



Safely Returning Judiciary Employees to the Workplace



Continuity guidance on safely returning employees to the workplace during COVID-19



*Guide created in collaboration with:
Michigan Department of Health and Human Services
Michigan Department of Labor and Economic Opportunity
Michigan Department of Technology, Management and Budget
Office of the State Employer
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JUDICIAL HUMAN RESOURCES
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Introduction

This document guides the process for the judiciary to return employees and operations back to the workplace after changing how and where we provided services as a result of Executive Orders directing Michiganders to stay at home to reduce the spread of COVID-19. This guide will be updated as new information is received.

The Michigan Supreme Court, Court of Appeals, and State Court Administrative Office are working together in order to safely and slowly return employees and services to the workplace. Key elements of this approach include:

- A phased return of employees to the workplace;
- Continued telework by employees whose job duties can be performed remotely;
- Changes to cleaning, disinfecting, and building operations at facilities as required by the Centers for Disease Control (CDC);
- The continued reassignment or redeployment of employees to fulfill priority services;
- Continued social distancing practices in the workplace.

The Governor's Executive Orders require employers to implement appropriate safety measures before allowing employees who are not exempt from the stay at home order to return to their pre-pandemic workplaces. Prior to implementing a phased return of these employees to the workplace under the Governor's Executive Orders, agencies must have established and implemented COVID-19 exposure control plans.

How to Use This Guide

As leadership continues the gradual return of employees and services to the workplace, each division or department must work with Human Resources to identify and outline processes and procedures to do so safely and consistently.

Our methods for determining ability to return employees to the workplace is guided by the U.S. Centers for Disease Control and Prevention (CDC), Michigan Department of Health and Human Services (MDHHS), Michigan Occupational Health and Safety Administration (MIOSHA), and other health and safety guidance, and in consultation with state leadership.

This document provides the flexibility for our divisions to address unique physical environments and operations. Return to the workplace efforts must be carried out in a manner that promotes the safety of employees and the sustainability and success of conducting priority services.

Assumptions

- The safety of judiciary employees and the Michiganders we serve is the highest priority;
- State and federal public health and other guidance and decrees will dictate the pace and scope of returning employees to the workplace. The judiciary must comply with applicable Governor's Executive Orders, DHHS, CDC, and MIOSHA guidance, and other appropriate directives;
- Employees may become ill with COVID-19 after they return to the workplace;
- Returning employees to the workplace will be incremental;
- All efforts must be flexible and have the ability to stop and return to telework or other service provision methods as necessary;
- Each work division has services and employee traffic patterns based on facility layout. Social distancing measures must be implemented in areas like elevators, meeting rooms, and other common spaces;
- Leadership identifies and prioritizes return to the workplace on an operation-by-operation basis;
- Successful return of employees to the workplace requires leadership to be mindful of employee morale;
- There may be expenses to modify the workplace to provide a safe work environment;
- Decisions about which employees are returning to the workplace and which employees are continuing to work at home must be made based on legitimate business reasons.

Limitations/Considerations

Analysis of risks to employees and to services may impact return to workplace options and may limit strategies. At a minimum, divisions must consider the following risk considerations prior to returning employees to the workplace:

- Until a vaccine and antibody tests are readily accessible, agencies must continually review employee health and safety impacts and the readiness of employees to return to offices and facilities;
- Social distancing protocols are expected to remain in effect for the short and intermediate term. Employees must abide by the appropriate social distancing guidance;
- Employees must abide by hygiene practices to prevent the transmission of COVID-19 and can use other personal protective measures, such as their own cloth face coverings, as appropriate. Masks must be worn when employees when not in their office or cubicle and as they move around in the workplace;
- Processes that typically require employees to work in close contact with other individuals may be redesigned to include social distancing measures. Online tools used during telework may continue to be used in the office;

- All divisions share challenges abiding by public health guidance in common areas, including elevators and meeting spaces;
- It is anticipated that not all services can be conducted using social distancing measures, and in addition to providing face covering for employees, agencies should consider other risk management controls, including the continuation of telework;
- Divisions should anticipate the need to develop a strategy to incrementally increase occupancy of their departments consistent with operational needs. Divisions must identify the percentage of their workforce who will continue to work from home, the services that will continue to be provided remotely (no vaccine or antibody testing available), intermediate (antibody testing, but no vaccine available) and long term (antibody testing and vaccine available), and whether employees will provide these services by continuing to telework or will return to an office or facility.
- Travel restrictions are expected to remain in place. Divisions must consider this in their ability to provide services and should continue using other platforms and delivery methods to allow for education, training, or work processes to continue.

