PURPOSE

The purpose of this COVID-19 Preparedness and Response Plan ("Plan") is to assist in keeping the Campus Community safe. The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

LTU has developed this Plan to be consistent with the recommendations found in the Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration, as well as from additional legal guidance.

Nothing in this Plan should be taken to supersede any executive order or official directive that is in effect or is issued after the enactment of this Plan.

This COVID-19 Preparedness and Response Plan is not a standard or regulation, and it creates no new legal obligations. It contains recommendations as well as descriptions of mandatory safety and health standards. The recommendations are advisory in nature, informational in content, and are intended to assist the LTU Campus Community in providing a safe and healthful workplace. The Occupational Safety and Health Act requires employers to comply with safety and health standards and regulations promulgated by OSHA and by the State of Michigan.

This Plan will be updated as necessary.

ABOUT COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show
symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html

RESPONSE MEASURES FROM LTU

Initial response measures taken by the University include, but are not limited, to the following:

- LTU activated an administrative group dedicated to COVID-19 related issues facing the University.
- LTU established liaisons with state, county, and city health departments and public safety agencies.
- LTU implemented the directives of the State of Michigan as required.
- LTU established a special dedicated website that included important information and developments affecting the Campus Community at https://www.ltu.edu/coronavirus/
- LTU identified essential personnel pursuant to guidelines from the State of Michigan and Cybersecurity and Infrastructure Security Agency (CISA).
- LTU required individual departments to submit work plans on essential personnel.
- LTU enacted distance learning for all classroom operations.
- LTU developed plans for employees to work remotely.
- LTU had individual departments establish a schedule for personnel that would be on-campus.
- LTU implemented a Daily Health Screen Form for any employee working on campus.
- LTU implemented increased cleaning and disinfecting protocols.
- LTU promoted basic infection prevention measures, including social distancing measures.
- LTU has minimized contact among members of the Campus Community and outside personnel by replacing face-to-face meetings with virtual communications and implementing telework whenever feasible.
- LTU has placed a hold on all nonessential travel.
- LTU has trained essential housing staff on the use and disposal of PPE.
- LTU has implemented the directives of the Oakland County Health Department as required.
- LTU has posted all directives from the Oakland County Health Department as required.
- LTU has convened a COVID-19 Safety Committee to support the University’s Plan and to identify challenges and solutions to accomplish our mission.
- LTU has disseminated information on COVID-19 testing available through Oakland County.
- Engineering Controls, Administrative Controls, and Personal Protective Equipment measures are under constant consideration and evaluation.
RESPONSE MEASURES FOR EMPLOYEES

Initial response measures for employees include, but are not limited, to the following:

- Employees are to closely monitor and follow all recommendations from the State of Michigan, Oakland County, and Lawrence Technological University.
- Employees are to stay home if they are sick or have been exposed to someone testing positive for COVID-19 (pursuant to the Daily Health Screening form).
- Employees who are sick or have been exposed to someone testing positive for COVID-19 should stay home and notify (e.g. call or E-mail) their supervisor immediately.
- Employees, when on campus, are required to complete the Daily Health Screening Form (This form is completed on-line, contact HR if you have questions or problems completing the form).
- Employees are encouraged to contact the Department of Human Resources with any questions related to employment matters.
- Employees are to engage in thorough and frequent hand washing with soap and water for at least 20 seconds. If soap and running water are not immediately available, employees are to use alcohol-based hand rubs containing at least 60% alcohol.
- Employees are to adhere to proper respiratory etiquette, including covering coughs and sneezes.
- Employees should not use other workers’ phones, desks, offices, or other work tools and equipment, when possible. If work items have shared users, those items should be wiped down and disinfected between users.
- Employees are to maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. Further, employees are to follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g. concentration, application method, and contact time and Personal Protective Equipment (PPE)).
- Employees are to utilize “social distancing” to the extent possible. The CDC defines social distancing, also called “physical distancing,” as keeping space between yourself and other people outside of your home. Examples of social or physical distancing include staying at least 6 feet from other people, not gathering in groups, staying out of crowded places, and avoiding mass gatherings.

CLASSIFYING EMPLOYEE EXPOSURE TO COVID-19

Employee risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The Occupational Safety and Health Administration (OSHA) has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk.

The vast majority of LTU employees will likely fall in the Lower Risk (Caution) or Medium exposure risk levels.

Note: An employee is required to notify LTU if they themselves fall into the Very High, High, or Medium exposure risk levels. For instance, an employee may have outside employment in a
higher exposure risk category or have high frequency contact with someone in their household that is in a higher exposure risk category.

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 SARS-CoV-2 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.

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

- LTU will continue to 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.
- LTU will continue to collaborate with employees 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. Employees should continue to use the PPE, if any, that they would ordinarily use for other job tasks.
Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have contact with students who may return from domestic and/or international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, employees in this category may also have contact with the general public (e.g. Help Desk, Registration, and Campus Safety).

Engineering Controls

- Physical measures, such as plexi-glass barriers, are to be installed at areas of potential person-to-person contact (i.e. Help Desk)

Administrative Controls

- LTU has limited public and student access to work areas on campus and/or restricted access to only essential personnel.
- LTU has implemented strategies to minimize personal contact whenever feasible.

Personal Protective Equipment

- Employees with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer’s hazard assessment, and the types of exposures workers have on the job.
- Any employee that has face-to-face interaction, where social distancing measures are not possible, with the public shall wear a facial covering. Facial cover includes any covering which snugly covers the face and mouth, whether store bought or homemade, and which is secured with ties or ear loops.
- Examples of compliant homemade masks may be found at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
- Persons should not utilize N95 rated masks or surgical masks, as those are critical supplies for healthcare workers, police, fire, emergency management, or other persons engaged in life/saving activities.
- Persons who wear facial coverings should review the CDC guidelines regarding safely applying, removing, and cleaning.
- Departments and personnel are encouraged to implement immediately and shall comply by April 27, 2020.
REFERENCES

State of Michigan, Office of the Governor, Executive Order 2020-42
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

Oakland County, Health Division, Emergency Order 2020-07
https://www.oakgov.com/covid/healthorders/Health%20Order%20for%20screening%20at%20businesses%202020-07.pdf

Department of Labor, OSHA 3990-03 2020, Guidance of Preparing Workplaces for COVID-19
https://www.osha.gov/Publications/OSHA3990.pdf (Note: Must copy and paste into URL bar)