



Marquette Food Cooperative Inc
COVID-19 Preparedness and Response Plan
Date Implemented: June 1, 2020

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Table of Contents

Plan

Essential Workers Necessary to Perform Critical Infrastructure Functions	1
Employee Risk Classification	1
Protective Safety Measures	
Sick Leave	1
Remote Work	1
Employee Screening Before Entering the Workplace	2
Personal Protection Equipment	2
Enhanced Social Distancing	2
Tools and Equipment	3
Enhanced Hygiene	3
Enhanced Cleaning and Disinfecting	3
Visitors	3
Employees with Suspected or Confirmed COVID-19 Cases	
Suspected Cases	3
Confirmed Cases	4
Business Continuity Plan	5
Reporting Unsafe Working Conditions	5
Certification by Responsible Public Official	6

Appendices

A: Critical Infrastructure Workers and Risk Classification	7
B: Sample Employee Entry Screening Questionnaires.....	8
C: Employee Return to Work Plan	9
D: Visitor Screening Form	10

E: Kronos Contact Tracing and Sample Positive Staff Notification	12
F: Staff Attendance and Emergency Time Off Policy	14
G: MFC Cleaning and Sanitization Procedures	15
H: Families First Coronavirus Response Act	16
Other Resources	19
• Handwashing and PPE	
• Food Industry Recommended Protocols	
• State of Michigan Executive Orders	
• Covid-19 Informational Resources	

COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus ("COVID-19") and to comply with relevant state and local orders related to COVID-19, The Marquette Food Coop has prepared the following COVID-19 Preparedness and Response Plan ("Plan"). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

The Manager on Duty or "MOD," along with all members of the Administration team will implement, monitor, and report on the COVID-19 control strategies contained within this plan. The MOD is on-site at all times when employees are present.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-42 and subsequent Executive Order 2020-59 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42 and 2020-59.

Under Executive Orders 2020-42 and 2020-59, workers who are necessary to conduct minimum basic operations are "those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely."

Only "critical infrastructure workers" or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Employees of the Marquette Food Co-op meet the OSHA Covid-19 Exposure Classifications of Medium and Low Risk. (from OSHA 3990: *Guidance on Preparing Workplaces for COVID-19*)

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and MFC's Attendance/Emergency PTO policies. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely.

Employee Screening Before Entering the Workplace

A Sample Employee Entry Screening Questionnaires is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from entering the premises until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

Personal Protective Equipment

The Marquette Food Coop shall provide and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space. MFC will also provide structural sneeze guards/clear barriers as needed.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in the break room or classroom shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, or use the inside of their elbow and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly (as defined in Appendix G) using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, The Marquette Food Co-op will follow recommended Food Industry protocols from the CDC, FDA, OSHA, NCG, and FMI.

Tools and Equipment

MFC limits the sharing of tools and equipment among in-person employees. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. MFC will provide employees with disinfectant wipes and other disinfecting products for this purpose.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

MFC requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.

Employees with Suspected or Confirmed COVID-19 Cases [*To be updated as appropriate*]

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.

OR

- They are experiencing at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat and/or
 - New loss of taste or smell
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or

- In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then the Marquette Food Coop will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then the Marquette Food Coop will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); Appendix E
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.
- Follow any additional Food Industry protocols from the CDC, FDA, OSHA, NCG, and FMI as noted in Other Resources beginning on page 19.

Business Continuity Plans

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

To report unsafe working conditions

The Michigan Occupational Safety and Health Act of 1974 gives employees the right to file complaints about workplace safety and health hazards. Further, the Act gives complainants the right to request that their names not be revealed to their employers. Complaints from employees and their representatives are taken seriously by MIOSHA. Other issues may be outside the scope of the program and cannot be addressed by MIOSHA. For a list of issues MIOSHA does not cover, please see Issues Not Covered by MIOSHA.

If you would like to report hazards at your worksite to MIOSHA, or you have been discriminated against on the basis of safety and health issues, choose ONE of the following:

SAFETY OR HEALTH HAZARD COMPLAINTS

There are two ways to file an employee complaint if you believe your working conditions are unsafe or unhealthful. You can file a complaint online OR you can download the MIOSHA Complaint Form, complete and sign the form, then mail or fax it to MIOSHA. Be sure to include your name, address, and telephone number so we can contact you if necessary. If you wish to have your name remain confidential, please indicate that in the box on the complaint form.

