

Municipal Employees' Retirement System of Michigan

COVID-19 Preparedness and Response Plan

June 1, 2020

In accordance with Executive Order 2020-96 and 2020-97, as may be amended, the Municipal Employees' Retirement System of Michigan (MERS) institutes this COVID-19 Preparedness and Response Plan (Plan), consistent with recommendations in the Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (OSHA), guidance from the Centers for Disease Control and Prevention (CDC) and other local, state and federal entities. This Plan shall be made readily available to MERS' customers and employees on its website at www.mersofmich.com and on MERS' internal network.

MERS is committed to employee and customer safety and to compliance with all applicable laws and other authorities, including, to the extent applicable and practical, guidance from relevant federal, state and local agencies. MERS is continually monitoring these laws and guidance for changes and implementing modifications to this Plan where appropriate.

Employees with questions are encouraged to contact the Human Resources Department.

1. Compliance with Existing OSHA Standards

- a. MERS' employees are designated by the OSHA Guidance as "lower" risk/exposure and MERS complies with all applicable guidance for that designation.
- b. MERS has no Personal Protective Equipment (PPE) requirements specifically for COVID aside from those required as part of existing work (i.e. use of chemical cleaning agents) and as set forth herein with regard to non-medical grade mask usage.
- c. MERS does and continue to comply with the OSHA General Duty Clause, (Section 5(a)(1) of the Occupational Safety and Health Act of 1970, 29 USC 654(a)(1)), which requires employers to furnish to each worker "employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm."

2. Prevention Efforts and Workplace Controls

a. Building Restrictions, Social Distancing Practices and Cleanliness

Until further notice, and in compliance with applicable State of Michigan Executive Orders, employees who are able to perform their job duties remotely are required to work from home. Currently, only employees designated as necessary to conduct minimum essential operations are permitted to enter the building. The following will apply to all employees who are permitted to the MERS building for minimum essential operations or resume operations beyond the minimum essential operations.

MERS is instituting the following policies and cleanliness measures:

- Require any person that is entering the building to submit a self-monitoring assessment using a MERS-provided electronic form as described in more detail below. These results will be kept confidential.
- MERS will provide a non-medical grade masks for those who do not have access to their own mask or who would prefer a MERS-provided mask.
- Promote social distancing through scheduling employees at different times for building access to the extent possible.
- Provide workstations that are 6 feet apart or barriers or other reasonable accommodations where social distancing cannot be maintained.
- Post directional flows and designate stairwells as one-way.
- Post signs and markers near entrances and at common areas as reminders to maintain social distancing.
- Limit access to non-essential spaces.
- Drinking fountains will be shut off, and access to shared kitchen equipment supplies will be prohibited.
- Prohibit employee non-essential travel.
- Increase both the frequency and vigor of common cleaning practices as well as implementing new ones to reduce the amount of time COVID-19 can live on surfaces pursuant to procedures implemented by the Facilities Manager, including but not limited to performing routine environmental cleaning and disinfecting of common areas daily, and disinfecting high-touch areas like door handles, switches, railings, kitchen faucets, counters, restroom stall doors, and toilet valves twice per day.
- Provide hand sanitizer, disinfecting wipes, and tissues to employees.
- Increase ventilation rates, circulation, and filtration throughout work areas, wherever possible.

For employees, MERS has established the following required practices:

- Before entering the building at any time, employees must submit the results of their self-monitoring assessment using a MERS-provided electronic form as described in more detail below. These results will be kept confidential.
 - Employees may not enter the building if they are showing symptoms of COVID-19, such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, gastrointestinal symptoms like nausea, vomiting or diarrhea, whether or not accompanied by a formal COVID-19 diagnosis (COVID-19 Symptoms).
 - Employees must comply with self-isolation recommendations and quarantine orders.
- Employees, even those who are not designated as necessary for minimum essential operations, are required to inform the Human Resources Director of a diagnosis of COVID-19 or exposure to an individual who has been diagnosed with COVID-19.
- Employees must wear non-medical grade masks when entering and exiting the building when more than one person is working in an office area and six foot separation cannot be maintained consistently, and traveling to other areas of the building, including in hallways, common areas, bathrooms and kitchenettes.

