



# DOWNTOWN DEVELOPMENT AUTHORITY

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

Implemented: June 15, 2020

**PREPAREDNESS AND RESPONSE PLAN  
TABLE OF CONTENTS**

COVID-19 PREPAREDNESS AND RESPONSE PLAN .....3

COVID-19 WORKPLACE COORDINATORS .....4

RESPONSIBILITIES OF DDA MANAGERS AND SUPERVISORS .....4

RESPONSIBILITIES OF EMPLOYEES .....4

PREVENTION GUIDELINES.....5

SICK EMPLOYEES ENCOURAGED TO STAY HOME .....6

SICK LEAVE .....6

REMOTE WORK .....6

HEALTH AND SAFETY PREVENTATIVE MEASURES FOR DDA .....6

Self-screening Checklist.....7

Social Distancing .....7

Distancing in Offices and Work Areas .....7

Distancing in Shared Vehicles .....7

Practicing Good Hygiene .....7

Facemask Required .....8

Cleaning and Disinfecting.....8

SUSPECTED OR CONFIRMED CASES OF COVID-19 .....9

SUSPECTED CASE OF COVID-19 .....9

CONFIRMED CASE OF COVID-19 .....9

SAFETY MEASURES FOR GENERAL PUBLIC AND CONTACTORS .....10

GENERAL PUBLIC AND CUSTOMERS .....10

VENDORS AND CONTRACTORS .....10

ADDITIONAL RESOURCES AVAILABLE TO EMPLOYEES.....11

APPENDIX A: CRITICAL INFRASTRUCTURE WORKERS .....12

APPENDIX B: COVID-19 SCREENING CHECKLIST.....13

APPENDIX C: EMPLOYEE RETURN TO WORK PLAN.....14

APPENDIX D: COVID-19 VISITOR HEALTH SCREENING.....15

APPENDIX E: SIGNS FOR BUILDINGS .....16

APPENDIX F: OTHER RESOURCES .....18

APPENDIX G: CERTIFICATION BY RESPONSIBLE PUBLIC OFFICIAL .....19

APPENDIX H: EMPLOYEE ACKNOWLEDGEMENT FORM.....20

APPENDIX I: EMPLOYEE VERIFICATION OF VIEWING TRAINING VIDEOS.....21

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

The Downtown Development Authority (DDA) takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and continue to modify our operations as needed. Our plan have been developed based on our need to conduct minimum basic operations while serving the public. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and will strive to provide a healthy and safe workplace for our employees, public and vendors. The safety of our employees and public remain the top priority at the DDA

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our employees. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. The DDA may amend this Plan based on changing requirements and the need of our business.

Our employees fall into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

### **Executive Orders regarding Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations**

E.O. NO. 2020-21	(COVID-19) Temporary requirement to suspend activities that are not necessary to sustain or protect life. <i>No longer in effect</i>
E.O. NO. 2020-36	(COVID-19) Protecting workers who stay home, stay safe when they or their close contacts are sick
E.O. NO. 2020-42	(COVID-19) Temporary requirement to suspend activities that are not necessary to sustain or protect life - Rescission of Executive Order 2020-21. <i>No longer in effect</i>
E.O. NO. 2020-59	(COVID-19) Temporary requirement to suspend activities that are not necessary to sustain or protect life Rescission of Executive Order 2020-42. <i>No longer in effect</i>

E.O. NO. 2020-70	(COVID-19) Temporary requirement to suspend activities that are not necessary to sustain or protect life Rescission of Executive Order 2020-59. <i>No longer in effect</i>
E.O. NO. 2020-77	(COVID-19) Temporary requirement to suspend activities that are not necessary to sustain or protect life Rescission of Executive Order 2020-70
E.O. NO. 2020-91	(COVID-19) Opening Up Information Workplace Safeguards
E.O. NO. 2020-92	(COVID-19) Temporary requirement to suspend certain activities that are not necessary to sustain or protect life. Rescission of Executive Orders 2020-77 and 2020-90
E.O. No 2020-96	(COVID-19) Temporary requirement to suspend certain activities that are not necessary to sustain or protect life. Rescission of Executive Orders 2020-17, 2020-34, and 2020-92
E.O. NO 2020-97	(COVID-19) Safeguards to protect Michigan’s workers from COVID-19. Rescission of Executive Order 2020-91
E.O. NO 2020-114	(COVID-19) Safeguards to protect Michigan’s workers from COVID-19. Rescission of Executive Order 2020-97
E.O. NO 2020-115	COVID-19) Temporary restrictions on certain events, gatherings, and businesses

## **COVID-19 WORKPLACE COORDINATORS**

The DDA has designated the following staff as its COVID-19 Workplace Coordinators:

