



COVID-19 PREPAREDNESS & RESPONSE PLAN

Effective: June 1, 2020

Updated: July 13, 2020; October 16, 2020

LEPFA's COVID-19 Preparedness and Response Plan

June 2020

INTRODUCTION:

As Michigan's "Stay Home and Stay Safe" orders are lifted, the Lansing Entertainment & Public Facilities Authority (LEPFA), whose charge it is to manage the entertainment/events facilities and events for the City of Lansing and surrounding region, desires to open the Lansing Center and subsequent events/facilities to personnel, vendors, and guests in a thoughtful and safe manner. LEPFA is committed to providing safe and outstanding experiences at all events and facilities managed in professional manner. This plan will address the steps LEPFA will take to allow personnel and customers/guests/vendors to return to the facility in a modified manner after not working on-site or working from home.

LEPFA recognizes that personnel will be operating in a world, for the unforeseeable future, with constantly changing directives and recommendations from our local, state and federal governmental leaders as well as Departments of Public Health and the Center for Disease Control. As such, LEPFA/Lansing Center has developed protocol for day to day operations that protects the health and welfare of all individuals, while transitioning back to work and conducting safe business operations in LEPFA facilities.

This plan is a fluid document that will be updated on an on-going basis as regulations and protocol require and is subject to change.

Any individual accessing LEPFA managed facilities and/or events is responsible for adhere to the procedures set forth in this document.

GENERAL INFORMATION:*

1. **Meeting Size – no larger than 500 people in the largest non-residential indoor venues or up 1,000 people in the largest non-residential outdoor spaces:** Currently, Ingham County and State of Michigan directives allows for "gatherings of no more than 500 people in the largest indoor venues in order to reduce the risk of a "superspreader" event" and "no more than 1,000 people in the largest outdoor spaces" while adhering to proper physical distancing to the maximum extent possible, hand washing and wearing masks. * It remains an individual's responsibility to follow physical distancing measures recommended by the CDC (6 ft from people outside an individual's household to the extent feasible If a meeting is to be held that requires more than 500 people to attend, you must utilize a virtual meeting source such as Zoom, Skype, Meeting to Go, etc. (if subscription/membership is required please see your LEPFA Departmental Vice President).
2. LEPFA will promote remote work, to the fullest extent possible.
3. LEPFA currently restricts business-related travel for employees to essential travel only.
4. LEPFA employees are encouraged to use personal protective equipment and hand sanitizer on public transportation. Similarly, LEPFA employees are encouraged to minimize ridesharing to the maximum extent possible, if not possible employees much ensure adequate ventilation.

5. **Employee Risk Classifications:** LEPFA's Preparedness Plan is based upon OSHA's "Guidance on Preparing Workplaces for COVID-19." LEPFA Employees are classified into categories based on job functions and standard workday exposure risk, which may necessitate additional protective and/or preventative measures. The risk assessment may adjust daily based on industry and job-related functions. Risk definitions are listed below based on MI OSHA guidelines and in general LEPFA employees based on the definition below are considered "medium risk."

* Attendance restrictions are subject to change as local, state, and/or national directives are updated.

Employee Risk Classifications:

Lower Exposure Risk – do not require contact with public or other workers.

Medium Exposure Risk – require frequent and/or close contact (for example: within 6 feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

Workers in this category have contact with the general public and co-workers.

High Exposure Risk – high potential for exposure to known sources of COVID-19, these could include healthcare professionals, law enforcement, nursing home employees, medical transport, or mortuary workers.

Very High Exposure Risk – high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem or laboratory procedures. Workers in this category include healthcare, dental and morgue workers performing aerosol generating procedures.

*Source: MIOSHA Emergency Rules – Michigan Department of Labor and Economic Opportunity

6. **Preparedness Plan Location:** A copy of LEPFA's Preparedness Plan will be distributed to all LEPFA employees, and a printed copy maintained at the Lansing Center and placed in the shared drive (s).

7. **Health-Related Documentation/Information:**

- All risk and exposure determinations are made without regard to protected characteristics.
- Completed Coronavirus Disease (Covid-19) Workplace Health Screening forms will be treated confidentially and remain in a locked file with all confidential employee health information.

8. **Updates:** All updates to this plan will be made in writing and communicated to LEPFA employees.

9. **Expiration:** All policies remain in effect until expiration date indicated and/or until pandemic Executive Orders are deemed expired. Any alterations, extensions, or rescissions of any restrictions or orders may affect policies and subject to change.

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RESPONSIBILITIES OF EMPLOYEES:

We are asking each of our employees to help with our prevention efforts while at work. LEPPFA understands that in order to minimize the impact of COVID-19 at our facilities and events, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and physical distancing. While at work, all employees must follow these best practices in order for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are aware of unsafe working conditions or are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor or contact the Human Resources Department. The supervisor of COVID-19 control will implement, monitor and report COVID-19 strategies. A supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the COVID-19 supervisory role.

OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate physical distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19.



I. LEPFA'S COVID-19 PREVENTION EFFORTS

I. LEPFA PREVENTION EFFORTS & WORKPLACE CONTROLS:

A. Cleanliness and Physical Distancing: In order to remain compliant with CDC guidelines, LEPFA Requires the following:

- **Cleanliness Measures:**
 - ✓ Staff and guests are encouraged to wash their hands for 20 seconds (sing happy birthday twice as a measure) using soap and water (see attached “7 Steps of Hand Washing” and postings throughout the building) as often as possible in the restrooms located throughout the building.
 - ✓ Hand Sanitizer is provided for general use throughout the facility in addition to hand washing frequently at appropriate locations.
 - ✓ Each LEPFA Department will have cleaning supplies for cleaning “touch points” in individual offices/cubical/work areas daily.
 - ✓ All public restrooms will be disinfected nightly. Individual departments also required to disinfect their restroom areas nightly.
 - ✓ Public restrooms will be cleaned according to OSHA/CDC standards and/or as demand dictates. Individual departments should also clean their restrooms throughout the day as needed.
 - ✓ Break and Staff Kitchen areas are to be used adhering to physical distancing measures in staggered shifts and must be disinfected at the end of each shift. Areas used by staff such as microwaves, refrigerators, etc. must be cleaned inside and out after every use. Each staff member is responsible for cleaning and disinfecting their own workspace and work equipment with LEPFA provided cleaning products. Staff Refrigerators will be emptied weekly.
 - ✓ **Meeting Space** – In order to remain compliant with COVID-19 guidelines, LEPFA will adhere to the following:
 - **Meetings:** Meeting locations used by staff must be cleaned after each use to include: wiping down the tables, door handles, light switches, all touch points in the room including but not limited to: wiping the tv screen/computer/av/whiteboard, cabinet/door handles/ removing all food and beverage items, etc. Cleaning supplies will be stored in credenzas in Board Rooms, and supply cupboard in Admin Conference Room. Contact Facilities Staff immediately after the completion of your meeting.
 - **Physical Distancing:** In order to remain compliant with CDC COVID-19 guidelines, LEPFA requires the following:
 - ✓ Until further notice, staff, in parties greater than 1, should adhere to the CDC guidelines of maintaining a six (6) foot distance or the “maximum extent possible” while wearing face coverings. If you are alone in your office, a face mask is not required.
 - ✓ **Reusable washable facemasks** are provided by LEPFA for regular part-time and full-time

LEPFA staff. Staff is responsible for daily proper cleaning of masks and making sure they wear their masks while at work. Employees may obtain masks through their Departmental Vice President.

- ✓ Staff may utilize their own mask while at work provided it is clean, appropriate for the workplace and meets CDC and OSHA standards.
- ✓ **Disposable facemasks** are provided by LEPFA for on-call, temporary staff. All other personnel, customers/guests/vendors are responsible for purchasing and providing masks in compliance based on CDC standards. Please dispose of properly.
- ✓ Face Shields – are provided by LEPFA for staff based on job functions and risk level.
- ✓ Disposable Gloves – are provided by LEPFA for staff based on job functions and risk level. Proper removal and disposal must be followed.

