:sflynn@dioceseofsaginaw.org), Connie Huiskens-Wojda, Human Resource Director at 989.797.6687 or by email at [chuiskens@dioceseofsaginaw.org](mailto:chuiskens@dioceseofsaginaw.org) or Scott Geiling, Facility Operations Manager at 989.860.6664 or by email at [sgeiling@dioceseofsaginaw.org](mailto:sgeiling@dioceseofsaginaw.org).

The Catholic Diocese of Saginaw designates the following worksite supervisors/employees to implement, monitor, and report on this Plan: Stephanie Flynn, Vice-Chancellor for Parish Outreach, Connie Huiskens-Wojda, Human Resource Director, and Scott Geiling, Facility Operations Manager. The Catholic Diocese of Saginaw will designate additional individuals as needed.

This Plan is maintained and posted at the reception area mail room, the 2<sup>nd</sup> and 3<sup>rd</sup> floor break rooms, on the diocesan website, [Saginaw.org](http://Saginaw.org), and on the S: Drive under Common Folder; COVID-19 Preparedness and Response Plan.

### **1. Prevention Efforts and Workplace Controls**

#### **a. Cleanliness and Social Distancing**

The Catholic Diocese of Saginaw monitors the number of employees present on premises and the movement of employees between work sites to no more than is strictly necessary.

Employees who are able to perform their essential duties remotely may be permitted to work from home three fifths of their work schedule and two fifths of their work schedule being on-site in accordance with approved telework arrangements.

Only workers permitted by Executive Order to resume on-site duties, are directed to report on-site. The Catholic Diocese of Saginaw abides by the recommended social distancing and other safety measures and establishes the following:

- Gatherings where social distancing cannot be maintained are prohibited;
- Meetings will be held remotely or cancelled when social distancing cannot be maintained;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work and leaving work;
- The Catholic Diocese of Saginaw utilizes ground markings, signs, and physical barriers, as appropriate, to further facilitate social distancing;
- The Catholic Diocese of Saginaw assigns a dedicated entry point at the main entrance where individuals entering must maintain at least six feet of distance as they enter the facility;
- Workstations will be no fewer than six feet apart;
- The Catholic Diocese of Saginaw utilizes physical barriers, where possible and appropriate;
- The Catholic Diocese of Saginaw turns off water fountains;
- The Catholic Diocese of Saginaw has suspended food services operations;
- The Catholic Diocese of Saginaw has suspended overnight lodging accommodations;
- The Catholic Diocese of Saginaw posts this Plan to emphasize the importance of personal hygiene;
- Employees' interactions with the general public and delivery personnel are modified to allow for social distancing and additional physical space between parties; and
- Non-essential travel and in-person visits are postponed or cancelled.

The Catholic Diocese of Saginaw provides employees with, at a minimum, non-medical grade face coverings. Keeping with CDC guidelines, Michigan Executive Order 2020-161 requires the use of facial coverings in the workplace by most employees to help prevent the spread of COVID-19. Executive Order 2020-161 require employers to require face coverings 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. In addition, the Catholic Diocese of Saginaw is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout worksites;

- Implementing a cleanliness plan and infection-control measures in accordance with EPA Guidance for Cleaning and Disinfecting, performing routine environmental cleaning and disinfection with an EPA-approved disinfectant, especially of common areas and frequently touched surfaces;
  - Identifying what needs to be cleaned with soap and water, including visibly dirty surfaces;
  - Identifying what needs to be disinfected with an EPA-approved disinfectant or EPA-approved alternative and identifying when disinfection is needed considering estimates of the length of time that COVID-19 is airborne and survives on various surfaces;
- Where available, providing hand-washing and/or hand-sanitizing stations in high-traffic areas to enable easy access by employees.

The Catholic Diocese of Saginaw identifies the following locations as high-risk areas: HALLWAYS, ELEVATORS, BREAK ROOMS, AND BATHROOMS. Employees must maintain social distancing when occupying and/or passing through these areas and wear face mask coverings. The Catholic Diocese of Saginaw provides employees with cleaning and disinfecting supplies that can be found at the 2<sup>nd</sup> and 3<sup>rd</sup> floor Break Rooms or contacting Facilities Department at 989.860.6664.

Employees are expected to minimize COVID-19 exposure by:

- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently cleaning and disinfecting commonly-shared tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other direct physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions to designated Plan supervisors;
- Complying with the Catholic Diocese of Saginaw 's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
- Complying with self-isolation or quarantine orders; and
- Utilizing personal protective equipment and hand sanitizer.

Employees have received information contained within this Plan, as well as the CDC's "How to Protect Yourself and Others" and "How to Safely Wear and Take Off a Cloth Face Covering" posters, attached here. Employees return a signed acknowledgement to Human Resources, confirming their receipt and review of the information.