Planning Phase

Use information in [Appendix A: Planning Checklists](#) to help you plan employees' return to the workplace.

Roles and Responsibilities

Return to Full Capacity Team

Return to Full Capacity Team must include your safety coordinator (HR representative) and ensure plans to return employees to the workplace are implemented consistently, with consideration to the unique operations of each department and division.

The Return to Full Capacity Team should identify which priority services will return to the workplace first and how mitigation strategies will be used to limit the potential spread of the disease.

Return to Full Capacity Teams should:

- Establish return to workplace goals, including identification of priority services to return to the workplace and in what capacity. Update these goals as conditions change and as additional services can return to normal;
- Task relevant employees to operationalize their decisions in compliance with judiciary guidance and any applicable executive orders. This may include creating a Return to Work Task Force;
- Familiarize themselves with any risks to employees and monitor and mitigate the impact

to employee well-being;

- Monitor organizational risk as it relates to the impact on the judiciary and services;
- Regularly check with leadership, managers, security, etc., regarding implementation of the return to work plan in order to mitigate issues and irregularities.

Return to Full Capacity Team or subcommittees of the team also serves to:

- Implement return protocols for the judiciary to optimize operations while protecting the workforce, including all existing COVID-19 protocols;
- Set the operational pace and delegate tasks in order to return employees to the workplace;
- Establish a collaborative process and gather a team that includes representatives or subject matter experts from:
 - Leadership
 - Legal Counsel
 - Human Resources
 - Information Technology Departments (MSC/JIS and COA/IS)
 - Safety/Security Team
 - Business Continuity of Operations
 - DTMB Facilities Management
 - Communications

Central Service Partners and Support

Department of Technology, Management, and Budget (DTMB)

DTMB, State Facilities Administration (SFA) provides comprehensive facilities management, design/construction, and leasing services to state agencies.

The SFA – Real Estate Division (RED) provides management for leased locations. If an Agency is experiencing problems, such as noncompliance with lease terms and conditions or lack of required repairs and maintenance by the lessor, the agency should contact the DTMB, RED as soon as possible.

Examples include inadequate janitorial service, cleaning supplies, air quality, plumbing, roof leaks, or lack of maintenance and repairs. Agencies must establish and maintain historical documentation of these problems to resolve issues as well as for future lease renewal negotiations. The DTMB, RED will contact the lessor to obtain resolution of an issue and will keep the agency informed of communications. SFA, RED can assist agencies if they need to expand, contract, or relocate either within DTMB-managed space or leased space. Examples include assisting with furniture reconfiguration or alterations to space. Should additional parts and pieces of furniture be needed to minimize or enlarge cube spaces, SFA and RED will assist by

working directly with their furniture vendors to obtain needed components. SFA can also provide support to any alterations of the location including adding to or disposing of space.

For Agency owned/managed locations, this is the Agency's responsibility and can seek additional support from SFA as needed.

Technology Services

During return to workplace planning, divisions will work with Judicial Information Services (MSC & SCAO) or Information Systems (COA) to discuss changes needed to their information technology services or to plan for the return of computers, monitors, phones, routers, etc. to a workplace.

All state-owned property that was checked out and taken home must be inventoried back into the workplace.

Planning Considerations

COVID-19 Exposure Control Plan

Prior to implementing a phased return of employees to the workplace under the Governor's Executive Orders, agencies must have an established and implemented COVID-19 exposure control plan. In developing the plan, consider the following items with the Return to Full Capacity Team and, if applicable, the Return to Work Task Force. Key activities related to a plan include:

- Plan must be signed off by judiciary senior management;
- Plan must be posted in workplaces and be available to employees via hard copy or electronically;
- Notification and training about the plan must be provided;
- Managers must ensure employees' adherence to precautions;
- Employees and management must work together to ensure compliance;
- Plan must be made available upon request by regulatory authorities.

