

# COVID-19 Preparedness & Response Plan (Last Update 11.30.2020)

For Lower and Medium Exposure Risk Employers ONLY

## ✓ General

The following COVID-19 preparedness & response plan has been established for Holland Community Aquatic Center in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. General Manager, Amanda Duimstra has read these emergency rules carefully, developed the safeguards appropriate to Holland Community Aquatic Center based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

Holland Community Aquatic Center has designated one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) is General Manager, Amanda Duimstra or her designate. At times when the General Manager is not at the worksite, the Operations Supervisor in charge is the designated worksite supervisor.

The plan will be made readily available to our employees and their representatives. The plan will be made available via the staff portal of the Aquatic Center's website (<https://www.hollandaquaticcenter.org/staff-portal/>) and hard copies will be made available upon request. Printed copies may be requested via email to Amanda Duimstra at [amanda@hollandaquaticcenter.org](mailto:amanda@hollandaquaticcenter.org).

## ✓ Exposure Determination

Holland Community Aquatic Center has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. General Manager, Amanda Duimstra was responsible for the exposure determination.

Holland Community Aquatic Center has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
  
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

General Manager, Amanda Duimstra verifies that Holland Community Aquatic Center has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

Holland Community Aquatic Center has categorized its jobs as follows:

**NOTE:** Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b>
Executive Director	Lower	Low Public Contact
General Manager	Lower	Low Public Contact
Group Managers	Lower	Low Public Contact

Front Desk	Lower to Medium	Medium Public Contact – with PPE/Plexi-glass
Instructors and Coaches	Lower to Medium	Small Groups with Social Distancing/Face Shields
Operations Supervisors and Lifeguards	Lower	Low to Medium in Emergency Situations
Maintenance	Lower	Low Public Contact
Custodial	Lower	Low Public Contact

### ✔ Engineering Controls

Holland Community Aquatic Center has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between front desk workers and customers.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

Holland Community Aquatic Center will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

<b>Job/Task</b>	<b>Engineering Control</b>
Front Desk	Plastic Barriers, Sanitization products
Entry, Hallways	Designated walkways, distance markings
Locker Rooms	No public locker room use
Pool Decks	Social Distance Guidelines, 1 person per lane

Offices	Mask requirement, scheduled use, social distancing, added fan
Conference Room	Capacity limit, mask requirement, social distancing
Drinking Fountains	Covered for no use
Spectator Area	Discontinued use

### ✔ Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. General Manager, Amanda Duimstra will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Holland Community Aquatic Center:

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All employees	Maintain at least six feet from everyone on the worksite.
All	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All	Promote remote work (telecommuting) to the fullest extent possible.
All	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
Maintenance, Custodial	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
All	Restrict business-related travel for employees to essential travel only.
All	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All	Restrict the number of customers in the establishment at any given time.
All	Minimize the sharing of tools, equipment, and items.
All	Provide employees with non-medical grade face coverings (cloth face coverings).

All	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All	Require customers and the public to wear cloth face coverings, except when in pools.
All	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
All	Provide customers and the public with tissues and trash receptacles.
All	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All	Maintain flexible policies that permit employees to stay home to care for a sick family member.

### Hand Hygiene

General Manager, Amanda Duimstra will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, Holland Community Aquatic Center will provide employees with antiseptic hand sanitizers or towelettes. Holland Community Aquatic Center will provide time for employees to wash hands frequently and to use hand sanitizer.

Holland Community Aquatic Center will promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

## ✔ Disinfection of Environmental Surfaces

Holland Community Aquatic Center will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Holland Community Aquatic Center will make cleaning supplies available to employees upon entry and at the worksite.