Face masks, such as cloth face coverings and surgical masks, cover the wearer's mouth and nose and provide protection against large droplets, splashes, and sprays. Wearing a cloth face covering or surgical mask protects those around you from droplets generated by your coughs and sneezes in the event that you are asymptomatic for COVID-19. Face masks are required for staff with interactions, including close contact (less than 6 feet), with individuals. Face coverings must be worn in shared spaces, including during in-person meetings and in restrooms and hallways.

Face coverings must be on when entering the workplace. Masks must be worn all day and then carefully sanitized after the completion of the work shift. Employees will be responsible for maintaining their mask and trying to extend the life of their mask as long as safely possible.

Putting on a face mask:

- Clean hands with soap and water or an alcohol-based hand sanitizer before donning your mask.
- Avoid touching the inside surface of the mask.
- Visually inspect the mask to determine if its integrity has been compromised.
 - Check that the straps/ear loops, nose bridge, and mask material are good condition.
 - If the integrity of the mask has been compromised, do not use the mask. Please discard.
- With clean hands, secure the ties of the mask at the middle of the head and neck. If the mask has ear loops instead of ties, secure the ear loops over the ears.
- Fit the flexible band to the bridge of the nose.
- Gently stretch the mask to cover your nose and to extend below your chin.
- Adjust the mask to a comfortable position so that you can avoid future adjustments and touching your face.

Removing a face mask:

- **The front of the mask is contaminated – Do Not Touch!**
- If your mask has ties, first carefully remove the bottom tie and then the top. Pull the mask away from your face without touching the front.
- If your mask has ear loops, grasp the ear loops from behind the ears and remove the mask from your face without touching the front.
- After removal, masks should be placed in a bag if sanitation will not occur immediately.
- Perform hand hygiene (wash hands with soap and water for at least 20 seconds following removal of masks).

Sanitation of face masks:

- Thoroughly clean both sides of the mask using soap and hot water. Do not use scalding hot water. Surgical masks are fragile and tear easily; please be gentle. Ensure that all surfaces of the masks are cleaned and then rinse all soap from the mask. Gently pat the surface of the mask dry with a paper towel. Spread the mask out in an undisturbed area to allow it to air dry completely.
- Homemade face masks can be laundered in a household washer and dryer. Gentle cycle and hot water/heat are recommended.
- Sanitized masks that are completely dry should be stored in a cool, dry place until needed for additional use.

Facial Coverings Mask Update - Effective July 13, 2020

The following supersedes previous face mask guidelines and is mandated by the Ingham County Health Department. This order is made pursuant to Section 2453 of the Public Health Code, being MCL 333.2453 and hereby ordered that:

1. Any individual who leaves their home or place of residence must wear a face covering over their nose and mouth: **a.** When in any indoor public space; this includes all students in grades kindergarten through twelve; and **b.** When outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their household; and **c.** When waiting for or riding on public transportation. **d.** Athletes training for, practicing for, or competing in an organized sport must wear a facial covering (except when swimming) or consistently maintain 6 feet of social distance (except for occasional and fleeting moments).
2. Although a face covering is strongly encouraged even for individuals not required to wear one, the requirement to wear a face covering does not apply to individuals who: **a.** Are younger than five years old, though children two years old and older are strongly encouraged to wear a face covering, pursuant to guidance from the CDC; **b.** Cannot medically tolerate a face covering, **c.** Are eating or drinking while seated at a food service establishment; **d.** Are receiving a service for which temporary removal of the face covering is necessary to perform the service, **f.** Are entering a business or are receiving a service and are asked to temporarily remove a face covering for identification purposes, **g.** Are communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication, **h.** Are actively engaged in a public safety role, including but not limited to law enforcement, firefighters or emergency medical personnel and where wearing a mask would seriously interfere in the performance of their public safety responsibilities, **i.** Are officiating at a religious service, or **j.** are at a polling place for purposes of voting in an election; **k.** Are giving a speech for broadcast or an audience.
3. To protect workers, shoppers, and the community, no business that is open to the public may provide service to a customer or allow a customer to enter its premises, unless the customer is wearing a face covering as required by this order.
4. Businesses that are open to the public must post signs at entrances(s) instructing customers of their obligation under this order to wear a face covering while inside.

5. The protections against discrimination in the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., and any other protections against discrimination in Michigan law, apply in full force to individuals who wear a face covering under this order.

6. No individual is subject to penalty under section 7 of this order for removing a mask while engaging in religious worship at a house of religious worship. Consistent with guidance from the CDC, congregants are strongly encouraged to wear face coverings during religious services.

7. Consistent with MCL 333.2261 and 764.15(1), willful violation of any emergency order constitutes a misdemeanor punishable by imprisonment for not more than 6 months, or a fine of not more than \$200, or both. An individual may be arrested if violation occurs in the presence of a police officer, or the police officer has reasonable cause to believe individual has violated a rule or order.

This order takes effect immediately and will remain in effect until it is determined by the Ingham County Health Officer that the threat to the public's health and lives is no longer present.

This order may be revised as well as supplemented with specific procedures and orders in accordance with the Michigan Public Health Code.



II. SCREENING PROCEDURES

II. SCREENING PROCEDURES TO IDENTIFY AND ISOLATE SICK/EXPOSED INDIVIDUALS:

A. MINIMIZING EXPOSURE FROM OUTSIDE LEPFA'S WORKPLACE:

- LEPFA's business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes.
- **Physical distancing practices to be observed:**
 - 6-foot distances may be marked in areas where employees and customers might gather/wait
 - In person meetings are to be made by appointments only, and in the appropriate location based on state guidelines
 - Limit the number of customers allowed into workplace
 - Minimize face to face contact; when fact-to-face contact is required, maintain physical distancing and wear a mask.
- Adhere to Information posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Individuals entering one of LEPFA facilities will have their temperature checked and/or a questionnaire completed prior to entry including name, date, time of entry, and phone number.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- Physical barriers between LEPFA employees and customers will be considered in high volume areas (i.e. shielding at the front desk areas).
- Companies that provide contract or temporary employees have been contacted about the importance of sick employees staying home and we encourage them to follow our practices and standards to work with their employees to maintain the health & safety of others.
- All business partners that work within LEPFA have been provided this Plan.
- When possible, LEPFA may limit the number of visitors in the facility.
- All deliveries will be handled through curb-side pick-up or delivery at a specific location (Dock A, Food Service Dock door, etc.)

B. LEPFA EMPLOYEE DAILY SCREENINGS:

LEPFA Employee Screening Process: All risk and exposure determinations are made without regard to protected characteristics.

LEPFA EMPLOYEE DAILY SCREENING TRAINING

STEP 1	<p>Authorization: You will be provided with your weekly work schedule prior to arrival. Contact your supervisor for your work week schedule.</p>
STEP 2	<p>Prior to your Arrival at work - Take a Moment at Home Before coming to work, employee must take their temperature at home and complete the Ingham County Health Department Coronavirus Disease Workplace Health Screening and bring it with you to work. If temperature is 100.4 or below, the employee may not come to work (Copy attached). You may also create a profile and log in daily to LEPFA's account at: https://misymptomapp.state.mi.us/sign-up CODE: 6144-6892 (see attached statement)* If an employee does not feel well, they are encouraged to stay home and contact your supervisor within the guidelines of the LEPFA Employee Handbook.</p>
STEP 3	<p>Arrival at Venue Employees will enter the venue through one of two entrances: 1. Dock Hall A entrance located off of the Employee Parking Lot – entrance off of Cedar St. or 2. Food and Beverage Dock Entrance door.</p>
STEP 4	<p>Temperature Check and Documented</p> <ul style="list-style-type: none"> • If employee has completed the screening form, they may present it at the entrance report for duty. If the employee forgot their form, they must complete a screening form at the entrance and take their temperature with the supplies on site. They will be required to step into the queue maintaining a 6-foot spacing while in line (X marks on the dock entry. If temperature is 100.4 or above, employee will step out of line, wait 10 minutes, then try again. If temperature is still high, employee will be asked to step out of line and notify their supervisor. • If temperature is 99.2 or higher, but less than 100, the employee should return halfway through their shift and be checked a second time while on site. The employee should also be asked to monitor their temperature twice a day for a minimum of 7 days to determine if the temperature is going up or down. The person should be advised to notify their supervisor
STEP 5	<p>While on Site</p> <ul style="list-style-type: none"> • Wash your hands often with soap and water for at least 20 seconds (See attached "7 Steps of Hand Washing.") • Use an alcohol-based hand sanitizer located at the stations throughout the Lansing Center, that contains at least 60% alcohol if soap and water are not available. • Avoid touching your eyes, nose, and mouth with unwashed hands. • Wear a cloth face covering (guidance below) • Cover your cough or sneeze with a tissue, throw the tissue in the trash, wash your hands • Maintain 6-foot distancing. • Shared spaces should be occupied using 6 foot distancing including break rooms. • Gatherings (meetings, waiting rooms, etc.) must meet guidelines for physical distancing (6 ft). • Arrival times, access to breakroom and locker rooms should be occupied in a staggered shift basis based on safe physical distancing. • Extreme care in public spaces where kitchen appliances are used to store food and/or heat food should be wiped down after every use. Food should not be consumed in these areas or with others present. • Elevator use requires adhering to physical distancing guidelines. Use of stairs is encouraged for those who are able. • Employees will not enter 'closed' areas of LEPFA Facilities and/or events. • Employees are discouraged from using other workers' phones, desks, offices, or other work tools and equipment. • Any shared equipment or tools used must be wiped down before and after each use.

