



# COVID-19 Re-opening Operations and Preparedness Plan (REOPP)

Executive Order 2020-59, issued by Gov. Gretchen Whitmer on April 24, 2020, requires businesses, operations, and government agencies that remain open for in-person work must adhere to sound social distancing practices and measures. EO 2020-59 requires that entities opening or remaining open must develop a COVID-19 Re-opening Operations and Preparedness and Response Plan (REOPP), consistent with the recommendations outlined in the [Guidance on Preparing Workplaces for COVID-19](#) developed by the Occupational Health and Safety Administration (OSHA).

A COVID-19 REOPP must establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Michigan Department of Health and Human Services (MDHHS) guidelines for COVID-19 and federal OSHA standards related to worker exposure to COVID-19. At a minimum, a REOPP must include and describe the following:

- COVID-19 and other biological/virus infection prevention measures.
- Daily screening of employees for prompt identification and isolation of sick persons as well as identification of potential sick persons visiting their department.
- Implementing engineering and administrative controls for social distancing.
- Department housekeeping, including cleaning, disinfecting and decontamination
- Communications and training for supervisors and workers necessary to implement and maintain the REOPP. Effective ongoing implementation and maintenance of this plan as it relates to the current COVID-19 situation.

This document includes a sample COVID-19 Preparedness Plan that meets the criteria listed above. No business is required to use this model. If you choose to use this model, you must adapt it to fit the specific needs of your business, so long as it complies with any current Federal, State or County Executive Order.

**[Business Name]**  
**[Address]**  
**COVID-19 Re-opening Operations and Preparedness Plan (REOPP)**  
**[Date]**

This COVID-19 Re-Opening Operations and Preparedness Plan for [Business name and Address] is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Re-Opening Operations and Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. The goal is to mitigate the potential for transmission of COVID-19 in our workplaces and provide for the safety and security of employees and customers.

Both management and workers are responsible for implementing and complying with all aspects of this Re-Opening Operations and Preparedness Plan. [Business name] managers and supervisors have our full support in enforcing the provisions of this policy. We are committed to the health and safety of the employees and public at [company name]. Employee involvement is essential in developing and implementing a successful on-going response to the COVID-19 Situation.

This Re-Opening Operations and Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Michigan Department of Health and Human Services (MDHHS) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory control
- Engineering and administrative controls for social distancing
- Cleaning, disinfecting and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided to managers and workers
- Management and on-going maintenance necessary to ensure effective implementation of the plan.

**SCREENING FOR SIGNS AND SYMPTOMS OF COVID-19**

In following the Wayne County Department of Health, Human and Veterans Services Executive Order 2020-02, workers are encouraged to self-monitor for signs and symptoms of COVID-19. Based on this Executive order, the following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

[Describe how you will address topics such as health screening, how workers will communicate with the business if they are sick or experiencing symptoms while at home, how workers report they are sick or experiencing symptoms while at work and how workers will be isolated in the workplace until they can be sent home.]

[Business name] has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

[Describe your sick leave, the Family Medical Leave Act (FMLA) and other policies addressing these situations.] Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. [Describe policy.]

[Business name] has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. [Describe policy.] In addition, a policy has been implemented to protect the privacy of workers' health status and health information. [Describe policy.]

## **HYGIENE AND WORKPLACE SAFETY**

### Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. [Describe how necessary handwashing and/or sanitizer facilities will be provided, supplied and maintained, and that workers will be allowed to perform handwashing to meet this precaution.]

### Respiratory Protection

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. [Describe how these instructions and reminders will be communicated.]

### Social Distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: [Describe what your company is doing to: use telework, flexible work hours, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time; maintain six feet of distance between workers; provide signage or instructions for employees and visitors; regulate riding in or sharing of vehicles; support communications plans to address employee concerns; etc. Describe how you will provide recommended protective supplies, such as masks, gloves, disinfectant, shields, etc. Also describe any physical workplace changes, such as increased distance between workstations or between workers on production lines, use of barriers when spacing cannot be increased, etc.] Workers and visitors are prohibited from gathering in groups and confined areas,

including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

### Cleaning and Sanitizing

Sanitizing practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Sanitizing and cleaning is the responsibility of all employees and should be utilized on a constant basis.

[Describe your cleaning schedule, who will be conducting the cleaning, what products you will be using to clean the workplace and how you will disinfect the workplace if a worker is diagnosed with COVID19.]

### Implementation and on-going maintenance of the plan

This Operations and Preparedness Plan was provided [explain how] to all workers [date] and necessary training was provided. Additional communication and training will be ongoing [explain how] and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by [explain how]. Management and workers are to work through this new program together and update the training as necessary.

This Preparedness Plan has been approved by [Business name] management and was posted in plain view throughout the workplace on [date].

[Signature] [Title of management official] [Date}