



Introduction

The Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Office at Walker Place COVID-19 Response Plan is a sample emergency preparedness and response plan that provides a model document providing the basic necessary elements of a plan as required by Michigan Executive Order. It provides a series of recommended best practices, dealing with various health, safety, environmental, and public health focused measures, designed to provide a model plan necessary to meet the health and safety compliance standards while operating during the COVID-19 pandemic.

The various protocols set out in this document constitute recommendations, based on various guidance provided by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), as well as various country specific public health authorities. The COVID-19 situation is frequently changing. The need for modifications may occur based on further guidance provided by the WHO, CDC, OSHA, and other public officials at the state or local levels.

Please be advised that some or all the information contained in this document may not be applicable to other businesses or places of work. We strongly recommend that before implementing any of the terms and requirements contained herein you carefully evaluate and consult with outside legal counsel. Please also note that this is a “living” document that may be updated at any time given the fluidity of this situation.

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place bear no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, of any of the practices or procedures contained in the Pandemic Response Plan.

Acting under the Michigan Constitution of 1963 and Michigan law, the industries listed below have specific guidelines outlined in Executive Order 2020-110 and any order that follows.

- Businesses or operations whose work is primarily and traditionally performed outdoors
- Businesses or operations in the construction industry
- Manufacturing facilities
- Research laboratories, but not laboratories that perform diagnostic testing
- Retail stores that are open for in-store sale
- Offices
- Restaurants and bars

Todd Slisher
Executive Director

COVID - 19 Response Plan

Purpose

An outbreak of COVID-19 can have severe consequences on human health and economic wellbeing. Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place are committed to advance planning and preparedness that are critical in mitigating the impact of COVID-19 on the organization, visitors and our employees. This plan outlines the specific steps taken by Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place to ensure the safety of our visitors, volunteers, and employees and business continuity within the organization.

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place will continue to review and evaluate federal, state, regional, county, and city requirements, communicate them to employees and revise this plan as deemed necessary.

This Sloan Museum at Courtland, Longway Planetarium, Buick Gallery, and the Administrative Offices at Walker Place COVID-19 Response Plan includes the following sections:

1. COVID-19 Task Force/Workforce Coordinator
2. Monitoring “Medical” Guidelines/Practices
3. Notice of Pandemic Plan
4. Plan Ownership and Maintenance
5. Return to Work
6. Company Environment
 - 6a. Building Entry
 - 6b. Health Screen Employees, Volunteers, Visitors
 - 6c. Isolation Room
 - 6d. Hygiene
 - 6e. Common Areas
 - 6f. Start Times/Break Times
 - 6g. Deliveries
 - 6h. Pick Up of Goods
 - 6i. Visitor Procedures
7. Health Risk Assessment Location/Job/Person
8. Cleaning and Disinfection
9. Symptoms
10. Contact Tracing

11. Social Distancing
12. Screening – Employees/Visitors/Travel
13. Self-Quarantine Guidelines/Isolation Guidelines
14. Exposure
15. Training/Personal Protective Equipment (PPE) Training Policies Posters

16. Communication

17. Response for Concern

18. Wellness

19. Additional Resources

1. COVID-19 Task Force

To further Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place efforts to maintain employee and visitor safety and health while also maintaining operations, Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have established a COVID management team to prepare and monitor reopening Sloan Museum at Courtland, 4190 E. Court St. Burton, MI 48509; Longway Planetarium, 1310 E. Kearsley St., Flint, MI 48503; Buick Gallery, 305 Walnut St., Flint, MI 48503; and the Administrative Offices at Walker Place, 817 E. Kearsley St., Suite 3B, Flint, MI 48503. This team consists of the following staff members:

Name	Title	E-mail	Phone
Todd Slisher	Executive Director of Sloan Museum and Longway Planetarium	tslisher@sloanlongway.org	810-237-3445
Cathy Gentry	Director of Business Affairs	cgentry@sloanlongway.org	810-237-3444
Laurie Bone	Director of Education and Outreach	lbone@sloanlongway.org	810-237-3403
Warren Lehmkuhle	Exhibit Manager	wlehmkuhle@sloanlongway.org	810-237-3446
Geoff Woodcox	Curator of Collections	gwoodcox@sloanlongway.org	810-237-3434
Buddy Stark	Planetarium Manager	bstark@sloanlongway.org	810-237-3405
Cathy Haines	Guest Services Manager	chaines@sloanlongway.org	810-237-3458
Olivia Kushuba	Special Events Manager	okushuba@sloanlongway.org	810-237-3427
Caitie O'Neill	Marketing Manager	coneill@sloanlongway.org	810-237-3443
Theresa Fitzpatrick	Membership Coordinator	tfitzpatrick@sloanlongway.org	810-237-3457