LEPFA will take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).

Staffing of Screening Area

STEP 1	<p>Screener and Data Entry</p> <ul style="list-style-type: none"> • Any staff working screening station will watch the video: https://youtu.be/aOckVwaPLQg • Screener will take their temperature at home. If their temperature is higher than 100.4 or they feel unwell, personnel will contact their supervisor to obtain a replacement.
STEP 2	<p>Arrival at Venue</p> <ul style="list-style-type: none"> • Screener will enter at their assigned entrance – Dock A or Food & Beverage Entrance • Screener will take his/her temperature on site and complete questions and document. • Screener will put on all PPE equipment provided (mask) • Screener will wipe down all equipment. <ul style="list-style-type: none"> ○ Maintain a clean workspace! ○ Clean and disinfect all equipment and surface areas at the end of the day! ○ NO EXCEPTIONS!
STEP 3	<p>Temperature Check and Documented</p> <ul style="list-style-type: none"> • If an employee has forgot their screening form, the Employee will utilize the temporal scanner, by placing 1-3 inches from the forehead, push the button and document the temperature in the digital form on the form. Screener will then disinfect the scanner between individuals. <ul style="list-style-type: none"> • Temperature of 100.4 and above is automatic “No GO.” Ask the person to step out of line, wait 10 minutes and check again. If temp still high, the person should be politely asked to step out of line and notify their supervisor. • Temperature of 99.2 or higher, but less than 100, the employee should be re-checked twice a day while on site. The employee should also be asked to monitor their temperature twice a day for a minimum of 7 days to determine if the temperature is going up or down; their supervisor will be notified. • Scanner will request the employee complete a screening form. <ul style="list-style-type: none"> • If the person answers affirmative to a combination of two of any of the following, the person should be politely asked to step out of line and notify their supervisor of the interaction. • Have you been in contact with anyone in the last 14-days that was suspected or documented to have COVID-19? • Reside in a community where community-based spread of COVID-19 is occurring? <ul style="list-style-type: none"> • <i>Nasal congestion may be due to many factors during this time of year. If nasal congestion is present, mark the box and ask the person to self-monitor for additional symptoms.</i> • The Scanner may permit press the button to unlock the door if a badged individual. If not badged, the Security Officer will proceed with Visitor Log-in Protocol as normal. • <i>Accessible Entry – If an individual cannot reach the hole in the plexiglass, the Screener will put on full PPE gear and meet the individual outside the double doors.</i>

Screening Equipment

- Ingham County Screening Forms
- Digital Body Thermometers
- Alcohol Swabs (To clean thermometer heads).
- Bleach Wipes (to clean thermometer bodies) and work surfaces.
- Hand Sanitizer
- Medical rubber gloves
- Face Mask
- Batteries for Thermometer(s)
- Screening forms
- One (1) tables for supplies and data entry
- Ramp near the entrance with:
 - Adequate space to establish a line queue and keep people out of weather.
 - Maintain 6ft spacing while in line.
 - Cleaned and disinfected daily



III. PROTOCOL FOR POSITIVE COVID-19 TESTS

III. PROTOCOL FOR POSITIVE COVID-19 EMPLOYEE TESTS

A. Exposure Notifications: In response to a confirmed diagnosis or display of COVID-19 symptoms, LEPFA will within 24 hours:

- Notify the Ingham County Health Department 517-887-4517 ICHD COVID -19 response line.
- Positive results and “suspected but unconfirmed” cases of COVID-19 will be treated the same.
- Inform all employees, co-workers, contractors, third parties, or suppliers with and near whom the diagnosed/symptomatic individual was located or worked within the last 14 days, of a potential exposure.
- Those employees who worked in sustained, close proximity to the diagnosed/symptomatic individual may be removed from the worksite.
 - Sustained, close proximity = withing 6 feet for 10 or more minutes.
 - Were those exposed diagnosed wearing masks?
- The identity of the diagnosed/symptomatic individual will be kept confidential.
- A deep cleaning of the diagnosed/symptomatic individual/employee’s workstation, as well as those common areas potentially infected by the individual.

According to the Michigan Department of Health and Human Services:

- **If you have been in close contact with your co-worker:** You should self-quarantine away from others for 14 days since the last day you had contact with that person. Your employer might contact you with further instructions. It is possible that your local health department will call you to discuss your risk, you can also reach out to your local health department. If you develop symptoms of respiratory illness, and are concerned about your health, please call your healthcare provider.
- **If you have not been in close contact with your co-worker:** You should monitor yourself for symptoms of respiratory illness and remember to practice good physical distance, but quarantine is not required. It is possible that your employer will contact you. You should follow any instructions from your employer carefully. If you develop any symptoms, you should self-isolate at home and contact a healthcare provider if you are concerned about your health. Remember to follow appropriate precautions for cleaning your work area, hand hygiene, and respiratory etiquette.

B. Self-Monitoring: State of Michigan Executive Order 2020-36 requires that an individual must stay at home if exposed to and individual with confirmed COVID-19 diagnosis or displaying one or more principal symptoms as outlined in the attached CDC document (Principal symptoms are: fever, atypical cough, or atypical shortness of breath).

LEPFA Employees will be required to self-monitor and stay home if exhibiting COVID-19 symptoms, or if exposed via close contact to a confirmed diagnosis or symptomatic individual. (See attached list of the CDC's COVID-19 symptoms).

When applicable, the ability to work remotely will be encouraged where possible. LEPFA will follow state and federal guidelines for return to work. Guidance from the employee's health care provider on their return to work date will be required.

C. Return to Work:

- LEPFA will permit employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (CDC) and they are released from any quarantine or isolation by the local public health department.
- When applicable, the ability to work remotely will be encouraged where possible. LEPFA will follow state and federal guidelines for return to work. Guidance and approval from a licensed health care provider on their return to work date will be required.
- Executive Order 2020-36 prohibits discharging, disciplining or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infection others with COVID 19.

D. Response Plan for Confirmed Workplace Infections:

When an employee has a confirmed case of COVID-19, LEPFA ensures the following:

- We will communication with co-workers.
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed.
- We will report cases to OSHA via their reporting/recordkeeping requirements
- LEPFA will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas.
- Guidance from the employee's health care provider will also be considered.
- We will perform increased environmental cleaning and disinfection
 - Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day
 - We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - After using a LEPFA vehicle, employees are responsible for cleaning and disinfecting the vehicle.
 - LEPFA provides disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools and equipment) can be wiped down by employees before each use.

- Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms
- Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.