Complaints with the signature (which can be an electronic signature) of the employee or employee representative are more likely to result in an onsite inspection. Complaints without a signature are more likely to be addressed by MIOSHA calling or faxing the employer a letter asking for a response to the complaint allegations.

- File a complaint online.
- Download, complete and sign the form, then mail or fax it to MIOSHA.

You may telephone MIOSHA at 800-866-4674 for the purposes of discussing your complaint and having MIOSHA staff respond to any questions you may have. Complaints are not accepted by telephone in non-emergency situations. An exception is that the Construction Safety and Health Division may accept construction-related complaints by telephone due to the temporary nature of construction work. If there is an emergency or the hazard is immediately life threatening, call MIOSHA at 800-866-4674 to report the situation.

It is unlawful to make any false statements, representations, or certification in any document filed pursuant to the Michigan Occupational Safety and Health Act of 1974, as amended. Violations can be punished by a fine of not more than \$10,000, or by imprisonment of not more than six months, or by both (Section 35(7)).

MARQUETTE FOOD COOPERATIVE INC
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

This is to certify that I have reviewed the Marquette Food Cooperative Inc. COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020 and Michigan Executive Order 2020-59 dated April 24, 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 Marquette Food Coop website, <https://marquettefood.coop> and at the 502 West Washington ST facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

General Manager: _____

Signature: _____

Name of Official: _____

Title: _____

Date: _____

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-42 and Executive Order 2020-59, critical infrastructure workers also include:

- a. Childcare workers (including workers at disaster relief childcare centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
- b. Workers at suppliers, distribution centers, or service providers, as described below.
 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in sub provision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 3. Consistent with the scope of work permitted under sub provision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

- c. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- d. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- e. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- f. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- g. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- h. Workers at laundromats, coin laundries, and dry cleaners.
- i. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- j. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

Worker Covid-19 Risk Classification (From OSHA 3990: *Guidance on Preparing Workplaces for COVID-19*)

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 frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

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.

APPENDIX B

In the past 24 hours have you experienced: (please answer Yes or No)

_____ An atypical cough

_____ Atypical shortness of breath

Or at least two of the following:

_____ Fever of 100 degrees F or 37.8 degrees C, or above

_____ Chills/Repeated Shaking

_____ Muscle Pain

_____ Sore Throat

_____ Headache

_____ New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms or combination of symptoms listed above, you will not be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

_____ Had close contact (within six (6) feet for a prolonged period) with someone with a diagnosis of COVID-19?

_____ Traveled internationally or to any domestic (U.S.) location outside of the UP without notifying Human Resources?

If you answer “yes” to either of these questions, you are not permitted access to the premises. Contact Human Resources and/or self-quarantine at home for 14 days.

If no to all of the above, please check and sign below and proceed to enter the workplace premises:

_____ I will wear a face covering while in any public spaces within the premises.

Signature: _____ 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

SAMPLE VISITOR

COVID-19 SCREENING FORM

Department/Office Visiting: _____

Visitors Name: _____ Appointment Date: _____ Time In: _____

In the past 24 hours have you experienced: (please answer Yes or No)

_____ An atypical cough

_____ Atypical shortness of breath

Or at least two of the following:

_____ Fever of 100 degrees F or 37.8 degrees C, or above

_____ Chills/Repeated Shaking

_____ Muscle Pain

_____ Sore Throat

_____ Headache

_____ New or Loss of Taste or Smell

If you answer "yes" to any of the symptoms or combination of symptoms listed above, you will not be permitted access to the premises. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

_____ Had close contact (within six (6) feet for a prolonged period) with someone with a diagnosis of COVID-19?

_____ Traveled internationally or to any domestic (U.S.) location with ongoing COVID-19 outbreaks?

If you answer "yes" to either of these questions, you are not permitted access to the premises.

_____ Visitor is required to wear a face covering while in any public spaces within the premises.

APPENDIX E

Template for Announcement of Infected Staff Member

About this template:

NCG recommends that each co-op notify and follow recommendations of their local health officials and [Food Industry Recommended Protocols](#) when a staff member is diagnosed with COVID-19. NCG does not believe that closing the affected store is required, unless your health officials say otherwise. Once remediation steps have been determined and staff have been notified and informed of how to answer FAQs, the following template can be used for announcements. We recommend emailing this to owners and posting this message to the co-op website and social media.