General Manager, Amanda Duimstra will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, Holland Community Aquatic Center will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

<b>Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
Pool Decks, Locker Room Floors	Dilute Chlorine & Water	2 per day, or more
Hallways	Floor Scrubber and Envirox H2Orange Conc 117 disinfectant	2 per day
Offices, Conf Rooms	Microfiber Cloth & Envirox H2Orange Conc 117 disinfectant	2 per day, or more
High Touch Areas	Microfiber Cloth & Envirox H2Orange Conc 117 disinfectant	2 per day, or more
Bathrooms	Microfiber Cloth & Envirox H2Orange Conc 117 disinfectant	2 per day, or more
Other	Microfiber Cloth & Envirox H2Orange Conc 117 disinfectant	2 per day, or as needed

Holland Community Aquatic Center will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. General Manager Amanda Duimstra will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

***Holland Community Aquatic Center will;***

- a) Be open to the public on a reduced schedule to accommodate enhanced cleaning routines.***
- b) Not allow spectators***
- c) Eliminate fitness classes and group classes***
- d) Achieve appointment-based and one-on-one lessons***
- e) Eliminate community or public recreation usage of slide, toys, etc.***

### **✔ Personal Protective Equipment (PPE)**

Holland Community Aquatic Center will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Holland Community Aquatic Center will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). Holland Community Aquatic Center will require employees to wear face coverings when they cannot consistently maintain at least six feet of separation from other individuals in

the workplace. Holland Community Aquatic Center will require face shields when employees for employees who are unable to wear a face mask.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
All employees and Customers	Disposable 3-Layer Face Masks w/ elastic Cotton Ear Loops BFE > 90% - 95%
Swim Instructors	Face shield – non medical grade

### ✔ Health Surveillance

Holland Community Aquatic Center will require employee to complete a daily self-screening protocol for all employees entering the workplace, including, at a minimum, a questionnaire covering symptoms and confirmed exposure to people with possible COVID-19. Employees will also agree that they are not running a temperature of 100.4 or higher, before entering the worksite. General Manager, Amanda Duimstra will be responsible for ensuring that all required health surveillance provisions are performed.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to General Manager, Amanda Duimstra before and during the work shift. Holland Community Aquatic Center has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

1. Complete the daily self-screening at <https://www.hollandaquaticcenter.org/covid-19-employee-screening/>.

2. If you answer “Yes” to any of the screening questions:

- a) Self-isolate at home and
- b) Contact your primary care physician’s office for directions and/or testing information.
- c) Contact HCAC General Manager, Amanda Duimstra at 616-994-2450.

3) If “Yes” to #2 above:

- a) Identify when you began to recognize COVID-19 symptoms.
- b) Advise the General Manager of who you have been in contact with at work for the past several days, and determine if any co-worker has been a close contact (within 6ft.

for 15 minutes or more) during the past several days.

c) Advise HCAC General Manager of COVID-19 Test results.

d) Stay away from work and self-quarantine.

e) Follow OCHD directions and provide documentation of your clearance to return to work to Amanda Duimstra before returning to work.

Holland Community Aquatic Center will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Holland Community Aquatic Center will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, General Manager Amanda Duimstra will notify the OCHD within 24 hours of being notified, or as soon as possible. The General Manager will report any known co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case, as soon as possible and report that information to the OCHD. If directly notifying coworkers, contractors, and suppliers, Holland Community Aquatic Center will not reveal the name or identity of the confirmed case.

Holland Community Aquatic Center will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they have documentation from the Ottawa County Health Department that they may return to work.

## Training

General Manager Amanda Duimstra shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Holland Community Aquatic Center will train workers on, at a minimum:

- Workplace infection-control practices (video provided by MDHHS).
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

General Manager Amanda Duimstra shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

### ✔ Recordkeeping

Holland Community Aquatic Center will maintain records of the following requirements:

- Training: The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols: The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

General Manager Amanda Duimstra will ensure that the records are kept.

### **FREE onsite consultation service for employers**

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers identify and correct potential safety and health hazards.

Michigan Occupational Safety and Health Administration  
Consultation Education and Training Division  
530 W. Allegan Street, P.O. Box 30643  
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services call 517-284-7720 or visit our website at [www.michigan.gov/miosha](http://www.michigan.gov/miosha).

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