



# Written COVID-19 Preparedness & Response Plan

## 1.0 General

In accordance with Michigan Occupational Safety and Health Administration (MIOSHA) Emergency Rules, Coronavirus Disease 2019 filed on October 14, 2020, Superior Stone Products, Inc. (hereafter "SSP") has developed a Written COVID-19 Preparedness and Response Plan to ensure that all employees (essential and critical) at SSP (as described by the Director of the US. Cybersecurity and Infrastructure Security Agency in his guidance of March 19, 2020 on the COVID-19 are provided the appropriate health and safety information and are protected to the fullest extent possible. This program will be maintained at SSP and available for review by all employees as well as the appropriate government agencies that have requested review.

## 2.0 Roles and Responsibilities

The SSP Environmental Health & Safety Manager (EH&S Manager) will be the designated supervisor responsible to implement, monitor and report the COVID-19 control strategies develop in accordance with MIOSHA Emergency Rules COVID-19 (Oct 14, 2020). In the event the EH&S Manager is not onsite, these responsibilities will fall to the Main Floor Supervisor or the President of SSP.

## 3.0 Scope and Application

The Written COVID-19 Preparedness and Response Plan applies to all employees and visitors of SSP.

## 4.0 Relevant Definitions

4.1 **Close Contact** – Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated. (10/21/20)

4.2 **Isolation** – The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease.

4.3 **Quarantine** - The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease.

## 5.0 Classification of SSP Worker Exposure to SARS-CoV-2

In accordance with OSHA Guidance on Preparing Workplaces for COVID-19, OSHA 3990-03 2020, critical and essential SSP employees are classified as "**Lower Exposure Risk (Caution)**". This risk level is defined as those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with the public and other coworkers. With this classification, OSHA recommends no additional engineering controls, or additional personal protective

equipment beyond what they would normally require for any other job tasks. Due to the nature of our industry, however, engineering controls and PPE policies already in place will further the mission of protecting employees from the possibility of transmission. Ventilation in the warehouse and mixing/can out rooms can be as high as 5-6 air exchanges per hour. This increased ventilation will further reduce the likelihood of transmission. PPE such as protective gloves, respiratory protection, and protective eyewear will also further the objective to reduce the transmission of potentially infectious materials.

All critical and essential employees have received OSHA Bloodborne Pathogen Training in accordance with 29 CFR 1910.1030, as of March 2019. This standard applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit SARS-CoV-2. However, the provisions of this standard and training offer a framework that will help control some sources of the virus. Over the course of this executive order, critical and essential employees will be reminded of these training principals.

## **6.0 Administrative Procedures**

### **6.1 Facility Congestion/Traffic**

A majority of SSP's facility is large and contains largely open warehouse space with plenty of room for employees maintain the minimum CDC social distance of 6 feet. There are a few areas that have been identified as containing potential congestion points and common areas that may lead to incidental violation of CDC social distancing guidelines. Section 9.0 of this plan outlines additional steps SSP had taken to reduce the amount of congestion and incidental worker contacts.

### **6.2 Employee Work Scheduling**

Since the beginning of this pandemic, SSP administration has gone to great lengths to alter employee schedules and reduce our work force to keep the number of individuals onsite concurrently to least amount possible. SSP administration will continue to utilize the following methods to continue advancing toward this goal:

- Staggered employee start times to reduce the number of employees starting shifts at the same time;
- Staggered employee shift schedules that reduces the number of employees onsite at one time, while still maintaining minimum operational abilities;
- Employee break times will be staggered to reduce the likelihood that employees will

### **6.3 Remote Working**

SSP has identified all employees that are able to remotely work and will continue to require and encourage remotely working (to the extent feasible) for the duration of this MIOSHA Emergency Order.

### **6.4 Employee Work Related Travel**

SSP has suspended all work-related travel for all employees such as customer visits and/or market visits until further notice.

## 7.0 Basic Infection Prevention Measures

- Employees that are sick with symptoms other than respiratory illness are encouraged to stay home until they are symptom free.
- All employees shall wash their hands frequently and thoroughly. Hand washing consists of using soap and water for at least 20 seconds. Handwashing shall occur to the maximum extent possible. Such instances where hand washing shall be required is immediately prior to and after using the restroom, consuming drink/food onsite, before and after touching their facial area, etc. Handwashing areas are available at numerous areas throughout our facility. If handwashing is unavailable, employees must use a hand sanitizer with at least 60% alcohol.
- Employee hand washing facilities are located though out the facility.
- Employees shall practice basic hygiene when coughing or sneezing. Employees should cover their mouth and nose with a tissue. If a tissue is not available, use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds.