LEPFA Employees are reminded of the following services:

EAP (Employee Assistance Program): 1-800-450-137

Community Mental Health Services: 517-346-8318

County Health Department: 517-887-4517 hd.ingham.org

Telehealth – Amwell: 844-733-3627 , Amwell Mobile App or PHP.amwell.com



IV. POTENTIAL BENEFITS

IV. POTENTIAL BENEFITS AVAILABLE TO AFFECTED EMPLOYEES

If the infection was contracted inside the workplace, and is confirmed by an independent third party, LEPFA's Human Resources Department will notify LEPFA's Workers' Compensation Carrier to:

- Place the employee on workers' compensation leave (paid if approved) ; and
- Record the infection in the employer's OSHA 300 log

LEPFA will consider and include employee benefit plans that may be available including: FMLA, PTP, paid sick leave, etc. Additional options include:

Families First Coronavirus Response act (FFCRA) (see attached)

Family and Medical Leave Act (FMLA)

Americans with Disability Act (ADA)

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees and visitors remain the top priority for LEPFA. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, LEPFA continues to monitor the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.

Definitions and Terms

Personnel: Staff who perform work duties within LEPFA facilities and events including:

IATSE, on-call, part-time and full-time individual.

Contracted Personnel: Individuals who perform work duties in conjunction with LEPFA staff including but not limited to: Chase Creative, ArtCraft, DK Security, Temporary Service Employees,

Contracted Service Provider: Individuals who provide services essential to business operations including but not limited to: ACD.net, Plant Professionals, Pleune, Sohn Linen, Otis Elevator, Lehmann & Wesley, Rose Pest Control, Gordon Foods, Sysco, MOS, FedEx, UPS, Pepsi, USPS, Republic

CDC: Center for Disease Control

ICHD: Ingham County Health Department

MDHHS: Michigan Department of Health and Human Services

PPE: Personal Protective Equipment (PPE) is specialized clothing or equipment worn by individuals for their protection and to help prevent the spread of germs. PPE includes, but is not limited to gloves, gowns or aprons, goggles or face shields, facemasks and respirators. **The use of all of PPE equipment is only necessary for medical care providers and first responders who are actively working on symptomatic patients.**

Touch points: Door handles, keyboards, elevators buttons, handrails, faucets, toilet flush valves, water fountains, vending machines, office supplies (pens, scissors, etc.), copier, phone,

Frequently Asked Questions:

1. What should I do if an employee refuses to report to work?

Step One: Develop a Written Statement

- What reason does the employee cite for his/her refusal?
- Is the reason protected under the FFCRA, FMLA and/or ADA?
- Does the reason entail NLRA or OSHA considerations?
- Reason creates eligibility for unemployment.
- General fear to continue in-person work?

Step Two: Assess Comparators

Step Three: Modify Incentives

Step Four: Identify Decisionmaker – Employer or Employee?

2. Does the employer have to distribute Preparedness Plan to employees?

- Not required by law
- Adds to Communication/Culture process especially for employees who are scared to return to work.

3. What if an employee refuses to wear a mask?

- Employers are permitted to require face coverings in the workplace
- Employers can discipline according to employer policies

4. What if an employee refuses to wear a mask because they cannot medically tolerate it?

- “Medically tolerate” language in the Executive Order only applies to the public, not employees.
- However, ADA analysis applies to your employees and may need to make a reasonable accommodation.

UPDATED: June 9, 2020

Coronavirus Disease (COVID-19) Workplace Health Screening



Company Name _____
 Employee Name: _____ Date: _____
 Phone Number: _____ Time In: _____

In the past 24 hours, have you experienced:

New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New loss of taste or smell:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fever (100.0°F or higher) or felt feverish: Temperature if taken: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OR TWO (2) or more of the following		
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headaches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea or vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Congestion or runny nose:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered “yes” to one (1) or more of the first four symptoms above, or “yes” to two (2) or more of the last seven symptoms above in light gray, please do not go to into work. Self-isolate at home and contact your primary care physician’s office or nearest urgent care facility for direction.

- You should isolate at home for a minimum of 10 days since symptoms first appeared.
- You must also have improvement in symptoms and at least 24 hours since last fever without use of fever-reducing medication.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? Yes No

If you answer “yes”, please do not go into work (unless exempt or otherwise approved for work with appropriate safety precautions). Self-quarantine at home for 14 day since return or exposure.

For questions, visit hd.ingham.org/coronavirus or contact Ingham County Health Department at (517) 887-4517.

Updated: 8/27/2020



I have received a copy of the Lansing Entertainment and Public Facilities COVID-19 Preparedness and Response Plan and am responsible for understanding the content of the plan.

Employee Name: _____

Date Received: _____

Employee Signature: _____

June 9, 2020

*MI SYMPTOMS ACCOUNT INFORMATION

In addition to filling out paper COVID-19 Health Screening forms, LEPFA is now enrolled in the “MI Symptoms” electronic program for daily COVID 19 screenings as required by MI Executive Order 2020-97. Before you can use “MI Symptoms” for your screening you will need to set up an account using LEPFA’s Employer Code, which is: **6144-6892**. This electronic version is available to all LEPFA employees; however, they must set up an account utilizing LEPFA’s code.

If you choose to use this method via MI Symptoms, please be advised that Individuals who register on [MI Symptoms](#) with this code will be included in Lansing Entertainment & Public Facilities Authority’s MI Symptoms report, which will include the number of employees who filled out MI Symptoms, number of employees ‘At Risk’ based on symptoms, and names and dates of birth of employees ‘At Risk’. **LEPFA is required to make all employees aware of the data that will be shared, before you register using this employer code** at misymptomapp.state.mi.us.

We have been authorized to begin distributing this code to employees immediately. Individuals who register on MI Symptoms with this code will be included in Lansing Entertainment & Public Facilities Authority’s MI Symptoms report, which will be sent to the HR/Payroll Specialist Weekly and will include:

- the number of employees who filled out MI Symptoms
- number of employees ‘At Risk’ based on symptoms
- the names and phone numbers of employees ‘At Risk’
- the names and phone numbers of all employees (*if you are requiring your employees to use MI Symptoms*).

Again, LEPFA has been asked to ensure employees are aware that you are receiving this information before registering to use LEPFA’s employer code on misymptomapp.state.mi.us

Please share this information, as it is important that LEPFA team members understand the information sharing component of using this system **before** signing up for an account using LEPFA’s code.

If an employee has an account on “MI Symptoms” they can log into their account and go to the “My Account” tab to include LEPFA’s employer code into their workplace information.

If you have any questions, please contact the Human Resources Department.

Distribution: June 9, 2020

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);

5. is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20

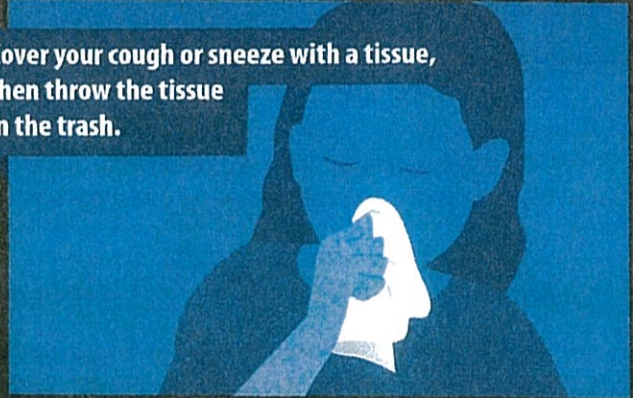
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

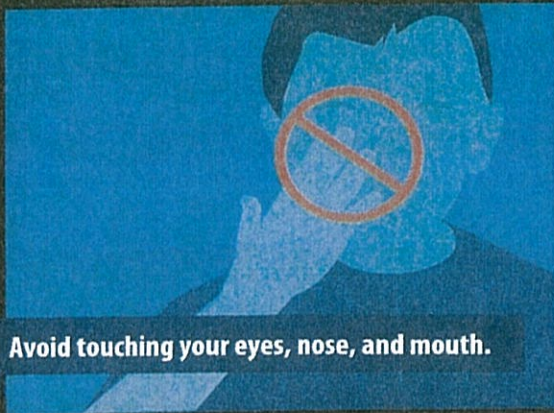
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

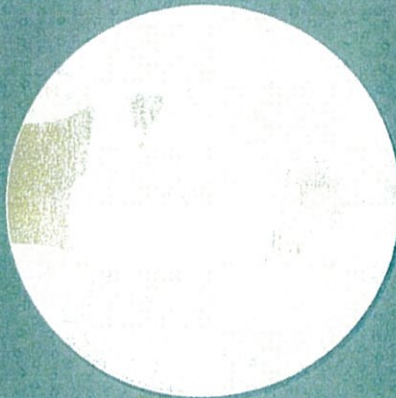


For more information: www.cdc.gov/COVID19

7 STEPS OF HAND WASHING



Step 1 - Hands should be wet with liquid soap applied for a good lather. (Water temperature needs to be between 35 °C and 45 °C)



Step 2 - Rub your hands palm to palm.