- Employees must clean their work stations twice per shift, with one of those times being at the end of every shift.
- Employees should avoid the use of other employees' phones, desks, offices, or other work equipment.
- Employees are required to maintain at least six feet of physical distance from each other both inside and outside the building.
- Employees may not use kitchenette appliances or enter prohibited areas.
- Employee should implement hygiene best practices:
 - Frequently wash hands with soap and water for at least 20 seconds.
 - Use hand sanitizer when soap and water are unavailable.
 - Avoid touching their faces with unwashed hands.
 - Avoid handshakes or other physical contact.
 - Avoiding close contact with sick people.
 - Practice respiratory etiquette, including covering coughs and sneezes.
- Employee should immediately report to Human Resources any unsafe or unsanitary conditions on MERS premises.

To ensure compliance with the Plan, MERS has provided training on workplace infection control practices, the proper use of personal protective equipment, as applicable, and steps the employees must take to notify MERS of COVID-19 Symptoms or a suspected or confirmed COVID-19 diagnosis. MERS will maintain records of such training. MERS has designated a primary and secondary supervisor to be onsite to implement, monitor and report on the control strategies in this Plan. MERS may designate other on-site supervisors. A designated supervisor will be on-site at all times when employees are in the building.

b. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

An employee with a COVID-19 diagnosis, has been tested for COVID-19 or who displays COVID-19 Symptoms as defined herein while at work will be immediately required to leave the building.

In response to a confirmed diagnosis or display of COVID-19 Symptoms, MERS will:

- Inform all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure.
- Keeps confidential the identity of the diagnosed/symptomatic employee.
- Conduct deep cleaning of the diagnosed/symptomatic employee's work area, as well as those common areas potentially infected by the employee and restrict access to those areas until cleaning is complete.

In accordance with Executive Order 2020-97, MERS will inform the Barry-Eaton District Health Department of an employee's COVID-19 diagnosis where the employee has been in the MERS building prior to the diagnosis and maintain such records of the fulfillment of this requirement.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; 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.

3. 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, and in compliance with MERS' Employee Handbook.

Any health-related information and documentation gathered from employees and/or required to be kept by Executive Order 2020-97 is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

c. Employees' Self-Monitoring

The following employees should **not** report to work and, upon notification to MERS, will be removed from the regular work schedule:

- Employees who display COVID-19 Symptoms;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 Symptoms.

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

d. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, MERS screens employees on a daily basis as set forth above and maintains records of such screenings as required by Executive Order 2020-97.

Employees are asked to confirm the following statements before entering the worksite:

1. I am NOT showing signs of one or more of the following symptoms today or in the last 48 hours.

Temperature > 100.4°F(38°C) or higher

Cough

Shortness of breath

Difficulty breathing

Chills

Muscle pain

Sore throat

New loss of taste or smell

Nausea/Vomiting/Diarrhea

2. I have NOT had close contact with or cared for someone diagnosed with or suspected to have COVID-19 within the last 14 days.

Employees who develop COVID-19 Symptoms during their shift must immediately report this to the Human Resources Director.

e. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of COVID-19 Symptoms and contagiousness, proof of which may be acquired as set forth below.

Employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Alternatively, an employee may return to work if a medical doctor confirms, in writing, the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing or the employee receives two negative COVID-19 tests in a row, at least 24 hours apart.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or COVID-19 Symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

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

4. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

Employees may be eligible for paid and unpaid leaves of absence. Employees may be permitted to utilize available paid-time off provided under MERS policies concurrently with, or to supplement, any approved leave. Employees may qualify for Emergency Paid Sick Leave and/or expanded Family Medical Leave Act Leave under the Families First Coronavirus Response Act (FFCRA) as set forth in the MERS Employee Handbook. 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.”

Employees who require leave beyond what is provided as set forth in the MERS Employee Handbook because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

MERS 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, then MERS engages in the interactive process to provide a reasonable accommodation.

4. Building Visitors

During the pendency of Executive Order 2020-96 and 2020-97, as amended, no visitors, including customers, are permitted in the MERS building. Vendors and contractors are only permitted to enter the MERS building for work necessary to maintain minimum essential operations, with the approval of the Human Resources Director. MERS will schedule such vendor or contractor work to occur at a time where essential staff are not scheduled to be on site to the best of its ability, and shall conduct cleaning and sanitization of the applicable work areas before essential staff are permitted into the work areas. In addition, vendor and contractor personnel are required to self-monitor for COVID-19 Symptoms using the screening methodology referenced above prior to entering the building. If the screening is not satisfactory, the personnel will not be permitted to enter the building.

5. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak under the applicable laws and other authorities in effect as of the date above. As such laws or other authorities change, MERS will update this Plan and its corresponding processes.

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