Katie Bancroft	Curator of Education and Outreach Programs	kbancroft@sloanlongway.org	810-237-3408
Jerome Threlkeld	Community Engagement Coordinator	jthrelkeld@sloanlongway.org	810-237-3439
Amy Walker	Exhibits Coordinator	awalker@sloanlongway.org	810-237-3447
Pam Atwell	Office Manager/Reservationist	patwell@sloanlongway.org	810-237-3402
Cathy Stacey	Administrative Assistant	cstacey@sloanlongway.org	810-237-3442
Karen Stevens	Director of Human Resources	kstevens@fcccorp.org	810-237-7346
Matt Moyer	Facilities Manager	mmoyer@fcccorp.org	810-237-7364
Matt Roberts	Information Systems Supervisor	mroberts@fcccorp.org	810-237-7361

This team will be responsible for Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place effort to coordinate safety, activity, employee and customer communications, facility management, and other pandemic related policies and practices. Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place must address these policies to maintain safe operations.

In addition, Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have designated the following staff as its COVID-19 Workplace Coordinators as follows:

Sloan Museum at Courtland: Cathy Haines, Guest Services Manager, chains@sloanlongway.org, 810-237-3458; Olivia Kushuba, Special Events Manager, okushuba@sloanlongway.org, 810-237-3427

Longway Planetarium: Buddy Stark, Planetarium Manager, bstark@sloanlongway.org, 810-237-3405; Katie Bancroft, Curator of Education and Outreach Programs, kbancroft@sloanlongway.org, 810-237-3408

Buick Gallery: Geoff Woodcox, Curator of Collections, gwoodcox@sloanlongway.org; Erica Travis, Registrar/Collections Manager, etravis@sloanlongway.org, 810-237-3435

Administrative Offices at Walker Place: Cathy Stacey, Administrative Assistant, cstacey@sloanlongway.org, 810-237-3442; Todd Slisher, Executive Director, tslisher@sloanlongway.org, 810-237-3445

Task Force Members and Workplace Coordinators will be responsible for but not limited to:

2. Monitoring Medical Guidelines / Practices

- Monitoring updates on COVID-19 using EPA, CDC, WHO, federal government, and state government resources.
- Incorporating those recommendations into our workplace.
- Daily communication of updates and determination of necessary changes within the business.
- Training our workforce on control practices, proper use of PPE, actions required to notify our business of any COVID-19 symptoms or suspected cases of covid-19.

- Be prepared to answer any employee questions or concerns.
- Reviewing policies and practices to ensure they are consistent with this plan and existing local, state, and federal requirements.

3. Notice of Pandemic Plan

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place will promptly notify all internal and external stakeholders about the change in operations due to pandemic outbreak. This notice will be communicated clearly and conspicuously and will include information about the next steps of action and the anticipated length, as well as information on available alternative information services, facilities, and infectious disease guides.

- All managers/supervisors must be familiar with this plan and be prepared to answer questions from employees.
- All managers/supervisors will set a good example by following this plan.
- Employees are expected to abide by this plan and regular guidelines and leave policies.

4. Plan Ownership and Maintenance

This policy and contacts are maintained and updated by the COVID Management Team coordinated by Todd Slisher, Executive Director of Sloan Museum and Longway Planetarium. For any questions, concerns, or comments, employees are encouraged to speak to their department Manager, or a COVID Management Team member via email, in person or phone call.

5. Return to Work (RTW)

Upon Return to Work (RTW) after a closure due to COVID-19 or when a group of employees have been away from work due to exposure to COVID-19, Sloan Museum at Courtland, Longway Planetarium, Buick Gallery, and the Administrative Offices at Walker Place will require a transition plan, communication, and training for all employees deemed necessary.