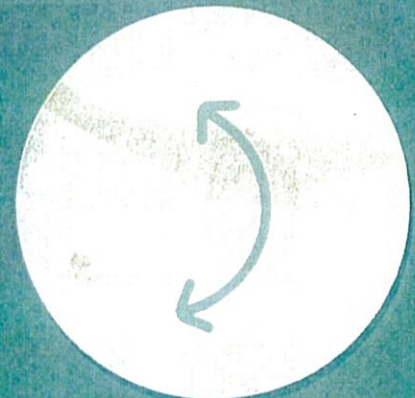
Step 3 - With your right palm rub the back of your left hand. Swap hands and repeat.



Step 4 - Then, interlace your fingers and rub your palms together.



Step 5 - Interlock your fingers and rub the backs of them against your palms.



Step 6 - Enclose your right hand around your left thumb and rub as you rotate it. Swap hands and repeat.



Step 7 - Rub your right fingers in a circular motion in your left palm. Repeat with your left fingers.

After washing, always thoroughly rinse your hands in warm running water, and dry with a clean disposable towel.

Never use reusable towels as you will transfer harmful bacteria back onto your clean hands.

www.highspeedtraining.co.uk

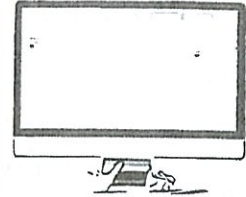


6 Steps for Safe & Effective Disinfectant Use



Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)

Face Masks and Coverings for COVID-19



- You must wear a face mask or face covering in public when social distancing (staying at least 6 feet apart) is not possible, unless a face covering is not medically tolerated. This includes on public transport, in stores and on crowded sidewalks.
- Children over 2 years of age should wear a face mask in public, too. Children under 2 years of age should NOT wear face coverings for safety reasons.
- Cloth face coverings should be made from fabric you can't see through when held up to the light. They must be cleaned before reusing.
- Disposable paper face masks should be used for one outing outside the home. They cannot be properly cleaned.
- The best way to prevent COVID-19 is to continue social distancing (staying at least 6 feet away from others), even when wearing a face covering.

Putting On Face Covering

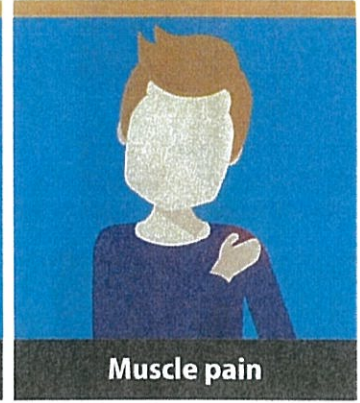
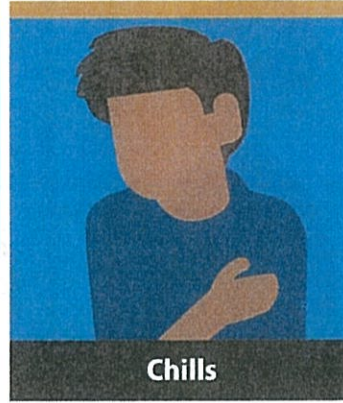
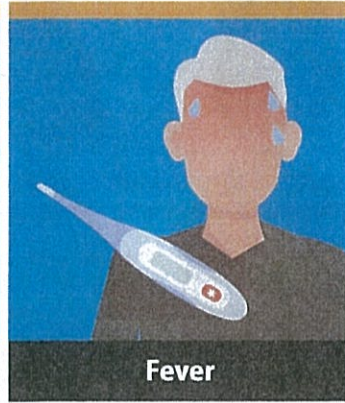
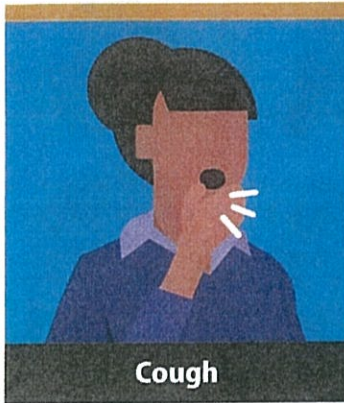
- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before putting on your face covering.
- Make sure the face covering covers both your nose and mouth.
- **DON'T** wear your mask hanging under your nose or mouth or around your neck. You won't get the protection you need.
- **DON'T** wear the face covering on top of your head, or take it off and on repeatedly. Once it is in place, leave the covering in place until you are no longer in public.

Taking Off Face Covering

- **DO** clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before taking off your face covering.
- Remove your mask only touching the straps.
- Discard the face covering if it is disposable. If you are reusing (cloth), place it in a paper bag or plastic bag for later.
- Wash your hands again.
- When cleaning a cloth face covering, **DO** put in the washer (preferably on the hot water setting).
- Dry in dryer at high heat. When it is clean and dry, place in a clean paper or plastic bag for later use. If you live in a household with many people, you might want to label the bags with names so the face coverings are not mixed up.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Executive Order 2020-97 guidelines for the following industries related to LEPFA are listed below:

Restaurant & Bar Regulations

- a. Limit capacity to 50% of normal seating.
- b. Require six feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).
- c. Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.
- d. Close waiting areas and ask customers to wait in cars for a call when their table is ready.
- e. Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
- f. Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
- g. Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.
- h. Post sign(s) instructing customers to wear face coverings until they get to their table.
- i. Require hosts and servers to wear face coverings in the dining area.
- j. Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration ("FDA").
- k. Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).
- l. Train employees on:
 - Appropriate use of personal protective equipment in conjunction with food safety guidelines.
 - Food safety health protocols (e.g., cleaning between customers, especially shared condiments).
 - How to manage symptomatic customers upon entry or in the restaurant.
- m. Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.

- Close restaurant immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean, consistent with guidance from FDA and the Center for Disease Control. Such cleaning may occur overnight.
 - Require a doctor's written release to return to work if an employee has a confirmed case of COVID-19.
- n. Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
 - o. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

Outdoor

Businesses or operations whose work is primarily and traditionally performed outdoors must

- a. Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
- b. Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
- c. Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
- d. Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.

Offices Regulations

- a. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c. Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).
- d. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide

movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).

- f. Turn off water fountains.
- g. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- h. Provide disinfecting supplies and require employees wipe down their workstations at least twice daily.
- i. Post signs about the importance of personal hygiene.
- j. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- k. Institute cleaning and communications protocols when employees are sent home with symptoms.
- l. Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- m. Suspend all nonessential visitors.
- n. Restrict all non-essential travel, including in-person conference events.