- Harry Burkholder, DDA COO, [harry@downtowntc.com](mailto:harry@downtowntc.com), cell (269) 303-1979
- Nicole VanNess, Parking Director, [nicole@downtowntc.com](mailto:nicole@downtowntc.com), cell (231) 883-6105

The Workplace Coordinators responsibilities include:

- Staying up to date on federal, state and local guidance
- Incorporating those recommendations into our workplace
- Training our staff on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- Reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

## **RESPONSIBILITIES OF DDA MANAGERS AND SUPERVISORS**

All DDA managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, the DDA expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

## **RESPONSIBILITIES OF EMPLOYEES**

We are asking each of our employees to help with our prevention efforts while at work. The DDA, understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor or contact the CEO.

## **PREVENTION GUIDELINES**

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify a workplace coordinator immediately, and consult their healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines "close contact" as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a “prolonged period of time;” ( the CDC estimates range from 10 to 30 minutes, or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

## **SICK EMPLOYEES ENCOURAGED TO STAY HOME**

The DDA recommends that any employee who feels sick should stay at home. You will need contact the workplace coordinator who will notify your supervisor of the approved absence. The DDA will follow state and federal guidance for guidance on when you should return to work guidance. Guidance from the employee’s health care provider will also be considered in determining how long an employee is encouraged to stay home.

## **SICK LEAVE**

Employees who are staying home due to illness, suspected but unconfirmed case of COVID or confirmed case of COVID will be placed on a leave of absence and may utilize their available including: paid time off, paid vacation leave, paid sick leave or FMLA if applicable.

## **REMOTE WORK**

The positions within the DDA require providing a services to the public and maintaining City assets. Remote work may be assigned on a temporary only basis and will not be permitted long term.

## **HEALTH AND SAFETY PREVENTATIVE MEASURES FOR DDA**

The DDA has put a number of best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our Plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- The General Public
- Vendors or Contractors

The DDA takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

- Self-screening Checklist
- Social Distancing
- Practicing Good Hygiene
- Requiring Face Masks

## Self-screening Checklist

Anyone who feels sick should stay home. If you have a temp of 100.4 or more, you are not permitted to come to work. You must notify a Workplace Coordinator immediately.

The DDA will require and keep a record of all self-screening protocols for all employees entering the offices and work areas, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID-19. The records will only be visible to Workplace Coordinators and the CEO.

Employees may use the online self-screening link <https://forms.gle/PcHsh3MpYDCM6tNfA> or a printed version ([Appendix B](#))

When an employee is identified with a confirmed case of COVID-19, the employee will immediately be separated from other employees and sent home. Within 24 hours, the DDA will notify both:

1. The local public health department, and
2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

## Social Distancing

The DDA has implemented measures to keep everyone on the premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the work area.

### Distancing in Offices and Work Areas

- The number of workers present on-site will be reduced to no more than necessary
- Face masks must be worn in areas where employees work within 6 feet of each other, but employees may consider use of face masks when working more than 6 feet from another employee
- The DDA will attempt to limit having more than one person in a small workspace, location or office that would compromise safe social distancing to the extent possible.
  - In areas where employees work within 6 feet of each other, computer stations will be moved or repositioned to increase distance or barrier may be added to separate employees if we are not able to accommodate distancing employees in other work areas.
- The DDA will limit in-person meetings
- Do not share food utensils and food with other employees
- We will promote curbside pick-up when applicable

### Distancing in Shared Vehicles

The DDA encourages employees to minimize ridesharing and adhere to one person per vehicle. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation and wear a facemask.

## Practicing Good Hygiene

The DDA encourages all employees to practice good hygiene by increasing their handwashing. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Employees should review CDC guidelines to follow best practices for handwashing.

We have provided that adequate supplies of soap and hand sanitizer and placed hand sanitizers in multiple locations throughout the offices, work areas and vehicles. These supplies will be maintained to ensure they are always available. We encourage all employees to wash hands frequently or to use hand sanitizer.

We discourage handshaking and encourage the use of other non-contact methods of greeting.

## Facemask Required

The DDA has provided non-medical grade face coverings to all employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers. Staff may also use their own masks so long as they meet the CDC specifications. Staff should consider their face mask as a uniform required for the job and to clean their face mask prior to each shift.

Face covering are required to be worn when employees that cannot consistently maintain six feet of separation from other individuals in the workplace. If it is determined that employees cannot consistently maintain three feet of separation from other individuals in the workplace while wearing a facemask, face shields will be considered. Staff is not required to wear masks when they are the only one working in the office, work area or vehicle and meeting safe social distancing requirements.