Prior to returning to the workplace, Sloan Museum at Courtland, Longway Planetarium, Buick Gallery, and the Administrative Offices at Walker Place are addressing specific logistics related to the worksite or employees including but not limited to the checklist below.

Role	Activity	Details
Administration	Establish a Task Force	See section <i>COVID-19 Management Team</i>
	Response Plan - Per Executive Order 2020-110 and Acting under the Michigan Constitution of 1963 and Michigan law Develop a COVID-19 preparedness and response plan	By June 12, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.

	Worksite Coordinator - Per Executive Order 2020-92 and Acting under the Michigan Constitution of 1963 and Michigan law Develop a COVID-19 preparedness and response plan -	Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies (listed in Section 1). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role
	Establish daily reports as deemed necessary	Health Screening Reports are to be completed on State of Michigan website or on a check list at their desk each day and turned into HR weekly. Cleaning status on white board in public areas Customer impacts/Customer comments Supplier impacts from Matt Moyer Local and Federal updates by HR
	Identify staffing opportunities	Review skill sets, cross train workers
	Identify any planned travel of staff	Review latest CDC guidelines Assess to ensure it is essential Review all travel policies and procedures
	Identify any staff already traveling	Review latest CDC guidelines Review travel advisories Assess their health and safety Review all travel policies and procedures to assist them while traveling Ensure they have information for contacting for help while traveling (Travel Insurer)
	Work Environment	Review activity to determine essential business functions.
	Continue to update and develop response plan	Continue to review and evaluate Country, State, Region, County, City requirements
Management	Establish New Safety Protocols and a Communication plan	Review handbook policies, procedures, training needs and workplace signage
	Conduct a Risk Assessment of Environment	Workplace design and safe distancing guidelines
	Establish Workplace Cleaning Protocols	See section 11. Cleaning and Disinfection
	Establish Testing and Screening Protocols	See section 12. Screening – Employee's, Visitors, Travel
	Review and adapt Policies and Procedures	See Updated Temporary Policies for FCCC employee handbook.

	Assessment of PPE and Cleaning Supplies	See Section 10: Health Risk Assessment Location/Job/Person. Inventory cleaning supplies, PPE, and 3 rd party vendor needs.
	Gather all CDC and governmental requirements and guidelines	See Additional Resources
	Determine who will RTW and who will continue to work remotely etc.	See Return to Work Section in Response Plan
	Develop, communicate an RTW policy/procedure	See Additional Resources
	Develop Training for Returning Workforce	See Training Section and Additional Resources
	Develop an Onboarding Plan for First Day Back	See Additional Resources
	Develop policies and procedures for prompt identification and isolation of ill employees	See Additional Resources
	Determine any key recommendations to leadership as they arise.	COVID-19 Response Team will review weekly messages left in employee suggestion box and other operational suggestions.
	Post any new procedures and appropriate State and Federal Guidelines	HR will post as appropriate in break rooms.
Human Resources/Safety and Health	Monitor local, state, and federal trends in cases diagnosis and have a preparedness plan for various infection points.	See Additional Resources for sites
	Update policies and procedures to address any additions or revisions to benefits {e.g. guidelines around use of sick days, coming to work sick, work-at-home policies, use of vacation / personal time, FMLA, etc.}.	See Updated Temporary Policies for FCCC employee handbook.
	Post new state and/or federal guidelines as required by law.	HR will post as appropriate in break rooms.
	Update employee handbook/manual with items specific to the COVID-19 pandemic, storms, or other significant workplace impacts.	See Updated Temporary Policies for FCCC employee handbook.
	Review with, educate and monitor staff personnel activity for EEO, ADA, OSHA, NLRA and Wage and Hour compliance.	All staff training on 6-11-20 with regular updates as documents change.
	Conduct or monitor staff conducting training and first day back orientations.	See section 7. Training
	Communicate Employee Assistance Plan	EAP not in place at this time.