### 7.1 Facility Cleaning and Disinfection

#### 7.1.1 Enhanced Facility Cleaning and Disinfection.

All employees will be critical partners in ensuring facility cleanliness during this time. During normal business hours, employees will be required to clean up after themselves on an as needed basis.

- Employees personal work area shall be kept in an orderly manner with all used tissues, wipes, disposable cups, utensils, etc., to be properly disposed of in an appropriate trash receptacle. All employees are encouraged to keep commonly touched items such as keyboards, door handles and desk area, clean and sanitized to a reasonable extent.
- Employees in common work areas shall be required to clean up after themselves immediately after use. Common areas include, but are not limited to, break rooms, bathrooms, and shared work areas.
- Common work areas and door handles will be cleaned and disinfected at a minimum of twice daily. Once during the standard workday and once at the end of the workday.

#### 7.1.2 Event Driven Facility Cleaning and Disinfection

If an employee reports to their supervisor symptoms associated with COVID-19, received a positive test for COVID-19, or reports exposure to an individual with a confirmed COVID-19 diagnosis;

- The employees immediate work area will be isolated.
- The employees work area and work tools that they have possibly come in to contact with will be cleaned and disinfected prior to being returned into circulation.

## 8.0 Health Surveillance

### 8.1 Employee/Visitor Entry Procedures

In order to reduce the likely hood that employees will enter the premises unscreened, all manufacturing and shipping employees shall enter the facility located at the north employee entrance. All employees and visitors come to SSP shall be required to fill out a questionnaire (Located in Appendix A of this plan) which affirms in writing, the following information (at a minimum) prior to entering the premises:

- Employee Name;
- Date;
- That they do not have, or display symptoms consistent with a respiratory illness such as fever, cough or shortness of breath.
- That they have not had contact with a person who is known or suspected to have COVID-19.

SSP has an infrared, no touch, digital thermometer to assist us in providing a measurement of an employee's temperature at the time they enter the facility and anytime throughout the day. This entry temperature will be recorded on the employee's daily questionnaire.

If any employee satisfies any of these conditions that indicate they may have symptoms associated with possible COVID-19, they will be required to be immediately isolated, leave the premises, and instructed to call their physician and follow their guidance.

If, during the course of the employee's workday, they feel that they have developed symptoms consistent with a respiratory illness as described above, they are required to report these suspicions to their direct supervisor. The supervisor shall immediately isolate the employee, immediately and safely remove them from the workplace and told to contact a physician or the community health department.

If an employee begins to develop symptoms of COVID-19 and any other time, the employee shall report to their direct supervisor what their symptoms are and when they began noticing them.

Affected employees must adhere to the guidance and recommendations provided to them from these agencies. **Symptoms identified by the CDC include 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 of vomiting, diarrhea.** <sup>(10/14/20)</sup> If employees experience any of these symptoms and are not associated with an identifiable medical condition, they are to contact their physician and follow their recommendations and guidelines.

### 8.2 Employee with Confirmed/Suspected Case of COVID-19

#### 8.2.1 Employee that is Identified with a Confirmed Case of COVID-19

In the event that an employee of SSP has been notified that they have a confirmed case of COVID-19, SSP will do the following as required by CDC Guidelines;

- Immediately notify the Kent County Health Department, and
- Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

#### 8.2.2 Employee Return from Quarantine/Isolation

- If you are symptom free but you recently had **close contact** with an individual with COVID-19, you will be required to do the following as required by CDC/Local Health Department Guidance:
  - Stay home until 14 days after your last exposure.
  - Self-monitor for symptoms. Check your temperature twice a day and watch for fever, cough, or shortness of breath, or other symptoms of COVID-19.
  - If possible, stay away from people who are at higher risk for getting very sick from COVID-19.

Once all these conditions have been met and the employee has not developed COVID-19 symptoms, then the employee will be eligible to return to work.