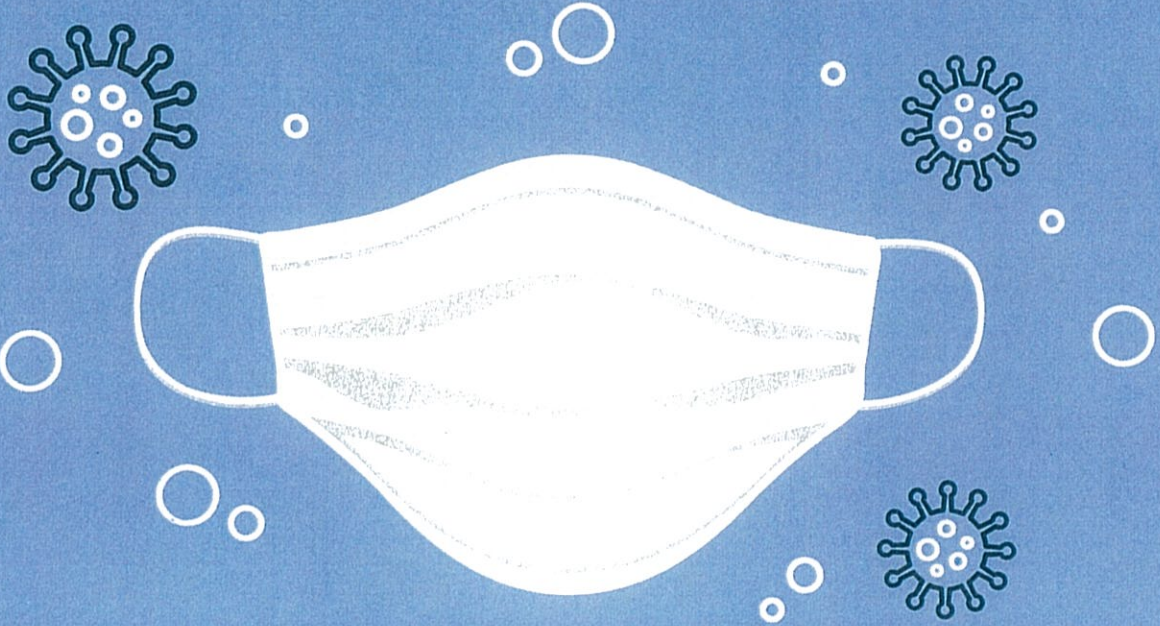
DO YOUR PART WEAR A MASK



IT'S THE LAW



NO MASK NO ENTRY



IT'S THE LAW

Under Executive Order 2020-147, customers must wear a face covering while inside this establishment and we must refuse entry and service to individuals who fail to wear a face covering.

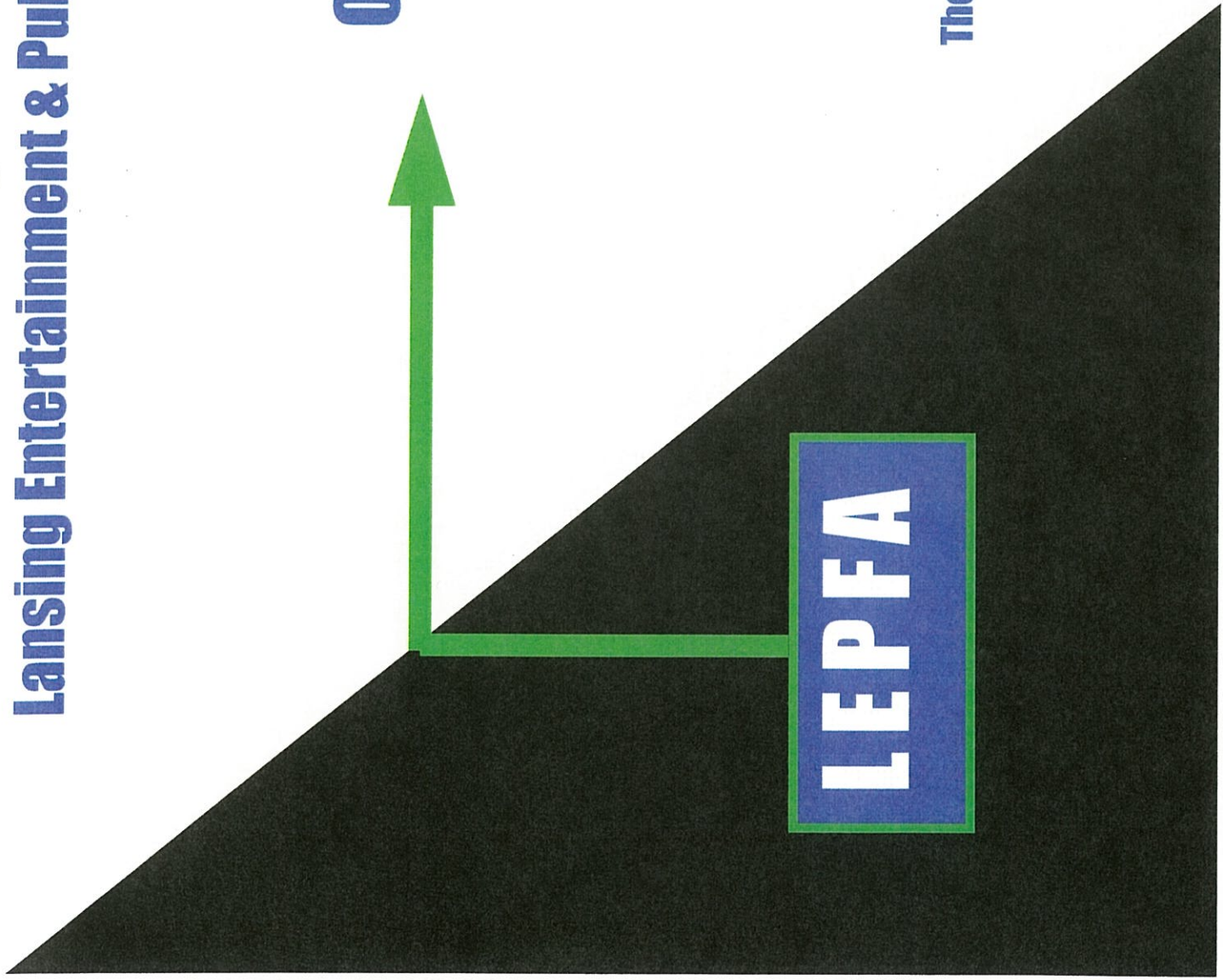


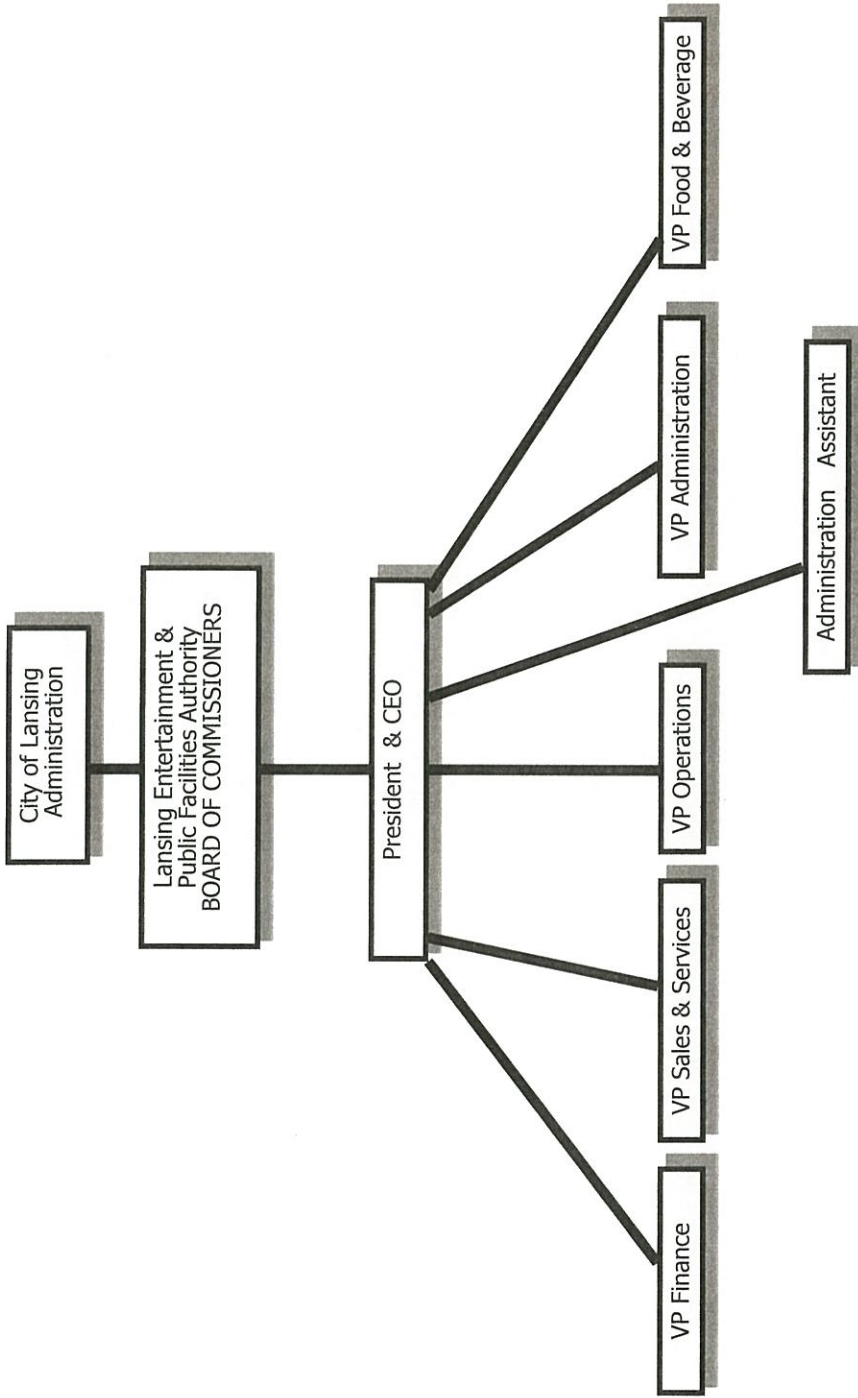
Lansing Entertainment & Public Facilities Authority