Assessing Priority Services

Agencies should review priority services and determine the services that can be conducted in a workplace using risk control strategies, including social distancing. Considerations include but are not limited to the following:

- Services that best serve Michiganders by being conducted in person, using risk control methods or other social distancing strategies;
- Services that can be provided from facilities that can accommodate social distancing strategies;

- Splitting service delivery between a minimum number of employees necessary to conduct the service from a workplace, while other employees continue to telework;
- Splitting service delivery by work shift to increase social distancing between employees and to increase the length of service hours to better serve the public;
- Services that contribute to the economic stability of the agency or state.

Assessing Facilities

The judiciary operates in a variety of locations, facilities, and unique work sites. The Return to Full Capacity Team and Return to Work Task Force, in conjunction with facilities management or DTMB, State Facilities Administration, should assess their facility's layout and operations as they plan for returning employees to the workplace. A checklist for assessing facilities is in [Appendix A](#).

Specific facility-related considerations may include but are not limited to the following:

- Space and Workflow;
- Infection Control Measures;
- Cleaning and Sanitizing;
- Signage;
- Information Technology.

Assessing Employee Status and Providing Education

Before you return employees to the workplace, you need to know their status and have a plan and messaging to provide clear communications. Use the [Education and Training Checklist in Appendix E](#).

- Determine the availability of division employees to return to the facility, taking into consideration any special adjustments or necessary accommodations;
- Plan to notify all employees and provide them direction, whether they are to resume working from home or return to the worklocation;
- Determine specific instructions to employees on returning to work (expectations, hours of work, equipment cleaning, social distancing, or PPE needed, etc.);
- Remind employees of support available through the state [Employee Service Program \(ESP\)](#);
- Communicate safety requirements, protocols, and expectations of employees to help mitigate the spread of COVID-19 in the workplace. Use the Supervisor Checklist ([Appendix B](#)) and Communication Resources ([Appendix D](#)) to certify completion.

Returning Employees to the Workplace Phase

After the COVID-19 exposure control plan is established, we will begin to implement the plan:

- Review all checklists and materials in this guide. Use the Supervisor Certification ([Appendix B](#)) to confirm planning readiness.
- Ensure signage is in place;
- Verify social distancing measures are in place;
- Verify process for health screening (see [Self-Check Guide](#), which includes the State of Michigan's MiSymptom app: <https://misymptomapp.state.mi.us>);
- Ensure you have the necessary supplies for cleaning, personal protection equipment (PPE), etc.;
- Prepare supervisors for discussions with employees and to review the supervisor checklist;
- Inform and review procedures with key staff in HR, JIS/IS, Security, Communications, custodial, facilities management, food service, etc.
- Notify employees;
- Notify constituents, visitors, and public.

Appendices

Appendix A: Planning Checklists

The following checklists do not supersede CDC or [MIOSHA guidance](#) on assessing risk and identifying appropriate administrative, engineered, or personal protective equipment controls in deterring the spread of COVID-19. Do not use these checklists in lieu of critical thinking and understanding how the guidance documents relate to your workplace, workspaces, employees, and customers.

Phased Restart

Individual return plans should consider and remain compliant with the Governor's 6 stages and be adjusted accordingly through each stage. The stages of response can be found in the [Michigan Safe Start Plan](#).

Assessing Risk and Implementing Controls

Our planning includes conducting a [risk assessment for COVID-19 pandemic emergency](#). This will help determine the level of respiratory infection risk for an employee when performing their job duties at the workplace and then appropriate measures to put in place to reduce the risk. Types of risk include:

- **Lower Risk** - Jobs that do not require contact with people known to be, or suspected of being, infected nor frequent close contact with the general public;
- **Medium Risk** - Jobs that require frequent and/or close contact with people who may be infected but are not known or suspected patients. In areas with ongoing community transmission this includes employees with frequent contact with the general public;
- **High Risk** - Jobs with high potential for exposure to known or suspected sources, including healthcare delivery and support staff, medical transport;
- **Very High Exposure Risk** - Jobs with exposure to known sources during specific medical, postmortem, or laboratory procedures.

