

COVID-19 Preparedness & Response Plan (Last Update 6.1.2021)

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.

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.

✓ 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.

- **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.

General Manager, Amanda Duimstra verifies that Holland Community Aquatic Center has no high-risk exposure 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.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
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
Instructors and Coaches	Lower to Medium	Small Groups
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.

The following engineering controls have been implemented:

Job/Task	Engineering Control
All work groups and employees	Sanitization products
All pool areas	50% Capacity Levels
Public Areas – Front Doors	Signage

✔ **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:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
Non-vaccinated individual	Masks required
Non-vaccinated individual	6ft. Distancing required
All	6ft. Distancing recommended, when possible
All	Provide employees and customers with non-medical grade face coverings
All	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home
All	Provide customers 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
All	Require employees to stay home if they are experiencing symptoms that are related to COVID-19

✔ **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 maintain appropriate facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces. Holland Community Aquatic Center will make cleaning supplies available to employees, as needed. The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Pool Decks, Locker Room Floors	Dilute Chlorine & Water	Daily
Hallways	Floor Scrubber and Envirox H2Orange Conc 117	As needed, per user loads
Offices, Conf Rooms	Microfiber Cloth & Envirox H2Orange Conc 117	As needed, per user loads
High Touch Areas	Microfiber Cloth & Envirox H2Orange Conc 117	Daily
Bathrooms	Microfiber Cloth & Envirox H2Orange Conc 117	Daily

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.

☑ Personal Protective Equipment (PPE)

Holland Community Aquatic Center will provide employees with the types of personal protective equipment needed 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 require non-vaccinated employees to wear face coverings when they cannot consistently maintain at least six feet of separation from other individuals in the workplace.

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

Job/Task	PPE
Non-vaccinated employees and customers	Disposable 3-Layer Face Masks w/ elastic Cotton Ear Loops BFE > 90% - 95%

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:

- 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.