6. Company Environment

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices Walker Place have conducted a risk assessment of our facilities considering federal and state guidance and are making changes that will reduce possible exposure to COVID-19. Physical changes to Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place include the following:

- **Creating Barriers** – We are installing Plexiglas shields at the admission/gift shop counters.
- **Reconfiguring Space** – We are configuring workspaces to be distanced six feet apart or greater including office personnel, cashiers and management. Some staff members will remain teleworking. Breaks and lunches will be staggered to be able to ensure social distancing and an outdoor picnic table is provided, weather permitting.
- **Longway Planetarium**- Every other seating row will be blocked off and there will be 4 seats between visitor groups to meet social distancing needs. Upon opening we will start with a maximum of 20 visitors for each planetarium show. (see attached map) The Saturn room will be closed to the public during the summer. The Photo op will be removed.
- **Sloan Museum at Courtland Center** – We will adhere spots to the floor for the admission line, arrows will be placed to direct traffic flow in the proper direction. Initially, we will open with two time slots throughout the day and limit the visitors to a maximum of 50 per time slot. The Early Childhood Zone will be closed at this time until further notice from the State of Michigan. In the Roll, Drop, Bounce area, numbers will be limited to 11 visitors (this includes a staff member).
- **Buick Gallery**—Because physical modifications are difficult in this space, in-person research appointments will be suspended while social distancing and mask use is required.
- **Signage** – Signage will be placed at each venue entrance and throughout the buildings to ensure that masks are worn and social distancing is being followed.
- **Limiting Equipment Use** – Salary personnel are assigned their office equipment. Guest Services will be assigned equipment at the beginning of each shift and will be disinfected at their end of shift. Personal items can be used with approval of your manager.
- **Gatherings** – All large meetings will be continued via Zoom or other virtual platform. Small meetings will continue with a maximum of six people with proper social distancing.
- **In-Person Interaction** – Markings will be provided on the floor at the entrance of the venues. Arrows will be placed on the floor in order to direct traffic flow. All employees and visitors must wear a mask when interacting with any other people or in public areas. Children two and under are not required to wear a mask. Plexiglass is installed at the cash wrap. Tickets are strongly encouraged to be purchased online so that there is less in person transactions.
- **PPE** – Masks and disposable gloves will be provided to our employees to wear while working. Disposable masks will be available to our visitors for a fee of \$1.00. Hand sanitizing stations will be placed throughout the buildings accessible to employees and visitors.
- **Tools/Equipment/Company Vehicles** – All tools used in the shop, exhibit area, and collections area will be cleaned and disinfected after each use. Our company vehicle will be cleaned and disinfected after each use. Social distancing will be followed in our vehicles.
- **Work Sites** – Only necessary employees will travel amongst the buildings.
- **High Efficiency Air Filters** - All air filters have been updated to the highest efficiency available.

- **Increasing Ventilation in Work Environments** – We are installing a UV filtration system RTU and AHU and adding filtration to Mars room and back offices at Longway Planetarium. Sloan Museum at Courtland is upgrading to MERV 10 Filters.

6a. Building Entry

Longway Planetarium – Employees will enter through the back door off the south parking lot. Visitors will enter through the main entry near the front offices. The rear doors (near FIA) will be designated as exit only doors.

Sloan Museum at Courtland – Employees will enter through the back door off the south parking lot. Visitors will enter through the main gate at the mall entrance.

Walker Place – Employees will enter through the main door near the front stair case. Visitors will be advised to contact our office before arriving.

Buick Gallery – Employees will enter through the back door. Visitors will be by appointment only and will enter through the front door. Flint Genealogical Society members will enter through the exterior door into their offices.

Signs will be posted at all entrances in order to maintain social distancing requirements.

6b. Health Screen Employees, Volunteers, and Visitors

At all employee entry locations there will be a check in table with gloves, thermometer and disinfectant wipes. Employees and volunteers (including Flint Genealogical Society) will place gloves on, take their temperature, wipe the thermometer, dispose of the gloves and go wash their hands with soap and water and in the case of employees, then login to the State of Michigan website or complete the checklist on your desk, sign, date and time. These checklists must be turned into HR on a weekly basis. Completing either checklist will acknowledge that you are asymptomatic, do not have a temperature and you have washed your hands and applied your mask. Salary employees will follow the same procedure and login into the State of Michigan website or checklist on their desk saying they have completed the necessary steps.

6c. Isolation Room.

For an individual that arrives at work or becomes ill at work it is important to isolate the individual by asking them to go to their car if available or in a designated isolation room until they can be picked up or leave the facility.