We must implement different control measures to mitigate the spread of COVID-19, depending on the risk level. Examples of control measures include:

1. **Communications** to stress the importance of social distancing and proper hygiene practices and to educate employees on policies, procedures, and protocols;
2. **Engineered controls**, including physical barriers like clear plastic sneeze guards, where social distancing cannot be achieved or interaction with many customers throughout the day cannot be avoided;
3. **Administrative controls** to maintain social distancing, including timing of shifts, controlling the number of individuals in a space, signage, site, and task specific training, providing and requiring face coverings and PPE as appropriate to the level of risk;

As the risk of COVID-19 spread continues we must take more aggressive control measures. Outside of state employees who provide direct patient care or other 24/7 duties, most employees are at lower risk or medium risk. The appropriate controls for these positions are included below as checklists that may be used by supervisors and administrators to ensure they are providing adequate controls.

Checklist: Controls for Jobs Classified as Lower Risk

For employees who **DO NOT** have regular contact with the general public

Type of Control	Details	Notes
Engineered	Not recommended	
Administrative	Monitor public health communications about COVID- 19 recommendations and ensure employees have access to that information	
Administrative	Collaborate with employees to designate effective means of communicating important COVID-19 information	
Personal Protective Equipment (PPE)	Continue to use the PPE, if any, that is ordinarily used for job tasks	

Checklist: Controls for Jobs Classified as Medium Risk

For employees who **DO** have regular contact with the general public

Type of Control	Details	Notes
Engineered	Install physical barriers, such as clear plastic sneeze guards, where feasible	
Administrative	Provide face coverings to ill employees and vendors until they can leave the workplace. In the case of face covering shortage, use a reusable face shield that can be decontaminated	
Administrative	Keep vendors informed about symptoms and require sick vendors to minimize contact with employees	
Administrative	Where appropriate, limit vendors and public access to the worksite	
Administrative	Implement strategies to limit face-to-face contact, such as through windows, over the phone, or online	
Administrative	Communicate availability of health screening and other worker health resources	
PPE	May need to wear some combination of gloves, gown, face covering, or face shield	
PPE	Respirators in rare situations. Consult up-to-date CDC and MIOSHA resources and/or your agency's Safety Coordinator	

Infection Prevention Measures

Type of Control	Details	Notes
Isolation	Initiate processes for prompt identification and isolation of sick persons in workplace	
Face Coverings	Initiate processes to provide face coverings to employees or allow employees to bring face coverings into workplace	
Screening	Initiate health and/or temperature screening prior to entering the workplace	
Screening	Encourage employee self-screening and self-reporting procedures (temperature checks at home)	

Spaces and Workflow

In state-owned facilities, work with your facilities management, DTMB’s State Facilities Administration (SFA), to conduct a physical assessment of your spaces and the workflows within. The DTMB will assess public and shared areas in DTMB-managed buildings. The resources below provide detailed specifics about understanding the risk to employees and vendors/visitors in your space and provide guidance on the appropriate control measures to mitigate the spread of COVID-19.

Spaces and Workflow Resources

- [State of Michigan: COVID-19 Guidance for Business](#)
- [State of Michigan: COVID-19 Guidance for Individuals](#)
- [AG's Guidance to Help Determine Whether a Worker is a "Critical Infrastructure Worker"](#)
- [OSHA: Guidance on Preparing Workplaces for COVID-19](#)
- [CDC: Environmental Infection and Control Guidelines for Air Handling](#)
- [ASHRAE: Technical Resources for COVID-19 Preparedness](#)

Checklist: Space and Workflow – Social Distancing

Space	Controls	Notes
Workstations	Ensure workstations allow for employees to be at least 6 feet apart. If unable, consider relocation, remote work, or physical barriers	
Meeting and Conference Rooms	Post signage clearly stating the number of people who can occupy a room while maintaining social distancing	

