

NMU CAT TRAX [MEDIUM RISK EMPLOYER'S] COVID-19 Preparedness and Response Plan

In accordance with Executive Order 2020-59, Northern Michigan University (CatTrax) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

CatTrax aims to protect its workforce by enacting all appropriate prevention efforts. CatTrax is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Employees with questions are encouraged to contact Human Resources via phone at 906-227-2470 and/or email at: hr@nmu.edu

1. Prevention Efforts and Workplace Controls

a. Cleanliness and Social Distancing

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Only critical infrastructure workers performing necessary work are directed to report on-site. For such workers, CatTrax abides by the recommended social distancing and other safety measures and establishes the following:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break), as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employees’ workstations are no fewer than six feet apart; Six feet is maintained as much as possible, acknowledging there are times when employees will be within six feet when going from one workstation to another, aiding a fellow employee and/or to fulfill a customers need/order/request. Option of face shield or eye protection if you feel you will need to be at times within six feet due to specific job task that needs two or more people within six feet.
- CatTrax may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- Employees’ interactions with the general public are modified to allow for additional physical space between parties;
 - Limit two customers at a time.
 - Waiting line outside of entry door will be spaced 6 feet via tape markings on the floor outside of CatTrax to provide social distancing.
 - Hand sanitizer station will be at the entry door for customers and masks will be required for all customers.
 - Plexiglas is at the registers to prevent risk of air droplets coming in contact with the employee, touchless card readers are placed on the customer side of the Plexiglas

to avoid customer interaction. If credit card is used, the CatTrax Employee will change gloves and hand sanitize immediately after credit card is returned to the customer.

- A table or cart will be placed in front of the checkout counters (in front of the Plexiglas) to maintain six feet distancing.
- Gloves & Mask will be worn at all times by employees.
- If Dishwashing or using Pot Wash, Three Compartment Sink or Dish Machine- Proper PPE is gloves, apron, facemask and face shield or eye protection at all times.
- Once the customer's order is processed, they will exit the same entry door they entered at, thus allowing the next customer to enter (to limit two customers in the store at all times).
- Once the customer's order is processed, they will exit the same entry door they entered at, thus allowing the next customer to enter (to limit two customers in the store at all times).
- CatTrax employee will disinfect register counter top, register, and table in front of Plexiglas after each customer.
- CatTrax Employee will change gloves after each customer and hand sanitize prior to putting on new disposable gloves.
- No Self Service items will be used, to avoid cross contamination. All self service stations will serviced by the CatTrax employee and straws, cups, etc. will be provided by the CatTrax Employee.
- Non-essential travel is postponed or cancelled.
- CatTrax provides employees with, at a minimum, non-medical grade face coverings along with a coffee filter they can add to their mask. Training on how to wear and wash masks will be provided to ensure employees are properly wearing and washing their masks after each shift. In addition, we have disposable masks available if a mask is forgotten at home or should become contaminated at work to use for the remainder of their shift.
- Vendors are expected to follow handwashing and/or hand sanitizer protocol, wearing disposable gloves when in facility, six feet distancing, face covering, not coming into facility if sick and following their employee's protocol for COVID-19 related guidelines.

In addition, CatTrax is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work sites;
- Performing and assigning an employee (COVID-19 designate) to do routine environmental cleaning and disinfection, especially of common areas of frequently touched surfaces;
- Hand sanitizer in high-traffic are provided in multiple areas at CatTrax to include but not limited to: Customer entry area, break area, time clock, and work station.
- COVID-19 designated cleaning employee (wearing proper PPE: safety goggles, gloves and apron) will disinfect all frequently touched surfaces at least every 15 minutes (See Attachment, "CatTrax Disinfectant Log"). (Also, see attachments titled
- When changing trash and taking out trash, CatTrax Employee will have on a Mask, Disposable Gloves and Apron (disposable gloves and apron will be changed after task complete).

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each shift;
- Disposable gloves to be worn at all times when handling all packaging (cardboard/plastic/etc.).
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Employees, Guests or Customers are not to bring in disposable mugs, glasses, thermos, cups, Tupperware, plates, etc. to avoid possible contamination.
- Frequently washing hands with soap and water for at least 20 seconds
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people
- Practicing respiratory etiquette, including covering coughs and sneezes
- Immediately reporting unsafe or unsanitary conditions on Company premises to NMU HR (227-2470);
- Complying with CatTrax daily screening processes (see daily screen process below).
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.
 - **Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms (SEE NMU's COVID-19 Preparedness & Response Plan)**
 - **Identification and Isolation of Sick and/or Exposed Employees (SEE NMU's COVID-19 Preparedness & Response Plan)**
 - **Employees' Self-Monitoring (SEE NMU's COVID-19 Preparedness & Response Plan)**
 - **Daily Screenings (SEE NMU's COVID-19 Preparedness & Response Plan)**
 - **Return-to-Work Requirements (SEE NMU's COVID-19 PREPAREDNESS & RESPONSE PLAN.)**