

May 29, 2020

Dwelling Place Notice to Vendors



Dwelling Place of Grand Rapids takes the health and safety of our employees, residents and others seriously. In the midst of the COVID-19 pandemic, essential needs exist for work to be completed on site to maintain minimum basic operations. With the risk of exposure to COVID-19 in the workplace and to provide healthy and safe workplaces, guidance has been received and reviewed from the CDC and OSHA to prepare this notice. While further information and guidance provided through the CDC, OSHA, and other health- and work-related governmental actions and advisories continues, the outlined responsibilities for those providing services and/or supplies may be further amended based on operational needs.

RESPONSIBILITIES OF DWELLING PLACE CONTRACTED WORKERS AND SUPPLIERS

In order to minimize the impact of COVID-19 at all worksites, we do request that contracted services and suppliers provide us a copy of their "Preparedness and Response Plan". We are also providing a condensed version of Dwelling Place's plan, so that our expectations can be known and communicated with their employees who provide goods or services to us or our properties. Various housekeeping, social distancing, and other best practices at our workplace(s) have been instituted to minimize exposure to COVID-19 and prevent its spread in the workplace. Everyone must follow the protocol outlined as set forth below.

OSHA and the CDC have provided the following control and preventative 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 people who are sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

In addition, workers must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough
- Shortness of breath or difficulty breathing
- Or at least 2 of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell

If workers develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not to report to work. **Workers must immediately notify their company supervisor if they are experiencing signs or symptoms of COVID-19**, and consult their healthcare provider. Likewise, if workers come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. Dwelling Place will also attempt to identify workers who may have had close contact with individuals with COVID-19 symptoms. The company shall communicate to Dwelling Place about any of their workers who has been affected by COVID-19 and been on a Dwelling Place site or in close contact with any Dwelling Place resident or staff.

“Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines “close contact” as either:

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time;” OR
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

There is no precise definition of “prolonged period of time.” CDC estimates range from 10 to 30 minutes. To protect workers, Dwelling Place will use the lower end of this range (10 to 15 minutes of exposure) as our criteria for a “prolonged period”.

WORKSITE PREVENTATIVE MEASURES

MINIMIZING EXPOSURE FROM WORKERS

Dwelling Place will take the following steps to minimize exposure of workers to COVID-19 protective behaviors, including:

- Education on protective behaviors that reduce the spread of COVID-19 and the necessary tools for Providing and keeping records that all employees have completed training which covers workplace infection-control practices, the property use of personal protective equipment, steps the employee must take to notify their Dwelling Place supervisor and/or Human Resources of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID19, and how to report unsafe working conditions.
- **Conducting and keeping records of a daily entry self-screening protocol for all employees and contractors who enter the workplace.** (A questionnaire covers symptoms, suspected or confirmed exposure to people with possible COVID-19).
- Posting CDC information, including recommendations on risk factors at home and in the community posted at the administrative and/or residential offices, public restrooms, elevators, lobbies, etc.
- Tissues and no-touch disposal receptacles to minimize exposure to infectious secretions to be utilized
- Practice of good personal hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways to minimize exposure to COVID-19. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Do not handshake or otherwise touch another person, instead use other noncontact methods of greeting
- Exercise respiratory etiquette, including covering coughs and sneezes
- Avoid others’ phones, desks, offices, work tools and equipment, and commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use
- Avoid sharing food utensils and food with others
- Encourage and require social distancing (at least 6 feet from one another through the use of ground markings, signs, and physical barriers) to the greatest extent and appropriateness possible while in the workplace. (Each site shall have and implement a customized office and site specific plan of physical adaptations)