Organization Chart 2020

**EXECUTIVE
SALES & SERVICES
FINANCE/ADMINISTRATION
OPERATIONS
FOODSERVICE**

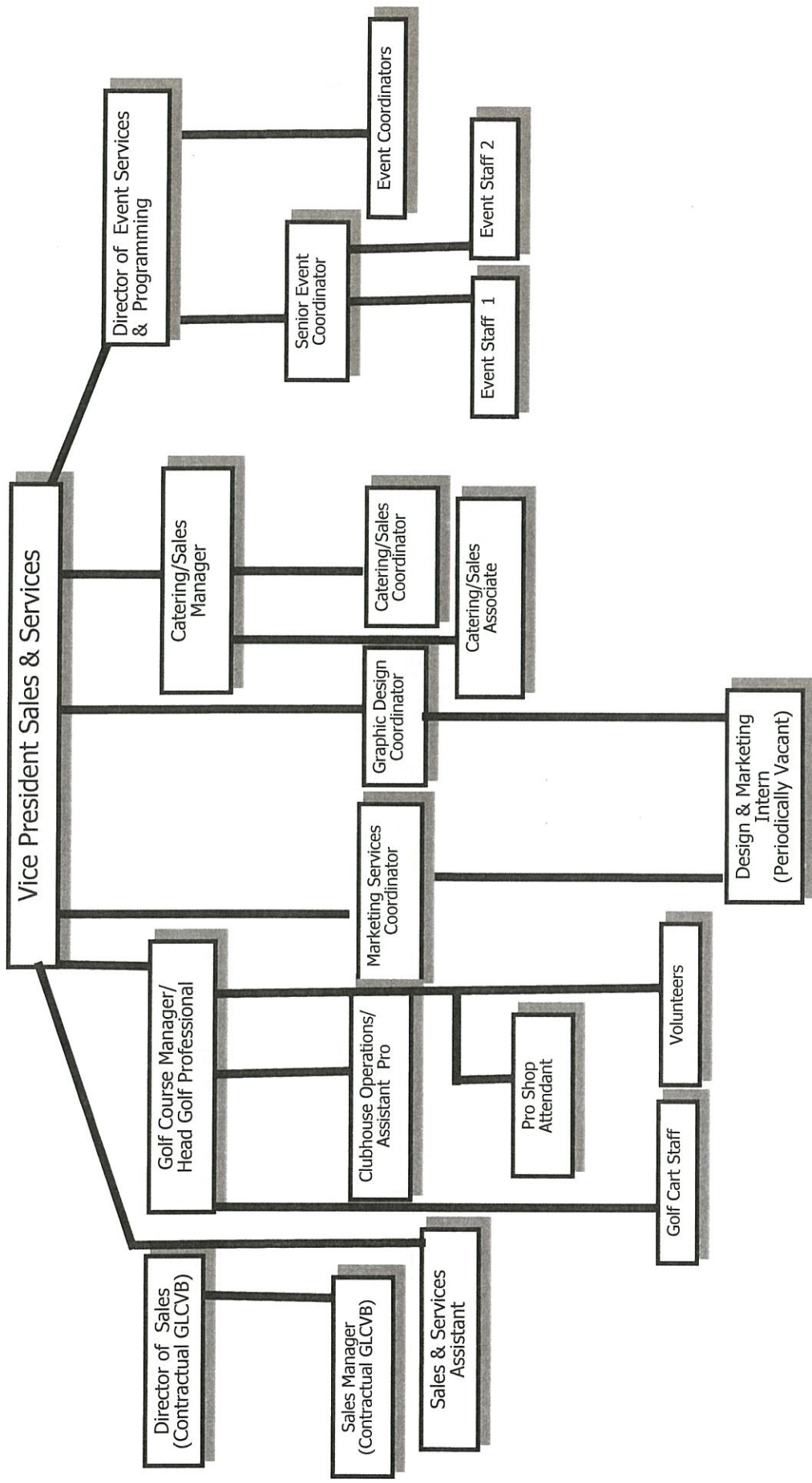
**Lansing Center
Grosbeck Golf Course
Thomas M. Cooley Law School Stadium**





