

NorthCare Network COVID-19 Preparedness & Response Plan

✓ General

The NorthCare Network COVID-19 Preparedness & Response Plan has been established in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

NorthCare Network has designated one or more supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The supervisors are Judi Brugman, Tami LeBlanc, Megan Rooney, Andy Kulie, and Bob Wedin. There will be a supervisor on site when employees are present at the office during a regular workday, unless otherwise approved by the CEO.

✓ Engineering Controls

NorthCare Network has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. The CEO will be responsible for seeing that the correct engineering controls are maintained for effectiveness.

The following engineering controls have been implemented:

- Signs are posted at all entrances that include:
 - Masks are optional and encouraged for unvaccinated individuals.
 - Self-screening is required prior to entering the building.
- Social distancing and masks are optional and encouraged for unvaccinated individuals.
- All staff and visitors will self-screen before entering the building.
- Clorox wipes, disinfectant sprays, and antiseptic hand sanitizer are available for all staff.
- Non-medical grade face coverings are available for any staff or visitor.
- Lakestate Industries cleans the office three times a week.

✓ Administrative Controls

Administrative controls are workplace procedures and practices that minimize or eliminate employee exposure to the hazard. The CEO will be responsible for seeing that the correct administrative controls are implemented and maintained for effectiveness.

The following administrative controls have been established:

- Masks are optional and encouraged for unvaccinated individuals when in the office.
- Social distancing is optional and encouraged for unvaccinated individuals when in the office.
- Require self-screening prior to entering the building.
- Promote remote work (telecommuting) as needed.
- Limit business-related travel to essential travel only when possible.
- Minimize face-to-face meetings when possible. Encourage communication through phone, email, teleconferencing and web conferencing.
- Limit the total number of visitors in the office at any given time when possible.
- Minimize the sharing of tools, office equipment, and items.
- Encourage proper cough and sneeze etiquette including covering mouth or nose with a tissue or using the inside of elbow rather than hands.
- Encourage frequent hand washing with soap and water for at least 20 seconds.
- Encourage frequent disinfecting/cleaning of high-touch surfaces after each use (ex. door handles, kitchen appliances, faucets, copier/scanner/printer/fax, etc.)
- Provide non-medical grade face coverings to employees and visitors as needed.

✔ Hand Hygiene

The CEO will be responsible for seeing that adequate handwashing facilities are available at the office. NorthCare Network shall promote frequent and thorough hand washing. When handwashing facilities are not available, antiseptic hand sanitizer will be provided.

✔ Disinfection of Environmental Surfaces

NorthCare Network will increase frequency of facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (ex. door handles, kitchen appliances, faucets, copier/scanner/printer/fax, etc.). Cleaning supplies are available to all employees in the office. All cleaning practices related to COVID-19 shall follow the current recommendation from the Centers for Disease Control (CDC).

If there has been a sick person or someone who tested positive for COVID-19 in the office within the last 24 hours, the spaces that person occupied will be cleaned and disinfected. The CEO will determine if a cleaning company needs to be contacted to perform enhanced cleaning and disinfecting of the office.

✔ **Personal Protective Equipment (PPE)**

Employees will be provided with the types of personal protective equipment, including respirators, if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job.

NorthCare Network will provide employees with non-medical grade face coverings (cloth face coverings) and plastic gloves.

Note: non-medical grade face coverings are technically not considered PPE.

✔ **Health Surveillance**

All employees and visitors will be required to self-screen for COVID-19 prior to entering the building. Signs have been posted at all entrances and a no-touch thermometer is available. Employees will immediately report any signs and symptoms of COVID-19 to their supervisor and/or the HR Coordinator before and during the work shift.

NorthCare Network will physically isolate any employee with known or suspected COVID-19 from other co-workers by not allowing the employee to go to the office or by sending the employee home where they can self-isolate during their illness. The employee will be allowed to return to the office only after they are no longer infectious according to the latest CDC guidelines.

NorthCare Network will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at risk of infecting others with COVID-19.

If an employee is identified with a confirmed case of COVID-19, the supervisor and/or the HR Coordinator will immediately notify the CEO. Any co-worker or visitor who may have been in close physical contact with the employee will be notified. NorthCare Network will not reveal the name or identity of the confirmed case.

✔ **Employee Responsibility**

All NorthCare Network employees will be responsible for following this COVID-19 Preparedness and Response Plan.

The plan is available at <N:\Policies-Plans-SOPs\Current Policies, Plans,SOPs-PDF> and on the NorthCare Network website at www.northcarenetwork.org

Reviewed/Updated: 6/28/21
CEO Approved: 6/29/21