## Cleaning and Disinfecting

Staff is asked to assist with increased facility cleaning and disinfection to limit exposure to COVID-19, especially on high touch surfaces (e.g., door handles, handrails), paying special attention to shared workstations (e.g. computers, credit card terminals, keyboards), and shared equipment (e.g., tools, vehicles). Cleaning supplies are available to employees throughout the worksite.

Staff should attempt to utilize the same workspace or vehicle for the duration of their shift. When possible, avoid the use of other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces. If this cannot be avoided, clean and disinfect them before and after use.

- Staff must sanitize all shared workspaces (mouse, keyboard, computer, printer/copier, desk, ect.) after use or at shift end.
- Staff must sanitize and wipe down vehicle after use or at shift end (steering wheel, radio controls, door handles, keys, etc.).



- Staff will sanitize and wipe down surfaces that have come in contact with the outside public (counter, door handles, pens, etc.).

We have adopted the following protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace. When this occurs all employees will be sent home until all work areas and vehicles have been cleaned and disinfected by a professional company.

## **SUSPECTED OR CONFIRMED CASES OF COVID-19**

### **SUSPECTED CASE OF COVID-19**

NOTE: You must contact the Workplace Coordinators or CEO if you test positive outside the workplace or in the self-screening.

The DDA will treat positive test results and “suspected but unconfirmed” cases of COVID-19 and the following steps will be taken:

- If the source of infection is known, we will attempt to identify if it was at the workplace or outside.
- We will not identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- Any employee(s) who had close contact with employee in past 14 days, will be sent home for a 14 day self-quarantine. We will notify known co-workers with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
- We will not identify the infected employee by name. To the extent reasonably possible, we will avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- We will respond to inquiries by CDC or public health authorities as received

The DDA will arrange for a professional cleaning of the employee’s workspace, immediate surrounding area, and areas likely visited (workstation, kitchenette, restroom, etc.).

### **CONFIRMED CASE OF COVID-19**

- We will communicate with all co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- The DDA will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee’s health care provider will also be considered
- We will perform increased environmental cleaning and disinfection
  - Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day

- We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- After using a City vehicle, employees are responsible for cleaning and disinfecting the vehicle.
- The DDA provides disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools and equipment) can be wiped down by employees before each use.
- Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms

## **SAFETY MEASURES FOR GENERAL PUBLIC AND CONTACTORS**

### **GENERAL PUBLIC AND CUSTOMERS**

The DDA business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes. Social distancing practices to be observed:

- 6-foot distances are marked in areas where customers might gather/wait
- In person meetings are to be made by appointments only
- Limit the number of customers allowed into workplace
- Minimize face to face contact

Physical barriers between the DDA employees and customers have been installed in high volume areas (i.e. shielding at customer facing workstations). The DDA may provide disposable face masks to the general public or customers as well as appropriate disinfectants so that individuals can clean work areas before and after use for walk in traffic.

Information is posted throughout the workplace educating individuals on ways to reduce the spread of COVID-19. Any individual entering one of the DDA office or work areas may have their temperature checked and/or a questionnaire completed prior to entry. (See [Appendix D](#)) Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be asked and may be removed from the workplace.

### **VENDORS AND CONTRACTORS**

When possible, the DDA will limit the number of vendors/contractors in the facility. All deliveries will be handled through curb-side pickup or delivery where staff and vendors are able to maintain safe social distancing. Any individual entering one of the DDA facilities may have their temperature checked and a questionnaire completed prior to entry. (See [Appendix D](#)) Disposable face masks may be available to vendors/contractors as well as appropriate disinfectants so individuals can clean work areas before and after use.

## **ADDITIONAL RESOURCES AVAILABLE TO EMPLOYEES**

The following community resources are available to employees with additional information available in Appendix F:

- State of Michigan mental health services
- County Health Department
- Health Insurance telehealth

## **APPENDIX A: CRITICAL INFRASTRUCTURE WORKERS**

Critical infrastructure workers including necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-77. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

## APPENDIX B: COVID-19 SCREENING CHECKLIST

In accordance to the Grand Traverse Health Department order 2020-01, all employee are required to respond to this screening checklist each time you report on-site to work. This is not intended to take the place of medical advice, diagnosis or treatment. If you should answer YES to any of the questions included on this checklist please contact a Work Place Coordinator. Continue to take all of the recommended precautions and stay home if you are not well.