- Encourage minimizing ride sharing whether in vehicles or on elevators to ensure adequate ventilation. Instead of elevator, use stairs. When using public transportation, use personal protective equipment and hand sanitizer
- **Masks, gloves and other Personal Protection Equipment should be used at all times**
- Protocol for social distancing practices
 - Where normal work is within 6 feet of others, work options shall maintain appropriate separation.
 - Social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office shall be prohibited. In-person meetings shall be limited to those who are essential to the meeting and when social distancing guidelines can be maintained and generally only when the meeting could not otherwise be conducted by phone, video-conferencing, or some other format.
 - The number of workers present on site restricted to those necessary to maintain organizational operations while remaining compliant with CDC and local Health Department guidelines for work settings. Rotating on-site and remote work schedules to remain compliant with social distancing recommendations.
 - Product/supply deliveries coordinated through single drop off points whenever feasible.
 - Mail and other items received date stamped and set aside for 2 days before distribution, unless the information is deemed urgent, in which case, the materials handled with gloves.
- Workers may be assessed for risk and will be restricted from the workplace if they display symptoms of COVID-19
 - Questionnaires will be implemented/to be completed prior to entry into the workplace based upon CDC or other guidance (<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>).
 - Thermometers may be implemented/to be completed prior to entry into the workplace
 - Workers will be separated from other individuals and sent home immediately IF they have symptoms of a cough, OR shortness of breath or difficulty breathing, OR at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell)
 - Workspaces of any workers sent home will be disinfected.
 - Workers with symptoms will not be allowed to return to work without a doctor's letter verifying that they may return.
 - Communication will be necessary to provide to Dwelling Place at the time of a worker's leave and prior to their return to work after symptoms of COVID-19, if the worker has been on a Dwelling Place site or in close contact with any Dwelling Place resident or staff.
- Workers will be required to stay home if they are sick or if someone in their home is sick and/or if they have been in close contact with a confirmed or suspected case of COVID-19.
 - Workers who have symptoms of acute respiratory illness are required to stay home and not return to work until they are free of fever (100.4° F (37.8° C) or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours without the use of fever-reducing or other symptom-altering medicines.

- State and federal guidance for return to work will be followed.
- Communication will be necessary to provide to Dwelling Place at the time of a worker's leave and prior to their return to work after symptoms of COVID-19 if the worker has been on a Dwelling Place site or in close contact with any Dwelling Place resident or staff
- Protocol to follow if an employee has a confirmed case of COVID-19:
 - While maintaining confidentiality as required by the Americans with Disabilities Act (ADA), co-workers at the worksite will receive written notification within 24 hours of confirmation that another worker who has tested positive for COVID-19 and that they may have been exposed.
 - The local health department will be contacted to address workplace exposures.
 - Health reporting/recordkeeping requirements mandated by OSHA, the CDC, the local Health Department or other governmental entities will be followed.
 - Workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas will be completed. Such may require a temporary closure of all or part of the worksite to allow for deep cleaning.
 - The worker must remain at home in compliance with federal, state and local requirements for quarantine. In compliance with the recently enacted federal law called the Expanded Family Medical Leave Act, workers who qualify may be eligible to receive up to an additional 10 days of paid sick time. (Eligibility for this additional COVID-19-related support determined by company.)
 - Communications will be necessary to provide to Dwelling Place at the time of a worker's leave and prior to return to work after potential exposure to COVID-19 and local Health Department guidance followed, if the worker has been on a Dwelling Place site or in close contact with any Dwelling Place resident or staff.
- Routine environmental cleaning and disinfection will be increased.
 - Workers are to sanitize their work areas upon arrival, throughout the workday, and immediately before departure.
 - Workers are to routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, handrails, light switches, and doorknobs.
 - Disposable wipes are provided, as available, so that commonly used surfaces, work tools and equipment can be wiped down before and after each use.
 - Safety Data Sheets of all disinfectants used on site shall be maintained by Dwelling Place.
- In accordance with Executive Orders, Dwelling Place will restrict visitors who are not residents/customers with limited exceptions.
- Fair Housing note: Persons with COVID-19 may be regarded as having a disability, similar to persons with other communicable diseases or those with a documented mental or physical impairment that qualifies as a disability under the Fair Housing Act. Decisions related to the distribution and use of personal protective equipment (PPE) should be made consistent with provisions within the Act. Maintaining fairness and consistency with all residents in the implementation of this plan will limit the risks of discriminatory claims.