



To: Dwelling Place Staff
From: Denny Sturtevant *DS*
Re: COVID 19 Workplace Plan
Date: June 25, 2021

I am writing to offer an overview and update of our workplace safety requirements following changes in federal, state, and local policies and guidance in this phase of the COVID 19 pandemic. As of June 22nd, with a positive infection rate from tests of less than 2% in Michigan, Governor Whitmer announced a roll back in virtually all pandemic restrictions in Michigan. The Michigan Occupational Safety and Health Office (MIOSHA) that regulates health and safety issues in the workplace has recently taken similar action.

Based on the latest guidance from MIOSHA, I am pleased to announce Dwelling Place will follow suit and remove most of the restrictions for our offices that have been in place for many months, including the need to maintain a COVID – 19 Preparedness Plan.

We are still required to comply with MIOSHA's General Duty Clause to ensure the safety and health of employees to the greatest extent possible and Federal OSHA Emergency Temporary Standards for Health care related to COVID 19. While most of the COVID 19 restrictions have been lifted, Dwelling Place intends to follow recommendations from MIOSHA to maintain some voluntary, precautionary protocols to protect employees and guests who are unvaccinated and/or have underlying health conditions.

The purpose of this memo is to highlight some of the major changes we are implementing and explain how these will affect your work with Dwelling Place. The changes are summarized below.

1. All employees are welcome to return to work effective immediately, except employees experiencing symptoms of COVID 19 infection, as defined by the Center for Disease Control (CDC) or if you have been exposed to someone with COVID 19. Information related to the latest CDC guidelines can be obtained by contacting Justin Rhodes in Human Resources.
2. Employees who present evidence to Human Resources (copy of your COVID 19 vaccination card) documenting they are fully vaccinated will no longer be required to wear face masks or to practice social distancing in the workplace.
3. Masks will also not be required of unvaccinated employees or guests in the following circumstances:
 - a. When a guest is younger than 2 years old
 - b. When an employee or guest reports that they cannot medically tolerate a face mask
 - c. When an employee or guest is eating or drinking

- d. When an employee or guest is asked to temporarily remove their mask for identification purposes, or
 - e. When an employee or guest is communicating with someone who is deaf, deafblind, or hard of hearing and whose ability to see the mouth is essential to communication.
4. All other employees, who are not fully vaccinated and who do not qualify for one of the exemptions above, are expected to wear face masks and to practice social distancing at all times, except when in your private office or work cubicle and no one else is present.
 5. Dwelling Place will establish a protocol for in-office meetings to allow guests who report that they have been vaccinated to participate in meetings without masks. Guests who report that they have not been vaccinated will be asked to wear face masks and social distance in these meetings. Dwelling Place will continue to offer access to disposable face masks and other PPE for employees and guests who are required to wear them or prefer to continue to use them, vaccinated or not.
 6. Dwelling Place will offer paid time off to allow unvaccinated employees time to receive a COVID 19 vaccination if they wish to. Human Resources may be contacted about available vaccinations for COVID - 19 and ask about opportunities for paid leave to get vaccinated and/or recover from any side effects, if needed.
 7. Employees will no longer be required to complete daily COVID 19 surveys.
 8. Vendors and other guests will no longer be required to complete COVID 19 surveys, except that they may be asked if they are vaccinated or not and maybe asked to wear a face mask and social distance if they indicate they have not been vaccinated. PPE can be provided by Dwelling Place if an unvaccinated vendor or guest does not have their own.
 9. Employees (vaccinated or not) who wish to maintain social distancing within their private office area/cubicle, may request that other employees practice social distancing while in their private office area/cubicle. This accommodation, which applies to social distancing only, is being offered for employees who might otherwise have some reluctance to return to work. Dwelling Place will create appropriate signage for display indicating this preference for any employee who requests it.
 10. Employees must continue to follow the protocol for sanitization, including frequent hand washing and the use of approved disinfectants for sanitizing practices.
 11. Dwelling Place will offer Employee Health and Safety training relating to new procedures and policies.

Another question being asked by some employees able to work remotely is whether Dwelling Place will continue to allow at least some remote work in the future. This is a question being asked of many employers across the United States as the COVID 19 restrictions are being reduced. We will provide a formal response to that question as soon as we complete an internal analysis of the financial and human resource costs and benefits associated with allowing some form of remote work option. In any case, the Dwelling Place Board would need to approve a permanent remote work policy before it could be implemented. This may take several months. In the meantime, the option to work at least some remote hours will remain in place for those employees who can do so effectively with approval from their supervisor and Human Resources. This accommodation is subject to change, however.

Finally, if after reviewing this memo you have any questions or concerns, please contact Justin Rhodes, our Human Resources Manager, and he will provide you with an appropriate response.

Thanks to all of you for your hard work and dedication during this past year. Let us hope for a much safer, healthier, and happy future in the remainder of 2021.