- If you have been diagnosed with COVID-19, or are waiting for test results, or have a cough, fever, or shortness of breath, or other symptoms of COVID-19, you will be required to not come to work, stay home, isolate to a specific sick room or area and follow your physicians directions. You will be eligible to return to work after the following conditions have been met:
  - At least 3 days (72 hours) have passed with out a fever (with out the use of fever-reducing medications) **AND**;
  - Improvement in Respiratory Symptoms (cough/shortness of breath), **AND**;
  - At least 10 days have passed since symptoms first appeared.

Please keep in contact with your supervisor or Human Resource Department on developments.

## 9.0 Workplace Controls

### CDC Social Distancing Measures

All employees must adhere to “social distancing” measures recommended by the Centers for Disease Control and Prevention, including remaining at least six (6) feet from people on premises. Social distancing measures include, but are not limited to, the following:

- All employees must maintain a minimum of six feet separation from all other employees.
- Those tasks which may require employees to be in close proximity to others, personal protective equipment (PPE) shall be used to reduce the probability of passing respiratory COVID-19 to others. Such activities will only be required to ensure the safe handling of hazardous materials

to reduce the probability of risks to personal, public and environmental health and safety. OSHA classification for worker exposure to SARS-CoV-2 while at SSP is “Lower Risk (caution)”.

- Employees **will not** be allowed to enter the individual offices of other employees. A minimum of 6 feet of separation must be maintained.
- Common areas such as break rooms, restrooms, lab areas, etc. shall be occupied by no more than that number of employees which it is designed for but no more than 2. If there are more than one person in a common area, 6 feet of separation must be maintained at all times.
- Employees shall “knock first” before opening blind doorways (e.g. doorway from lab area to warehouse, front office area to the warehouse...) to ensure that no employee is on the other side and an accidental violation of the 6 feet social distancing rule.

## 10.0 Employee Training

All SSP employees will receive training in the following:

- 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 the worker must take to notify SSP of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that SSP is taking to prevent worker exposure to the virus, as described in this COVID-19 preparedness and response plan required under MIOSHA Emergency Rules COVID-19 (Oct 14, 2020).
- Rules that the worker 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.

### References:

1. [MIOSHA Emergency Rules COVID-19 \(Oct 14, 2020\)](#)
2. [OSHA: Guidance on Preparing Workplaces for COVID-19, OSHA 3990-03 2020](#)
3. [CDC: Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019](#)
4. [CDC: Environmental Cleaning and Disinfection Recommendations](#)
5. SSP: COVID-19 Update Letter – 3-24-20

# Appendix A



# Employee COVID-19 Preparedness & Response Plan - Employee Questionnaire

Please note that all answers provided here will remain confidential as required by the American's with Disabilities Act (ADA).

Employee/Visitor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Organization Name (If you are a Visitor/Contractor): \_\_\_\_\_

Name of Superior Stone Products Contact (if you are visiting): \_\_\_\_\_

1. Do you have any of the following? *(Not explained by a known medical or physical condition)*

- Fever *(Defined as a temperature of 100.4° F [38.0° C] or greater)*  YES  NO
- Uncontrolled cough  YES  NO
- Shortness of breath  YES  NO
- New Loss of taste or smell  YES  NO
- Muscle Aches (“myalgia”)  YES  NO
- Sore Throat  YES  NO
- Severe Headache  YES  NO
- Diarrhea  YES  NO
- Vomiting  YES  NO
- Abdominal Pain  YES  NO

2. Have you had close contact with someone diagnosed with COVID-19 in the past 14 days? *(Close contact is defined as less than 6 feet and for more than 15 minutes)*  YES  NO

3. Have you had close contact with someone suspected of having COVID-19 symptoms listed above in the past 14 days? *(Close contact is defined as less than 6 feet and for more than 15 minutes)*  YES  NO

4. Are you currently caring for someone who is ill?  YES  NO

**If the answer is “yes” to any of the questions, please speak to your supervisor or company contact to discuss. Access to the facility may be denied and you may be requested to contact your physician or your county health department.:**

Signature (Employee or Visitor) \_\_\_\_\_  
*By signing here, you certify that the above information is true to the best of your knowledge.*

Vistory/Employee Current Temperature: \_\_\_\_\_ °F/°C

Access to facility (circle one):      Approved      Denied

Supervisor/Manager Conducting Assessment: \_\_\_\_\_ Date: \_\_\_\_\_