COVID-19 Preparedness & Response Plan

1.0 **Purpose:** To serve as a guideline for organization's planning and response to pandemics and communicable disease outbreaks, including COVID-19.

2.0 **Scope:** All Goodwill Staff

3.0 **Responsibility:** Goodwill Crisis Response Team

4.0 **Procedure:** This plan is based on the most current and relevant information available from local, state, and federal agencies and is subject to change when necessary. Procedures referred to in this plan will be found on the Goodwill COVID-19 Information internal SharePoint site.

5.0 **Occupational Risk:** The Occupational Safety and Health Administration (OSHA), has published Guidance on Preparing Workplaces for COVID-19 to assist employers. We are using the OSHA guidelines, in addition to information from the Centers for Disease Control (CDC), the State of Michigan and local health departments to make decisions regarding health and safety in the workplace. Based on OSHA worker classifications, Goodwill of Greater Grand Rapids falls into the below two risk classifications:

    5.1 Lower Exposure Risk (Caution): Jobs that do not require contact with people known to be, or suspected of being, infected with COVID-19. Workers in this category have minimal occupational contact with the public and other coworkers. These jobs would include remote workers, office staff, warehouse workers, etc.

    5.2 Medium Exposure Risk: Jobs that require frequent/close contact with people who may be infected, but who are not known to have or suspected of having COVID-19. Workers in this category may include some retail employees or others in close, frequent contact with the public.

    5.3 Goodwill has implemented the controls described in this Response Plan to mitigate a Medium exposure level of risk.

6.0 **Worksite COVID-19 Safety Coordinator:** Location and/or Department Managers have been designated to implement and monitor COVID-19 strategies at their respective locations and should always be on-site when employees are present. This category includes Store Leads and Assistant Managers.

7.0 **General Training:** All Goodwill employees are required to complete the 'COVID-19 Staff Training' available on the organizations SharePoint site. Documented training verification is required upon completion. The employer shall provide updated training if changes in its preparedness and response plan become available. Managers are responsible for ensuring their staff complete the training in a timely manner. The below topics are covered in detail.

7.1 Workplace infection control practices, including how the virus spreads and vaccinations available for COVID-19.

7.2 Proper use of personal protective equipment.

7.3 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.

7.4 Cleaning and disinfecting worksites.

7.5 Social distancing techniques.

7.6 How to report unsafe work conditions.

8.0 **Daily Health Screens:** All staff are required to complete a health screen prior to entering the workplace each day. Goodwill uses an electronic health screen tool available on our Audit Portal to process health screens and track data.

8.1 Managers and professional staff should self-report via the portal prior to coming into work each day. All other staff will be screened by a manager prior to building entry at a predetermined screening point.

8.2 Temperature checks are required.

8.3 Each manager should advise employees of the specific entry point for their location and instruct them not to enter the building until passing a health screen. Special signage has been provided for entry points.

8.4 Staff that do not pass the health screen should be instructed to return home and contact their healthcare provider for instructions. A member of our Human Resources Department will follow up with them to provide additional directions.

8.5 Refer to the 'Daily Staff Health Screening Procedure' for more details.

9.0 **Social Distancing** is the act of keeping physical space between yourself and others. Employees that are not fully vaccinated (at least two weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine) must follow the below social distancing requirements.

9.1 Maintain a minimum of six feet between yourself and others.

9.2 Eliminate physical contact such as handshakes, sharing items, etc.

9.3   Follow all social distancing guidelines involving workstations, break areas, meeting spaces, etc. Limit the number of people using restrooms at the same time, do not share elevators and avoid group meetings.

9.4   Stagger lunch and break times.

9.5   Physical barriers may be installed where applicable.

10.0   **Face Coverings:**

10.1   Employees that are not fully vaccinated (at least two weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine) are required to wear face coverings when they cannot consistently maintain 6 feet of separation from other individuals indoors in the workplace.

10.2   Unvaccinated customers, participants and visitors will be required to wear face masks while inside our facilities. Applicable signage will be posted at entrances.

11.0   **Other Personal Protective Equipment:**

11.1   Gloves: Blue Nitrile and/or other types of gloves are available for employee use while handling donations and to prevent the spread of germs. Requirements for glove use will change based on the most current CDC or OSHA guidelines. Gloves are not a substitute for proper handwashing.

11.2   N-95 masks are not provided by Goodwill as they are needed by healthcare employees due to global shortages. Any employee that want to bring in their own N-95 mask must first obtain and sign a Voluntary Respirator Use Policy. Contact your supervisor for details.

11.3   Face shields may be available in some locations. Like gloves, face shield use will be based on the most current CDC or OSHA guidelines and may be dependent on job task, work environment or medical conditions.