While a press release is not necessary, the media will likely contact you via your general phone number or email address. Please instruct staff to direct these calls and emails to your media spokesperson.

Note that confidentiality **must be maintained** for the infected staff person. This may preclude you from identifying the specific department, if it includes only a few individuals. For example, for accounting staff, list “administrative department.”

Today we learned that a staff member in our [LOCATION] store tested positive for the novel coronavirus (COVID-19). Upon learning of the result, we moved quickly to notify our local health department to discuss our plan and also [REMEDATION STEPS, e.g. notify our staff, implement a deep clean of the entire store, etc.]. We are following all recommended guidelines from public health authorities, including the Centers for Disease Control (CDC) and city, county, and state public health departments.

The staff member in question works only at the [LOCATION] store at [ADDRESS]. They last worked on [DATE, TIME] in the [DEPARTMENT].

Guidance from public health authorities is that individuals who were in “close contact” with an individual who has tested positive for COVID-19 should self-quarantine. [CO-OP] has identified other staff who may have been in “close contact” with the affected staff person and is supporting these additional staff as they self-quarantine. Our co-op has a generous sick and vacation policy, and we are working with employees on a case-by-case basis to ensure they have the support they need.

Across our co-op, we have asked any staff exhibiting symptoms of respiratory illness or fever to stay home, contact our HR department, and notify their physician.

After rigorous cleaning and [REMEDICATION STEPS], the [LOCATION] store continues to remain open for business [HOURS].

Our co-op prides itself on its cleanliness and food safety standards, and we are taking multiple steps to best serve you, care for our staff, and be a responsible member of our community. We have implemented rigorous cleaning practices throughout all of our stores, including more frequent cleanings of high-touch areas across our entire co-op. To learn more about the steps we are taking, please see [COVID-19 UPDATES ON CO-OP WEBSITE], if you feel you have come in close contact with a member of the affected department and want more information, please contact us at [Email].

APPENDIX F

Emergency PTO policy

(Please note: this policy is currently dormant. It may become active at the discretion of management.)

Some questions have come up regarding the use of Emergency PTO that the co-op provided (80 hours per person) to assist staff with absences related to COVID-19. Here is what you need to know:

If you are sick, stay home!

- If you are out of work due to COVID-19 symptoms, you may request the Emergency PTO.
- If you are out of work due to having the COVID-19 virus, you may use Emergency PTO
- If you are out of work to care for a family member who has COVID-19 or COVID-related symptoms, you may use Emergency PTO
- If you are out of work because your child's daycare is affected by COVID-19, you may use Emergency PTO
- If you are asked to stay home by Co-op management due to illness, you may use Emergency PTO
- If you are deemed a non-Critical Infrastructure Worker, you may use Emergency PTO

Please note: anyone out of work with the COVID-19 illness will be required to provide an "all clear" (pursuant to MFC Covid-19 Preparedness and Response Plan, Appendix D) in order to return to work.

If you miss work for any reason outside of those listed above, you are required to use your accrued Personal Time Off.

APPENDIX G

Dear Staff:

March 6, 2020

On behalf of the Admin team, I would like to inform staff and managers of illness prevention steps that will be taken within the store. Because it is flu season and because of the potential spread of Covid-19, effective Friday, March 6th, MFC will no longer offer self-serve/passive sampling. This applies to all departments within the store. Sips-n-Nibbles will continue until further notice.

Additional Measures will also be taken to clean and sanitize high traffic areas of the store:

- Café – Prepared Foods staff, Doug, Front End Staff, MODs
- Restrooms – Doug, MODs
- Cashier lanes – Front End Staff
- Workstations – buyers office, cash office, admin offices, cubicles etc.
- Shopping carts – Doug, Front End Staff, MODs
- Bulk surfaces – Wellness and Grocery clerks, MODs, Doug

The café tables should use a twostep cleaning/sanitizing process:

- 1) Use the cleaning solution to spray on the table
- 2) Wipe clean and allow to air dry
- 3) Use the gray topped Sani-Cloth surface wipes to sanitize the tabletops.
- 4) Change the blue cleaning towels out after each cleaning with a fresh towel.

A second Purell station will be brought in from Aramark and placed adjacent to hot bar and salad bar to encourage shoppers to sanitize their hands before handling hot bar/salad bar utensils.

Each department will be given a gray topped Sani-Cloth dispenser to wipe down high traffic areas as needed.