## **b. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis**

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, as defined by the Daily Screening process, by any individual who worked at or visited the worksite, the Catholic Diocese of Saginaw:

- Informs all employees, owners, contractors, or suppliers who may have come into contact with the diagnosed individual in the 48 hours preceding the reported onset of symptoms of a potential exposure within 24 hours of a confirmed case of COVID-19;
- Keeps confidential the identity of the diagnosed individual; and
- Implements its response plan and cleaning and disinfecting protocols, including shutting down appropriate areas of the premises for 24 hours, increasing ventilation, and conducting a deep cleaning of common areas potentially infected by the individual.

All employees who worked in sustained, close proximity to the diagnosed individual (i.e., those employees who had direct contact within six feet of the diagnosed individual for at least fifteen minutes) in the 48-hour timeframe are also removed from the worksite for at least 14 days or until cleared by their health care provider; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

The Catholic Diocese of Saginaw's Human Resources Office confidentially maintains a central log of diagnosed employees.

Within 24 hours of a confirmed COVID-19 diagnosis, the Catholic Diocese of Saginaw notifies the local public health department.

The Catholic Diocese of Saginaw's Human Resources maintains documentation related to exposure notifications.

The Catholic Diocese of Saginaw notifies Gallagher-Bassett of work related injuries, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

## **c. Worker Exposure Classification**

Employees' "worker exposure" is classified as lower risk by the Occupational Safety and Health Administration's guidance because they do not frequently and/or closely interact with the general public, and social distancing can be maintained between coworkers.

Given this classification, no additional controls are recommended or required by OSHA at this time.

## **2. Identification and Isolation of Sick and/or Exposed Employees**

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

### **a. Employees' Self-Monitoring**

The following employees should **not** report to work and, upon timely notification to their supervisor and Human Resources, will be removed from the regular work schedule:

- Employees who are currently and atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had direct contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had direct contact with and/or live with any person who is atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

### **b. Daily Screenings**

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the Diocese of Saginaw screens employees and visitors on a daily basis at dedicated entry points; the Catholic Diocese of Saginaw ensures that employees and visitors utilize these entry points by barring entry via other egresses. Infrared thermometers are at entry points to record daily temperature on the Daily Screening Questionnaire:

Employees are asked the following questions before entering the worksite:

1. Have you recently tested positive for COVID-19?  Yes  No

2. Are you currently and atypically suffering from any of the following symptoms--a fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?     Yes     No
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
3. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?     Yes     No
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
4. In the last 14 days have you traveled outside the State of Michigan without following CDC guidelines for social distancing and wearing masks or have you traveled to countries with widespread ongoing transmission?     Yes     No
  - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

Visitors who reply “Yes” to any of the above questions are not permitted entrance.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

The Catholic Diocese of Saginaw’s Human Resource Office maintains documentation related to daily screenings.

**c. Return-to-Work Requirements**

Employees who were themselves diagnosed with COVID-19, or experienced symptoms thereof, as defined by the Daily Screening process, may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the symptom-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**

- Two consecutive negative results from COVID-19 tests conducted at least 24 hours apart and in accordance with the current FDA/CDC-recommended procedure.

Under the symptom-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At 24 hours have passed since resolution of fever without the use of fever-reducing medications;
- Improvement in symptoms; **and**
- Sufficient time has passed since symptoms first appeared:
  - For moderate cases, at least 10 days have passed since symptoms first appeared;
  - For severe cases, at least 20 days have passed since symptoms first appeared.

Employees who came into direct contact with, or live with, an individual with a confirmed diagnosis may return to work after 14 days have passed.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, the Catholic Diocese of Saginaw may accept written statements from employees confirming all the factors supporting their release.

### **3. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19**

Employees may utilize available All Purpose Leave and Short Term Disability provided under the Catholic Diocese of Saginaw policy. Application forms are available through Human Resources.

#### **a. FMLA and ADA**

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

The Catholic Diocese of Saginaw is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then the Catholic Diocese of Saginaw engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

### **4. Plan Updates and Expiration**

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, the Catholic Diocese of Saginaw will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by the Catholic Diocese of Saginaw and in accordance with guidance from local, state, and federal health officials.



**ACKNOWLEDGMENT**

By signing below, Employee acknowledges receipt of the following:

- Company’s COVID-19 Preparedness and Response Plan;
- CDC’s “How to Protect Yourself and Others” poster; and
- CDC’s “How to Safely Wear and Take Off a Cloth Face Covering” poster.

Employee understands it is his/her responsibility to review and understand the above. Employee acknowledges and agrees that he/she will comply with all safety and COVID-19 procedures implemented by the Catholic Diocese of Saginaw.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date