Longway Planetarium – The Saturn room will be used for an isolation room, if needed.

Sloan Museum at Courtland Center – The office in the rear of the building will be used as the isolation room, if needed.

Buick Gallery – The vehicle repair room will be used as the isolation room, if needed.

Walker Place – The conference room will be used as the isolation room, if needed.

6d. Hygiene

Breaks will be provided for hand washing. Hand sanitizer, disinfectant wipes will be available at each workstation. Currently we only use touchless soap and paper towel dispensers.

6e. Common Areas

Common areas such as conference rooms, lobby spaces, break rooms, etc. will be subject to social distancing procedures. Maintain 6' distance from other individuals in these spaces and wear masks when occupying these spaces. For breakrooms, only one employee at a time should be eating in these spaces and should wipe down their area and any items used before exiting.

6f. Start Times/Break Times

Lunch and breaks will be staggered. Start times for employees will be staggered at 15-minute intervals.

6g. Deliveries

Staff members accepting deliveries will use gloves and masks and wipe down all items with a disinfectant wipe. Delivery personnel should wear masks and practice proper social distancing procedures. Artifact donation deliveries must be arranged in advance with the appropriate staff. Items being donated will be placed in a designated location by the donor and rather than being wiped down, will be quarantined for one week. Mask use is required by all parties during donation deliveries.

6h. Pick-up of Goods

Prior communication with a staff member is required for pick-up of goods. A time and location should be set for pickup and the person picking up goods should call or text when they arrive. Goods will be brought outside and delivered by the staff member to the car or vehicle that is picking up items. Collections staff will not pick up artifact donations from homes.

6i. Visitors Procedures

All visitors are encouraged to purchase their tickets online to reduce the number of in person transactions. When on-line tickets are purchased, the purchaser must acknowledge and accept our new policies. Information regarding our COVID-19 policies will be available on our website, Facebook and at each location. Greeters will inform all visitors of our new policies at each location and make sure they are wearing a face mask, unless the visitor has a medical condition which prohibits them from wearing one. Visitors will be asked to provide e-mail addresses for contact purposes for contact tracing. Employees and Visitors will be asked to limit their personal belongings brought into the building. Disinfecting mats will be placed at the entrances of all buildings to help maintain the distancing guidelines.

7. Health Risk Assessment Materials Location/Job/Person

Sloan Museum, Longway Planetarium, Buick Gallery and Administrative Offices at Walker Place has made cleaning supplies/PPE available to employees upon entry and will provide time for employees to wash hands frequently or to use hand sanitizer.

Item	Specification	Quantity
Mask	Disposable {1-day use} and/or N95 based on business needs	Minimum 30-day supply
Gloves	Nitrile Gloves	Minimum 30-day supply
Infrared Thermometer	Medical infrared thermometer	1 per 100 employees
Disinfectant Spray / Wipes	0.1 to 0.05% sodium hypochlorite solution	Minimum 30-day supply
Sanitation Floor Stand	Hand sanitizer dispenser floor stand	1 per 50-person work area
Hand Sanitizer	Sanitizer refills with alcohol 70%	Minimum 30-day supply
Hand Soap	Hand soap	Minimum 30-day supply
Paper Towels	Paper towel rolls	Minimum 30-day supply
Bio-hazard Container	Sealable bags tagged as contaminated material	Minimum 30-day supply

8. Cleaning and Disinfecting Facilities

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have conducted a risk assessment considering federal and state guidance and has made changes that will reduce possible exposure to COVID-19. All facilities will be thoroughly cleaned and disinfected routinely and prior to re-opening after exposure from an employee who is symptomatic or tested positive for COVID-19 using EPA and CDC recommended products and procedures.

Frequency is based on the level of use and risk assessment.

Area	Details	Frequency	Solution	Method
Office Area	Desks, chairs, conference rooms	After use for common rooms and daily for individual offices	Envirox Hyperfect Clorox wipes Electronic wipes	Staff use designated wipes or spray at change of shift or leaving station. Custodial after hours.