12.0   **Handwashing:** While it is believed that COVID-19 is primarily transmitted by airborne droplets, touching surfaces contaminated with the virus and then touching your eyes, nose, mouth, or face may be a secondary means of disease transmission. Frequent handwashing and/or sanitizing is very important and should be a frequent part of your day.

12.1   Wash your hands for at least 20 seconds and frequently with soap and water throughout the day.

12.2   Use alcohol-based sanitizer if handwashing is not an option.

12.3   Always wash or sanitize your hands before eating, drinking or smoking.

12.4   Avoid touching your face, eyes, nose or mouth.

12.5   Wash hands after removing gloves to avoid cross-contamination.

13.0   <mark>Cleaning and Disinfecting</mark>

13.1   Schedule: Cleaning & disinfecting schedules will be based on location and number of high-touch areas present. A deep clean is required following any confirmed cases of COVID-19 in the workplace.

13.2   Protocol: Follow the 'Environmental Cleaning and Disinfecting Recommendations' for specific guidelines.

13.2.a *Cleaning* refers to the removal of dirt, impurities, and germs from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

13.2.b *Disinfecting* works by using chemicals to kill germs on surfaces. Killing germs remaining on a surface after cleaning, further reduces any risk of spreading infection.

13.3   Supplies: Cleaning and disinfecting supplies will be specified by our Facilities Department and ordered through normal suppliers. Please contact the Director of Facilities if you are unable to order cleaning products, including sanitizer. Per normal practice, a current Safety Data Sheet (SDS) is required for each chemical that will be used on site. The Director of Facilities provides SDS sheets. Do not stock chemicals until you have the correct SDS.

13.4   A Cleaning and Disinfecting Checklist should be completed regularly and submitted to the Facilities Department weekly.

14.0   **Employee notification of confirmed cases of COVID-19 in the workplace**

14.1   Employees that have been in close contact (within six feet) for a prolonged period of time (fifteen cumulative minutes over 24 hours) of an individual who has a confirmed or suspected exposure to COVID-19 will be determined through contact tracing and notified by our human resources department. If determined through contact tracing the employee(s) have been exposed, he/she will be notified and also be quarantined per CDC guidelines.

14.2 The Human Resources Department will contact the local health department if there is a confirmed case of COVID-19 in the workplace.

15.0 Response plan for confirmed infection in the workplace

15.1 When an employee is confirmed to test positive for COVID-19, the employee is notified and all points of close contact per CDC guidelines are determined based on contact tracing. The list of employees found to have been in close contact for a prolonged period of time are reviewed with the manager then contacted.

15.2 Any employee found to have close contact is sent home to quarantine for the applicable period of time based on current CDC guidelines.

15.3 Employees sent to home to quarantine must contact Human Resources prior to their return to work. Documentation may be required.

15.4 Temporary facility closures may occur if necessary to facilitate deep cleaning or if there are multiple confirmed cases of COVID-19 in that workplace.

15.5 Following a confirmed case of COVID-19 any areas of the workplace the sick employee may have been in contact with will be deep-cleaned following protocols established in the 'Environmental Cleaning & Disinfecting Recommendations'.

16.0 Remote work: Remote work may be permitted for staff that are able to do so. Departments may consider exploring virtual services and other formats to accommodate remote working. Contact your supervisor to discuss your options for working remotely.

17.0 Community Services: Workforce development services provided by Goodwill staff in community settings must meet the same level of health and safety requirements as those established for Goodwill-operated facilities.

17.1 Unvaccinated staff/participant activities that require in-person interaction are subject to all social distancing and mask requirements as outlined in this plan.

17.2 Health screenings are required for staff *and* participants prior to services.

17.3 Fully vaccinated persons must wear a face mask when in a healthcare setting where patients may be present (i.e. CNA staff and/or participants working at healthcare site).

17.4 Please contact Workforce Development leadership for additional requirements involving staff and participant health and safety when providing services to the community.

18.0 Compliance: The organization has implemented systems to measure the organizations response to the COVID-19 crisis.

18.1   Health screening records for each non-vaccinated employee or contractor entering the building.

18.2   COVID-19 staff training documentation.

18.3   Records of required notifications for positive COVID-19 cases.

19.0   Applicable Standards/Rationale: MIOSHA Emergency Rules Coronavirus Disease 2019 (COVID-19), Michigan Department of Health & Human Services COVID-19 Orders, Kent County Health Department guidance, CDC requirements.

20.0   Related Documents/Support Materials: COVID-19 Staff Training module, GEC Building Access Procedure, Daily Staff Health Screening Procedure, Outlet Restart Guide, Environmental Cleaning and Disinfecting Recommendations, COVID-19 Precautions and Participant Services, Remote Work Policy.

21.0   Records: COVID-19 Staff Training signoffs, Daily Staff Health Screening reports, COVID-19 Positive Case Notifications

22.0   Approval and Review

Approval and Review	Details
Department	Compliance
Approved by	Kevin Eikenberry
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