In the past 24 hours, have you experienced the following symptoms?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Subjective fever (felt feverish)        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. New or worsening cough                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Shortness of breath                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Sore Throat                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Vomiting/Diarrhea                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Current temperature above 100.4 degrees | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**If you answer "yes" to any of the symptoms listed above, or your temperature is 100.4 degrees or higher, please do not go into work. Self-isolate at home and contact your primary care physician's office for direction. \*You should isolate at home for a minimum of 7 days since symptoms first appear. \*You must also have 3 days without fevers and improvement in respiratory symptoms**

1. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?  
 Yes       No
2. Have you engaged in any activity or travel within the last 14 days which fails to comply with the Stay Home, Stay Safe Executive Order?  
 Yes       No
3. Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?  
 Yes       No

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX C: EMPLOYEE RETURN TO WORK PLAN**

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result;  
or
2. They receive a negative COVID-19 test.

Employees\* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

## APPENDIX D: COVID-19 VISITOR HEALTH SCREENING

Office Visiting: \_\_\_\_\_

Visitors Name: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Time In: \_\_\_\_\_

**In the past 24 hours, have you experienced any of the following symptoms:**

Fever? (100.0°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the visitor answered "yes" to any of the symptoms listed above the visitor shall not be allowed access to the building. Visitor will be handed the CDC Handout: Sick with COVID-19 Fact Sheet.

**In the past 14 days, have you:**

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19?  Yes  No

Traveled via airplane internationally or domestically?  Yes  No

If visitor answered "yes" to either of these questions the visitor shall not be allowed access to the building. Visitor will be handed the CDC Handout: Sick with COVID-19 Fact Sheet.

-----  
Employee: \_\_\_\_\_

Contacted Workplace Coordinator and informed them the visitor was not allowed into the building.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Spoke to: \_\_\_\_\_

## **APPENDIX E: SIGNS FOR BUILDINGS**

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside work places.

<https://www.spectrumhealth.org/covid19/employer-resources>

Grand Traverse County Health Department has provided the following toolkit resources and signs for reopening.

<https://www.grandtraverse.org/DocumentCenter/View/14280/General-Toolkit-1?bidId=>





# Keeping Michigan Informed

## Novel Coronavirus 2019 (COVID-19)

### Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

### Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS



RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.

### Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.\*  
If your symptoms are life-threatening, call 911.

\*Free screening available for all individuals in the state of Michigan.

For more information visit [spectrumhealth.org/covid19](https://spectrumhealth.org/covid19).

## **APPENDIX F: OTHER RESOURCES**

Governor Whitmer's Executive Order 2020-42:

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-525182--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html)

FAQs from Governor Whitmer on Executive Order 2020-42:

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-525278--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html)

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

## APPENDIX G: CERTIFICATION BY RESPONSIBLE PUBLIC OFFICIAL

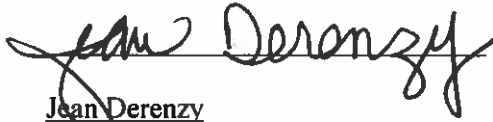
This is to certify that I have reviewed the Downtown Development Authority COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order #2020-77 dated May 7, 2020.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the Downtown Development Authority website [www.dda.downtowntc.com] and at each City facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Downtown Development Authority

Signature:



Name of Official:

Jean Derenzy

Title:

CEO  
DDA Executive Director

Date:

\_\_\_\_\_

## **APPENDIX H: EMPLOYEE ACKNOWLEDGEMENT FORM**

This is to certify that I have reviewed the Downtown Development Authority COVID-19 Preparedness and Response Plan.

The Downtown Development Authority is asking every employee to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 in our workspaces, everyone must play their part. As set forth below, Management has instituted various housekeeping, social distancing, and other best practices in our workspaces. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

**By signing this document. I am stating that I have read and fully understand the plan and/or information provided to me.**

Department: \_\_\_\_\_ Name of Employee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX I: EMPLOYEE VERIFICATION OF VIEWING TRAINING VIDEOS

All employees of the Downtown Development Authority must complete the following training videos:

1. Stop COVID-19 Spread – Six Effective Steps to Stay Safe
2. What You Need to Know About Handwashing
3. Prevent COVID-19: Wear a Cloth Face Covering

By signing below, I acknowledge that I have viewed the COVID-19 Training Videos in its entirety on the date noted and will to the best of my ability implement the information contained in it for preventing the spread of COVID-19.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Please submit a signed copy to a Workplace Coordinator for retention.

Links to videos:

*Stop COVID-19 Spread | Six Effective Steps to Stay Safe*

[https://www.youtube.com/watch?v=P6xqcBBds\\_k](https://www.youtube.com/watch?v=P6xqcBBds_k)

*Prevent COVID-19: Wear a Cloth Face Covering*

<https://www.youtube.com/watch?v=ML3n1c0FHDI>

*What You Need To Know About Handwashing*

<https://www.youtube.com/watch?v=d914EnpU4Fo&t=28s>