The Admin team is committed to keep you all informed and healthy. Thank you in advance for your help and cooperation in keeping our store a place our owners and shoppers want to spend time.

Dear Staff:

March 11, 2020

Consumer trust in our brand will be put to the test more than ever as COVID-19 continues to gain attention. Customers will view employees and store conditions with much more scrutiny in the days, weeks and months to come. As COVID-19 continues to spread, it is vital that our co-op take action to provide a safe and secure shopping experience that is evident to customers as they shop our store. MFC is adding additional cleaning and sanitizing in high traffic areas of the store four times per day. Attached is a color-coded check list for your department to utilize daily until further notice.

When Facilities isn't in the building the MOD will be responsible for the yellow highlighted areas. The MOD may ask for your assistance with these tasks. Please help when asked.

Thank you everyone. Please see Mary Moe with your questions.

MFC Sanitizing Checklist

Today's Date:

Four Times Daily

AM1	AM2	PM1	PM2	Item
				Cart Handles
				Basket & Basket Handles
				Water Fountain Dispenser
				Bulk Bin Handles, Pens, Scale
				Bulk Work Areas
				Nut Butter Toggles
				Bulk Kombuchas Handles
				Hobart Scale Button Interface
				All Door Handles, Refrigerated
				All Door Handles, Office Doors and Bathrooms
				Pin Pads @ Checkout lane + One-Touch
				Bathroom Surfaces
				CSD Surfaces
				Checkstand Surfaces
				Café Tables
				Phones - headset/buttons
				Time Clock
				Stairway Hand Rails
				Receiving Door
				East Door Push Bar
				Basement Door Push Bar (closest to HR)
				Break Room Door and Work Surfaces
AM = 6am & 10am				
PM= 2pm & 6pm				Facilities/Cleaners
				Customer Service
				Prepared Foods

APPENDIX H

Request for Emergency Paid Leave

Employee Name (print clearly): _____

Requested Leave Start Date: _____

The amount of emergency paid leave being requested is _____ (hours/days). (*For Reasons No. 1-4 and 6 you are entitled to up to 80 hours, or the average amount you work over a two-week period, whichever is less. For Reason No. 5, you are entitled to up to 12 weeks.*)

The reason for this emergency paid leave request is (check the appropriate reason below):

- ☐ 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
 - ☐ 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - ☐ 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - ☐ 4) I am caring for an individual who is subject to either number 1 or 2 above.
 - ☐ 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions.
 - ☐ 6) I am experiencing another substantially similar condition specified by the secretary of health and human services.
-

If you are requesting leave based on Reasons No. 1 or 2, please state the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine.

If you are requesting leave based on Reasons No. 3, please state your efforts to seek medical diagnosis and provide documentation of efforts to seek medical diagnosis, when available.

If you are requesting leave based on Reason No. 4, please state the (1) name of the person subject to quarantine or advised to self-quarantine, (2) their relation to you, and (3) the name of the governmental entity or health care professional ordering or advising quarantine of that person.

If you are requesting leave based on Reason No. 5, please complete the following questions:

1. Please state the name and age of your child /children to be cared for.
2. Please state the name of the school that has closed or the place of care that is unavailable.
3. To be entitled to leave, you alone must be providing care to the child. Leave is unavailable if both parents or another individual is present to care for the child. Please confirm the following statement is true: *No other person will be providing care for the child during the period for which you are receiving leave.*

_____ TRUE _____ UNTRUE
4. Are you requesting to use leave intermittently? If so, please provide the schedule of your paid leave request? (i.e. if you have custody of your child every other week, state you are requesting leave every other week).
5. If you are requesting leave for the care of a child older than 14, please describe the special circumstances under which our child is unable to care for themselves during daylight hours:
6. Would you like to use the Emergency Paid Sick Leave Benefit to cover the first 10 days of family leave at 2/3 your regular rate of pay (which, if not, is unpaid)? *Note: if you use your Emergency Paid Sick Leave Benefit for this reason you cannot use it again for another qualifying reason.* _____ Yes _____ No

If you are requesting leave based on Reason No. 6, please state the similar condition you are experiencing that you believe entitles you to leave.

When available, please provide medical documentation and/or notice of school/childcare closure immediately.

By signing this request you are representing that you are unable to work or telework for the time periods designated above due to the reasons designated above.

Employee Signature

Date

OTHER RESOURCES

Governor Whitmer's Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,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>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> 13