Work Cell Common Surfaces	Control buttons, tools, and other common surfaces	Start and end of shift (minimum)	Electronic wipes provided to staff	Individual staff clean during and end of shift or leaving station.
High Touch Surfaces	Door handles, phones, copiers, bathrooms, kitchens, water fountains, and benches Entrance/screening location	Continuously on a routine basis every 2-4 hours or after use if necessary	Envirox Hyperfect Clorox wipes	Porter and nighttime staff
Forklifts and other similar equipment	Areas of common interaction	Start and end of shift or change of operator	Envirox Hyperfect Clorox wipes	Cleaned by staff immediately after use.
Company Vehicles	Areas of common interaction.	Start and End of shift or change of operator.	Envirox Hyperfect Clorox wipes	Cleaned by staff who use the vehicles
Kitchen/cafeteria/Water Fountain/Locker Rooms/Bathrooms other common areas	Areas of common interaction Water fountain closed until further notice	After each time slot and in-between shows. Water fountains will be closed.	Envirox Hyperfect Clorox wipes	Porter and nighttime staff or staff who use for programs or events or use breakroom for lunch
Exhibits Hands-on and barriers of Collection exhibits (outside only)	All exhibit areas (including traveling exhibits)	At least 3 times per day with additional cleaning as needed.	Hyperfect CleanSmart Swiffer wet jet, Dish soap Novus, Simple Green, glass cleaner	Exhibit, Custodial and trained floor staff.
Exhibits Collections within barriers	All exhibits containing artifacts.	Determined by Curator of Collections,	Determined by Curator of Collections	Determined by Curator of Collections

9. Symptoms of COVID-19

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have taken the steps to minimize exposure of COVID-19 by providing training and educating employees on protective behaviors that reduce the spread of COVID-19. Part of our education is learning the symptoms of COVID-19.

Beyond these best practices, we require employees to report to their managers or supervisors immediately if they 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 a Task Force Member or Workplace Coordinator.

Infection with COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or in 14 days after exposure.

10. Contact Tracing *{See Additional Resources}*

If an employee or volunteer has tested positive with COVID-19 they will be asked to complete a Contact Screening form with a member of management. The procedure will help ensure safe, sustainable, and effective quarantine of contacts to prevent additional transmission. The procedure will include but is not limited to:

- Trace and monitor contacts of infected people.
- Notify them of their exposure.

11. Social Distancing

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and visitors by implementing social distancing at all facilities. Social distancing will include but is not limited to:

- Restricting the number of workers and volunteers present on premises to no more than is strictly necessary to perform the business's or operation's critical infrastructure functions.
- Promoting remote work to the fullest extent possible.
- Keeping workers, volunteers, and patrons who are on premises at least six feet from one another to the maximum extent possible, including for customers who are standing in line.
- Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopting policies to prevent workers and volunteers from entering the premises if they display respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19.
- Encourage employees and volunteers to use personal protective equipment and hand sanitizer on public transportation.

12. Screening Employees, Volunteers, and Visitors

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and visitors. Temperature and health screenings will be implemented at all facilities.

Employees and Volunteers –On-site self-screenings will be completed daily by employees at the start of their shift when entering Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place. See below.

Visual indicators and/or barricades will be placed in parking lots, entrances, and walkways to ensure employees enter the building at the screening location.

Visitors- Greeters at each location will ask visitors if they have had a temperature or any symptoms of COVID 19 in the past 24 hours. Visitors will be required to wear a mask unless a medical condition prohibits them from doing so.

- If the temperature is above the medically approved 100.3 F, and/or the employee exhibits visible symptoms of illness consistent with COVID-19 the employee should be sent home or placed in an isolation room, and instructed to visit a clinic for a checkup, in accordance with the health department recommendations/guidelines.
- If an employee does not accept the screening, the employee should be required to leave the building and submit a return-to-work note from a licensed physician prior to returning to work.
- If an employee is confirmed to have COVID-19, the company will inform employees in the immediate work area, keeping the affected employee anonymous.
- Exposed employees should be self-isolated for 14 days.
- If Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place receives notice that a visitor has tested positive, proper contact tracing procedures will be implemented.
- Communication to all employees needs to be delivered with a preventive approach to avoid alarm and follow ADA guidelines.

Daily self-screening procedures are in place to prevent sick or symptomatic employees from leaving their homes and decrease the likelihood of spreading infection at work. Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have done the following at all facilities.

