

COVID-19 Preparedness & Response Plan

General

The following COVID-19 preparedness & response plan has been established for Autumn Insurance & Benefits in accordance with the requirements in the [MIOSHA COVID-19 Emergency Rules](#) filed on May 24, 2021, and the latest [guidance](#) from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The MIOSHA and CDC guidance for COVID-19 have general safeguards applicable for all workplaces. Michelle McCullough, Integrator/Director of Operations has read these guidance documents carefully, found the safeguards appropriate to Autumn Insurance & Benefits based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, Michigan and CDC guidance are periodically updated. Michelle McCullough, Integrator/Director of Operations will be responsible for visiting the referenced sources regularly for the latest information and for revising the plan as necessary.

This plan reflects MIOSA and CDC guidance as of May 24, 2021.

Autumn Insurance & Benefits has designated a worksite supervisor to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor is Michelle McCullough (or designee).

The plan will be made available electronically to employees and others via Autumn's website and internal network.

Engineering Controls

Autumn Insurance & Benefits has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. These types of controls reduce exposure to hazards without relying on worker behavior. Engineering controls can often be the most costly but the most effective solution to implement.

The Integrator/Director of Operations will verify with the building landlord the correct engineering controls have been installed, maintained for effectiveness, and serviced when necessary.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Integrator/Director of Operations will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for Autumn:

Job/Task	Administrative Control
All employees	Do not report to in-person work if experiencing COVID-19 symptoms, regardless of vaccination status.
All non-vaccinated employees	Maintain at least six feet from others to the maximum extent possible while on the worksite.
All non-vaccinated employees	Wear face coverings when they cannot consistently maintain six feet of separation from others inside the workplace.
All non-vaccinated employees	Require completion of the health screening questionnaire before entering the building.
All visitors	Require completion of the health screening questionnaire before entering the building and, if non-vaccinated, must wear a face covering when physical distancing is not feasible.
Supervisors/Managers	Allow remote work for employees experiencing COVID-19 symptoms or for those non-vaccinated employees who must isolate or quarantine.
Supervisors/Managers	Provide non-vaccinated employees with non-medical grade face coverings.
Integrator/Director of Operations	Post signage requiring non-vaccinated persons to wear a face covering upon entering the building.
Integrator/Director of Operations	Post signage on proper cleaning and hygiene for all employees and visitors.

Hand Hygiene

The Integrator/Director of Operations will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Autumn Insurance & Benefits shall provide employees with antiseptic hand sanitizer in addition to handwashing facilities. Autumn Insurance & Benefits will provide time for employees to wash hands frequently and to use hand sanitizer.

Disinfection of Surfaces

Although the likelihood of [surface transmission is low](#), [Autumn Insurance & Benefits](#) will clean and disinfect high-touch surfaces to limit exposure to COVID-19. High-touch surfaces include items like door handles, kitchen equipment, conference tables, and copier equipment. These surfaces will be cleaned regularly by the cleaning staff or an Autumn employee. [Autumn Insurance & Benefits](#) will make cleaning supplies available to employees at the worksite.

When choosing cleaning chemicals, [Autumn Insurance & Benefits](#) will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

[Autumn Insurance & Benefits](#) will perform enhanced cleaning and disinfection according to the CDC guidelines after persons confirmed to have COVID-19 have been in a work area. [Michelle McCullough, Integrator/Director of Operations](#) will be responsible for seeing that this protocol is followed.

An outsourced cleaning service that specializes in enhanced cleaning may be utilized after a COVID-19 case is confirmed in our office. This cleaning is meant to provide a more thorough and deep cleaning than the general environmental surfaces list above.

Personal Protective Equipment (PPE)

[Autumn Insurance & Benefits](#) will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and MIOSHA guidance applicable to the industry and types of jobs at the workplace.

[Autumn Insurance & Benefits](#) will provide non-medical grade face coverings to non-vaccinated employees. [Autumn Insurance & Benefits](#) requires non-vaccinated employees and visitors to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Employees and visitors must follow the posted signage while in building common areas.

Health Surveillance

[Autumn Insurance & Benefits](#) has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. [Michelle McCullough, Integrator/Director of Operations](#) will

be responsible for ensuring that all required health surveillance provisions are performed.

Before workers enter the place of employment at the start of each day, Autumn Insurance & Benefits will have non-vaccinated employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. Autumn Insurance & Benefits will similarly screen all visitors entering the worksite.

Employees must promptly report any signs and symptoms of COVID-19 to a worksite supervisor before and during the workday. The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

If the employee has not yet entered the building/office:

The employee should remain at home, return to their vehicle, or isolate in a nearby space away from other individuals. The employee should notify Michelle McCullough at 810-459-1226 or Shelly Bakerian at 734-968-5625. The employee should not enter the building/office until he/she has received further instructions.

If the employee is already inside the building/office:

The employee should immediately isolate to a nearby space away from other individuals. The employee should immediately contact Michelle McCullough at 810-459-1226 or Shelly Bakerian at 734-968-5625 for further instructions. The employee should not leave the isolation room until a path is safe and clear for the symptomatic employee to leave the office/building.

Autumn Insurance & Benefits will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, the Integrator/Director of Operations will notify any co-workers or visitors who may have come into close contact with a person who has a confirmed case of COVID-19. When notifying coworkers and visitors, Autumn Insurance & Benefits will not reveal the name or identity of the confirmed case.

Autumn Insurance & Benefits will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace according to the latest guidelines from the CDC. Employees must receive approval from a supervisor/manager before returning to in-person work.

Training

The Integrator/Director of Operations shall coordinate SARS-CoV-2 and COVID-19 training for all employees.

Autumn Insurance & Benefits will train workers on, at a minimum:

1. Workplace infection-control practices, including information on vaccinations available for COVID-19.
2. The proper use of PPE.
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.
4. How to report unsafe working conditions.

Recordkeeping

Autumn Insurance & Benefits will maintain the following records as they relate to the COVID-19 preparedness and response plan:

1. Training records.
2. A record of daily entry self-screening results for non-vaccinated employees and all visitors entering the workplace.
3. When an employee is identified with a confirmed case of COVID-19, a record that within 24 hours any co-workers or visitors were notified who may have come into contact with the person who was the confirmed case of COVID-19.

The Integrator/Director of Operations will ensure that the required records are kept for 6 months.