

# THUMB ELECTRIC COOPERATIVE



## COVID-19 PREPAREDNESS AND RESPONSE PLAN

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## **COVID-19 PREPAREDNESS AND RESPONSE PLAN**

TEC continues its commitment to reducing the risk of exposure to COVID-19 and will continue to follow the current workplace requirements to provide a healthy and safe workplace for our employees, members and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC), the Michigan Department of Health and Services (MDHHS), the Occupational Health and Safety Administration (OSHA), and the Michigan Occupational Health and Safety Administration (MIOSHA). Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, MDHHS, OSHA, and MIOSHA.

**Note:** **Thumb Electric Cooperative** may amend this Plan based on changing requirements and the need of our business.

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

- Co-workers
- Members
- Guests - visitors/vendors/family members
- The General Public

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).

## **COVID-19 WORKPLACE COORDINATORS (TASK FORCE)**

**Thumb Electric Cooperative** has designated the following staff as its COVID-19 Workplace Coordinator: Dallas Braun, General Manager, [dbraun@tecmi.coop](mailto:dbraun@tecmi.coop), 1-800-327-0166 ext. 215.

### **The Coordinator's responsibilities include:**

- staying up to date COVID-19 guidance
- incorporating those requirements into our workplace
- ensure training is provided to our workforce 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 requirements

## **RESPONSIBILITIES OF Thumb Electric Cooperative SUPERVISORS AND MANAGERS**

All **Thumb Electric Cooperative** managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, **Thumb Electric Cooperative** 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.

### **Thumb Electric Cooperative will:**

- Provide non-medical grade face coverings to their employees.
- Clean & disinfect facility to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite, and provide time for employees to wash hands frequently or to use hand sanitizer.

- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify:
  1. Any co-workers, contractors, or suppliers who may have come into close contact with the person with a confirmed case of COVID-19.
- Train employees on how to report unsafe work conditions.

## **RESPONSIBILITIES OF EMPLOYEES**

We are asking each of our employees to help with our prevention efforts while at work. **Thumb Electric Cooperative** 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/work procedures to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and personal hygiene. While at work, all employees must follow these best practices/work procedures for them to be effective. Beyond these best practices/work procedures, 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, they should ask their supervisor or contact Dallas Braun, General Manager.

### **OSHA and the CDC 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.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. 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
- New 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 your supervisor immediately, and consult your 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.

The CDC defines “close contact” as either:

- Being within six feet of a COVID-19 infected person for at least 15 minutes within a 24-hour period.
- 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).

## HEALTH AND SAFETY PREVENTATIVE MEASURES FOR Thumb Electric Cooperative

**Thumb Electric Cooperative** has put a number of best practices/work procedures and measures in place to ensure the health and safety of identified groups of individuals.

### Minimizing exposure from co-workers.

Thumb Electric Cooperative has taken the following steps to minimize exposure from co-workers to COVID-19.

#### General Education:

- Informing employees of the importance of good hand hygiene. 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.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- When possible, avoid the use of other employees’ phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use.

## Checklist for Employers when employee tests positive for COVID-19

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- Consider and then include employee benefit plans that may be available including: FMLA, PTP, paid sick leave, etc.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
  - If yes:
    - Notify employee’s manager(s) or supervisor(s), and other employees that employee is infected with COVID-19 and is out on leave.
  - If no:
    - Notify employee’s manager(s) or supervisor(s), and other employees only that employee is on a leave of absence for non-disciplinary purposes.
- Notify employee’s co-workers who may have come into close contact with employee at work within the past 48 hours that they may have been exposed to COVID-19 and may wish to see a healthcare provider.

- Notify known members, vendors, or third parties with whom the employee may have come into close contact with while at work within the past 48 hours that they may have been exposed to COVID- 19 and may wish to see a healthcare provider.
- Arrange for a COVID cleaning of the employee’s workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.

#### Restrict employees from the workplace if they display symptoms of COVID-19

- Any employee with COVID-19 symptoms should be immediately separated from other individuals and sent home.
- Guidance from the employee’s health care provider on their return-to-work date will be required.

#### Actively encourage sick employees to stay home:

- **Thumb Electric Cooperative** will follow state and federal guidance for return-to-work guidance and/or guidance from the employee’s health care provider.

#### If an employee has a confirmed case of COVID-19, Thumb Electric Cooperative ensures the following:

- We will communicate with co-workers.
- **Thumb Electric Cooperative** 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.
  - Employees should routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - After using a **Thumb Electric Cooperative** vehicle, employees are responsible for cleaning and disinfecting the vehicle.
  - **Thumb Electric Cooperative** provides disinfectant 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.
  - Monitor and respond to absenteeism.

### Minimizing exposure from those outside of our workforce including members, and temporary or contract labor

- **Thumb Electric Cooperative** business practices are evaluated to ensure safety and health of all individuals.
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Individual symptoms will be observed, and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- **Thumb Electric Cooperative** will provide masks to guests if requested as well as appropriate disinfectants so that individuals can clean work areas before and after use.
- Companies that provide contract or temporary employees have been contacted about the importance of sick employees staying home, and we encourage them to follow our practices and standards to work with their employees to maintain the health & safety of others.



### Minimizing exposure from the visitors/vendors

- All business partners that work within **Thumb Electric Cooperative** have been provided this Plan.
- Masks will be available upon request to visitors/vendors as well as appropriate disinfectants, so individuals can clean work areas before and after use.
- All deliveries will be made taking the appropriate precautionary measures.

### Minimizing exposure from the general public

- Information is posted at **Thumb Electric Cooperative's** facility educating individuals on ways to reduce the spread of COVID-19.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Masks will be available to the general public upon request as well as appropriate disinfectants so individuals can clean work areas before and after use.

This Plan is based on information and guidance from the CDC, MDHHS, OSHA and MIOSHA at the time of its development. The safety of our employees and visitors remains the top priority at **Thumb Electric Cooperative**. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reducing the potential risk of exposure to our workforce and visitors.

## Offices Regulations

- a. Turn off water fountains.
- b. Provide disinfecting supplies and require employees wipe down their work stations.
- c. Post signs about the importance of personal hygiene.
- d. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- e. Institute cleaning and communications protocols when employees are sent home with symptoms.
- f. Notify employees if the employer learns that an individual (including a member, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.