- Distribute daily self-screening protocol to all employees.
- Prepare the HR team to receive reports of symptomatic employees.
- Review and understand protocol and adjust as necessary as guidance changes.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID 19.

13. Self-Quarantine Guidelines

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure. If employees have been exposed to a known COVID-19 infected individual, the employee

must report this contact. That employee must self-quarantine and not report to a work location (telework is allowed if approved by a manager). If an employee must self-quarantine the following guidelines must be followed.

Employees should avoid leaving home if possible, but if necessary, should practice exceedingly good hygiene and social distancing. Social distancing is staying 6ft. away from any other person. Working from home is expected to continue when possible.

Employees and volunteers are requested to remain off company property for 14 days if they have:

- COVID-19 symptoms
- Been directly exposed to COVID-19 case
- A positive test results

Guidance for employees and volunteers while self-quarantining:

- Stay away from other people in your home as much as possible.
- Do not allow any visitors.
- If you need medical attention, call ahead to ensure you are going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a visit to the doctor's office.
- When you cough/sneeze, cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds and if that's not available, clean with a hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding. Wash these items thoroughly after using.
- Clean high touch surfaces daily using a household cleaner or wipe. According to the CDC, these include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean surfaces that may be contaminated with blood, stool, or bodily fluids.
- Use an air conditioner or open window to provide good airflow in shared spaces.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, inform health care providers of any medications you will need, so they can arrange drop-offs of prescriptions. If you do not have laundry machines at home, ask health care providers to help with these services.

Return to Work after Self-Quarantine

Employees and volunteers who have been under home self-quarantine can return to work under the following conditions, consistent with WHO/CDC guidelines:

If you will NOT be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You have had no fever for at least 72 hours {that is three full days of no fever without the

- use of medicine that reduces fevers} AND
- Other symptoms have improved {for example, when your cough or shortness of breath have improved} AND
- At least 10 days have passed since your symptoms first appeared

If you WILL be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever {without the use medicine that reduces fevers} AND
- Other symptoms have improved {for example, when your cough or shortness of breath have improved} AND
- You received two negative tests in a row, 24 hours apart. Your doctor will follow local health authority or CDC guidelines.

Please contact your local HR team prior to returning to work to confirm you have met one of the above for your return and discuss documentation that may be required before you return to company premises.

Classifying Worker Exposure

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure.

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Office at Walker Place workers' risk of occupational exposure to coronavirus, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or low risk. The level of risk depends on the area of the buildings they work and contact with others or shared equipment.

Employees	Risk	Potential Exposure	Mitigation
ALL	Medium	Entrance/screening location, kitchen, water fountains, bathrooms, copiers, conference rooms	Marked waiting spots 6' apart, close kitchens, water fountains, and coffee makers, wipes available in bathrooms or install touchless flush and faucets, limit occupancy in copy areas and conference rooms to maintain social distancing, increase cleaning
Visitor Interacting Staff	Medium	Visitor interactions & surfaces.	PPE deemed necessary in all public spaces. Increase cleaning of

			hands through washing or hand sanitizer
Non-Visitor Interacting Staff	Low	Mail, paper, shared equipment.	PPE deemed necessary during staff interactions, follow safety, social distancing and cleaning policies

14. Exposure

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have taken the steps to minimize exposure of COVID-19 by providing training and educating employees on protective behaviors that reduce the spread of COVID-19. Part of our education is understanding the exposure of *COVID-19*.

Infected people can spread COVID-19 to other people. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- By touching a surface or object that has COVID-19 on it and then touching their own mouth, nose, or possibly their eyes.
- People are most contagious when they are most symptomatic {i.e., experiencing fever, cough, and/or shortness of breathe}.
- Spread is also possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus.
- The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

15. Training

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place employees will receive various levels of training on the controls, procedures, protocols, and safety requirements being used to prevent the COVID-19 at all facilities. Our plan ensures employees receive the training and information they need to stay safe while at work.

Training can be made available in small groups, emails, and in some cases by video.