EXECUTIVE





**SALES
DEPARTMENT**

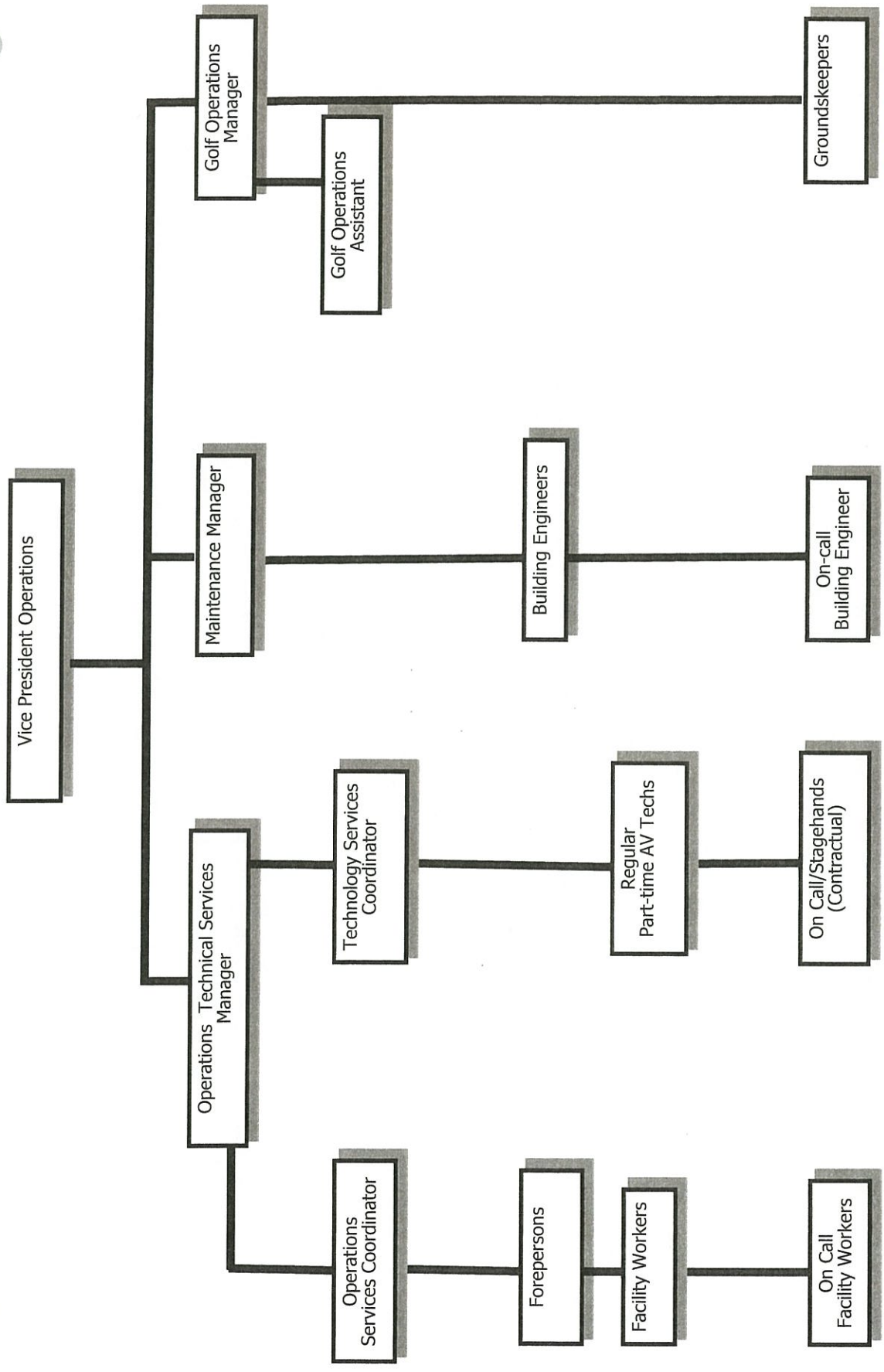
**GROESBECK
GOLF COURSE**

**MARKETING
DEPARTMENT**

**CATERING/SALES
DEPARTMENT**

**EVENT SERVICES
DEPARTMENT**



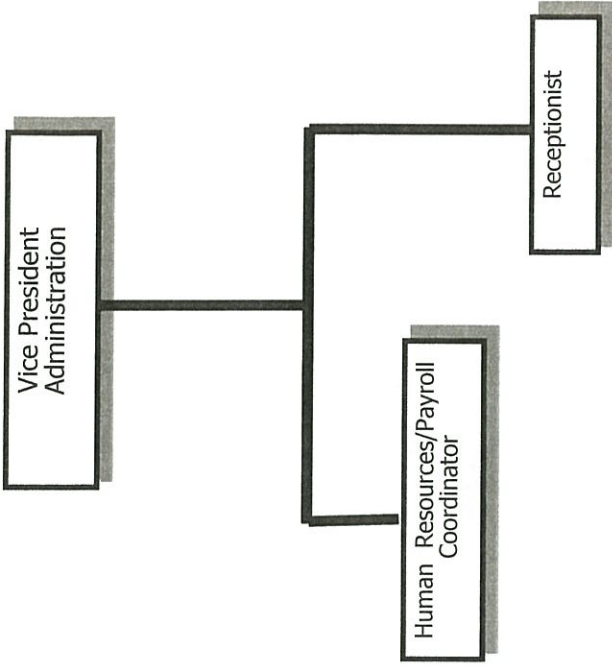


**GROESBECK
GOLF COURSE**

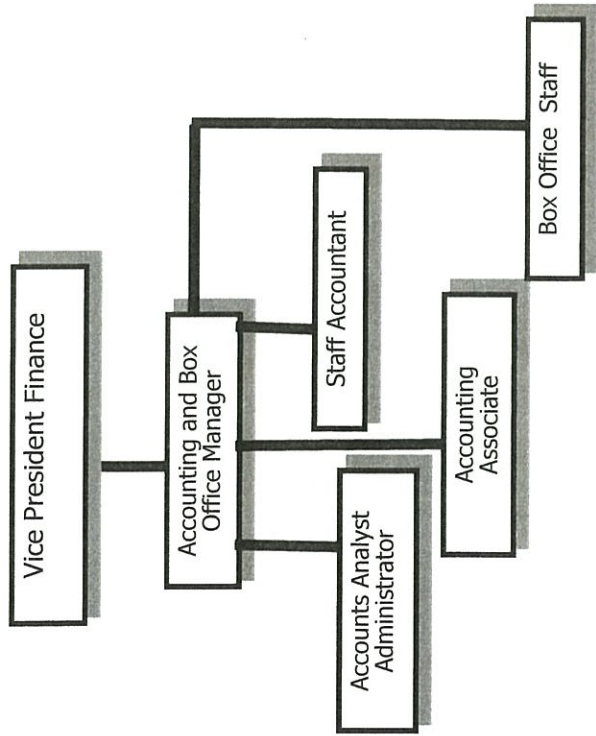


OPERATIONS



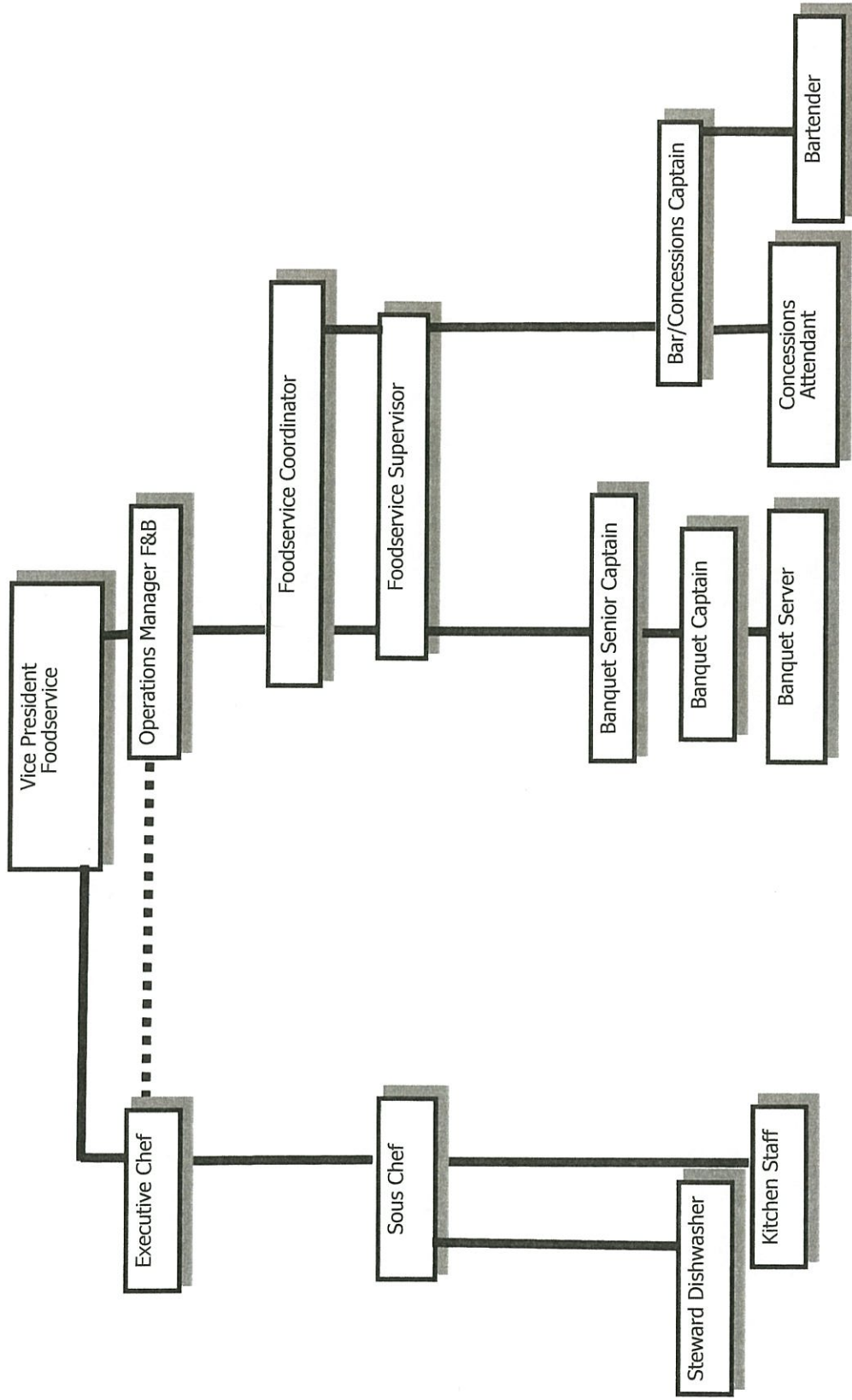


ADMINISTRATION



FINANCE





FOODSERVICE



Counsel Notes on Org Chart: 5/5/16

Removed all contractual employees— i.e. security and Development Positions
Included: “Periodically Vacant” for interns
Included: “Vacant” for vacant positions

Updated: Jan2020

