

League of Women Voters of Michigan (LWVMI)

## **COVID-19 Preparedness & Response Plan for LWVMI Office**

Per Gov. Whitmer's Executive Orders

### **Plan Requirements**

1. This COVID-19 preparedness and response plan is consistent with recommendations for preparing workplaces for the disease developed by the federal Occupational Health and Safety Administration.
2. This plan includes a protocol for disinfecting the office in the event a positive COVID-19 case is found in the office.
3. This plan will be available to LWVMI's employee and the public by June 1, or within two weeks of reopening, whichever is later, in digital format on the LWVMI website.

### **Implementation of Plan**

The LWVMI Administrative Professional has responsibility for implementing this plan.

The LWVMI President has responsibility for overseeing compliance with this plan.

### **Training**

COVID-19 instructions in this plan are available to the LWVMI Administrative Professional and others using the office regarding:

1. workplace infection-control practices
2. proper use of personal protection equipment (gloves)
3. reporting of unsafe working conditions
4. notifying the LWVMI President of COVID-19 symptoms or a confirmation of the disease

### **Opening of Office**

If the LWVMI office has been unoccupied for 7 days or more, it will only need routine cleaning with soap and water to reopen the area, not disinfecting. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

### **Supplies for Office**

- Hand sanitizer with at least 60% alcohol
- Gloves
- Non-medical grade face coverings (masks)
- Tissues
- No-touch trash can (can without a lid, or can with foot pedal for opening lid)
- Disinfecting product (Lysol, Clorox, Fantastic or other product from the [EPA's list of approved products that are effective against COVID-19](#)).

### **Documents for Office**

- Print copy of this plan, posted inside the office door.
- Print copies of the Ingham County Health Department COVID-19 Workplace Checklist, available at <https://msu.edu/coronavirus/assets/pdfs/Checklist-3.pdf>, posted inside the office door.

### **Routine Safety Measures**

1. Hand sanitizer with at least 60% alcohol is available to the Administrative Professional and others entering the office immediately inside the office door. Persons entering should use hand sanitizer upon entering.

2. The LWVMI Administrative Professional will conduct self-screening before arriving at the office each day using the Ingham County Health Department COVID-19 Workplace Checklist, available at <https://msu.edu/coronavirus/assets/pdfs/Checklist-3.pdf>
3. The Administrative Professional and any other persons in the office must remain at least six feet apart.
4. Persons in the office should frequently wash their hands with soap and water or use hand sanitizer, and avoid touching their eyes, nose, and mouth.
5. Non-medical grade face coverings (masks) are available to the Administrative Professional and other office users. Use of face coverings is not required, but is advised if office users will be in the same room for more than 10 minutes.
6. With the exception of the office sublet to the Michigan Campaign Finance Network, whose director is responsible for cleaning and disinfecting the sublet office, the Administrative Professional will clean and disinfect high-touch surfaces in the LWVMI office:
  - a. both before and after persons other than the employee use those surfaces
  - b. using an EPA-approved product for disinfecting against COVID-19 (such as Lysol, Clorox or Fantastic), available in the office. (For the complete list of approved disinfecting products, see [EPA's list of approved products that are effective against COVID-19.](#))
  - c. wearing gloves appropriate for the chemicals being used for routine cleaning and disinfecting, available in the office
  - d. including:
    - table tops
    - doorknobs
    - light switches
    - countertops
    - handles
    - desks
    - phones
    - keyboards
    - touch screens
  - e. NOTE: Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to breathe. Keep all disinfectants out of the reach of children.
7. The Administrative Professional will report any concerns about unsafe working conditions to the LWVMI President, who will determine next steps.

#### **In Case of Infection**

1. If the Administrative Professional or anyone else using the office has symptoms of COVID-19, the Administrative Professional will notify the LWVMI President, who will determine next steps.
2. If the Administrative Professional or anyone else using the office is confirmed to have COVID-19, LWVMI will contact the Ingham County Health Department at (517) 887-4311 within 24 hours, as well as anyone with whom the person may have had contact at the LWVMI office.
3. LWVMI will arrange for disinfecting of surfaces and objects in the office, or for the office to remain unoccupied for at least 7 days.
4. The Administrative Professional may not be disciplined nor fired for testing positive for COVID-19.

#### **Updating this Plan**

LWVMI will review and update this plan at least every 6 months (December and June), incorporating information from the Ingham County Health Department, State of Michigan, federal Occupational Safety and Health Administration, and Centers for Disease Control.