Training Topic	
PPE	Use, disposal, storage, or cleaning of PPE
Screening Procedures	As detailed in Section 12
Social Distancing	Follow CDC guidelines or 6' at all times
Handwashing/Hand Sanitizer Procedures	Follow CDC guidelines and Post where appropriate in buildings
Transmissibility of COVID-19 on surfaces or in specific environments	See Additional Resources in this Plan
Symptoms of COVID-19	See Additional Links for OSHA Guide

How COVID-19 Spreads	See Additional Links for OSHA Guide
Steps All Employees can take to Reduce the Risk of Exposure	See Additional Links for OSHA Guide
Changes in Work Environment	Staggered Start Times, shift changes, Break Times, Use of Office Space, Common Areas, Walkways, Smoking areas, Travel
Cleaning Methods	Follow CDC guidelines and Post where appropriate in buildings
Policy Changes	Review new company policies prior to returning to work
Exposure Control Plan	Follow CDC guidelines and Post where appropriate in buildings
Workers' Rights and Protections	See new temporary Policies in HR manual and linked documents
De-Escalation Training	Visitor Interacting Staff and selected Managers will be trained in classes conducted by Premier Security.

16. Communication

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place have created a communication guide to keep in contact with our employees and customers during this time.

Type of Communication	Activity	Details
Determine Communication Plan During COVID-19 Pandemic for Employees	Weekly Manager's Meetings COVID Response Team Meetings	Use TEAMS or Zoom for all virtual meetings
Determine Communication Plan for Customers	Customers will be informed of confirmed COVID-19 cases by e-mail.	Collect e-mail addresses of visitor during ticket purchase or program registration. Email sent to all potentially exposed visitors within one day of discovering a confirmed case.
Update Company website	Post new COVID-19 Guidelines as needed	TBD
Update Company intranet	Updated information posted on TEAMS	COVID-19 Procedures and other documents posted to TEAMS
Determine any exterior or interior signage for customers or employees	Signage posted as appropriate	Entry Signage Employee Entry/Start of Shift Signage

		Inter facility Signage Restroom Signage
Determine Pre-Start Communication prior to Return to Work	Distribution of this Document June 11 All Staff Training	Additional updates and changes as required.
Determine First Day Back Communication	Managers conduct procedure reviews prior to first day back.	As noted.

17. Response to Concerns

Sloan Museum at Courtland, Longway Planetarium, Buick Gallery and the Administrative Offices at Walker Place expects employees to have questions and concerns upon their return to work. We will do everything we can to ensure that your concerns can be dealt with effectively and efficiently. All concerns should be reported to your manager or to a member of the COVID-19 Task Force.

Input boxes will be placed in all employee breakrooms for employees to provide anonymous concerns and reviewed by the COVID-19 Task Force weekly.

All concerns will be addressed during the Tuesday Manager’s Meeting as a standing agenda item.

Responses to all concerns will be posted weekly via e-mail to all staff.

18. Wellness

Currently Flint Cultural Center Corporation does not provide a formal Employee Assistance Plan (EAP)

20. Additional Resources

- [Contact Traceability Questionnaire](#)
- [Employee Screening Questions Template](#)
- [Employee Screening Record](#)
- [Symptoms at Work Template](#)
- [Visitor Self-Screening Questionnaire](#)
- [Michigan Safe Start Plan](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [OSHA Poster – Reducing Risk in the Workplace](#)
- [ASE COVID-19 Resource Page](#)
- [ASE COVID-19 FAQs for Employers](#)
- [ASE COVID-19 Related Events](#)
- [ASE COVID-19 Employer Response Survey Results](#)
- [ASE COVID-19 Business Impact Survey Results](#)
- [ASE COVID-19 Return-to-Work Preparations Survey Results](#)
- [ASE Virtual Work Resources](#)
- [Return-to-Work Checklist](#)
- [Multinational Employer Checklist](#)
- [Johns Hopkins Dashboard](#)

- [Employer Checklist for COVID-19 Positive Employee](#)
- [Michigan Unemployment Fact Sheet](#)
- [Payroll Protection Program Fact Sheet](#)
- [CDC/EPA Cleaning & Disinfecting Guidance](#)
- [Michigan.gov](#)
- [CDC](#)
- [OSHA](#)

ASE Member-Exclusive Resources

- [McLean & Company COVID-19 Resource Center](#)
- [CCH ANSWERS NOW](#)