Meeting and Conference Rooms	Remove or stack chairs in excess of the indicated occupancy for social distancing	
Hallways and walkways	In areas where 6 feet of distance cannot be maintained, instruct employees not to congregate	
Hallways and walkways	Use signage and/or marking tape to demonstrate 6 feet of distance within the space	
Breakrooms	Close breakrooms where social distancing is not possible	
Breakrooms	Post signage clearly stating the number of people who can occupy a room while maintaining social distancing	
Restrooms	Post signage encouraging limiting the number of users to the number that allows for social distancing	
Other spaces: workshops, storage rooms, and others	Rearrange workstations and/or time the use of adjacent stations to maintain 6 feet of distance, or implement engineering controls or administrative controls where necessary	
Elevators	Evaluate the capacity of riders that can comfortably fit with social distancing, encourage people to take the stairs	
Entrances	Schedule arrival and exit times of the workforce to allow for social distancing	

Checklist: Space and Workflow – Food Service, Dining Facilities, Canteens

Space	Controls	Notes
Food service, dining halls, canteens	Identify and implement controls to maintain social distance between operators and customers	
Food service, dining halls, canteens	Post signage indicating the number of people who can fit in the space and maintain social distancing	
Food service, dining halls, canteens	Use tape on floors to demonstrate social distancing practices	

Checklist: Space and Workflow – Facilities HVAC

Space	Controls	Notes
HVAC	In high and very-high risk settings, follow the appropriate CDC and manufacturer guidelines	
HVAC	Review and apply ASHRAE technical resources prepared for COVID-19	

Cleaning and Sanitizing

Cleaning and Sanitizing Resources

- [CDC: Cleaning and Disinfecting Your Facility](#)
- [CDC: Cleaning and Disinfection for Community Facilities](#)
- [CDC: Cleaning Vehicles from the CDC](#)
- [CDC: Cleaning and Disinfecting Your Home](#)
- [EPA: Disinfectants to use Against SARS and COVID-19](#)

The judiciary will work closely with facilities management, cleaning services, and/or landlords to develop cleaning and disinfection schedules for spaces and equipment, including:

- Enhanced cleaning of common areas and shared equipment such as copiers, conference room laptops, conference telephones, vehicles, etc.;
- Cleaning and disinfecting if a positive COVID-19 case has been confirmed in a workplace;
- For state-owned buildings, work with DTMB, State Facilities Administration (SFA), or contractors who clean the workplace to establish cleaning and disinfection schedules;
- In leased facilities where the judiciary has the responsibility of janitorial services, work with the janitorial service provider to implement changes to cleaning and disinfection schedule, per CDC guidelines;
- In leased facilities where the lessor/landlord is responsible for janitorial services, we work with the landlord to ensure cleaning and disinfection schedule aligns with CDC guidelines.

Checklist: Cleaning and Sanitizing

Space	Controls	Notes
Shared Equipment	Enhanced cleaning and disinfecting procedures for shared copiers, workspaces, conference telephones, remotes, vehicles, breakroom fridges, etc.	
Shared Spaces	Enhanced cleaning and disinfecting procedures for shared workspaces, breakrooms, bathrooms, hallways, conference rooms, etc.	
Workspaces	Direct employees to and provide supplies for employees to clean and disinfect their workspace and equipment daily. If shared, provide supplies for cleaning and disinfecting after each user.	
Personal Hygiene	Post signage and provide guidance reminding employees about appropriate hygiene practices, and provide adequate supplies, including soap, paper towels, hand sanitizer, tissues, etc.	

Entire Facility	Work with facilities staff to develop a shared understanding for what the cleaning and disinfecting procedures are after a positive COVID-19 case has been identified. Educate employees so they know what to expect before it happens.	
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Our plan for returning employees to the workplace must establish [health screening](#) protocols that prevent [sick employees](#) from entering the workplace. Under the Governor’s Executive Orders, agencies must conduct health screenings, and should do so for all employees, vendors, and visitors entering the facility. We are also encouraged by the State Employer to conduct body temperature screenings.

Signage

Signage Resources

- [CDC: signage](#) and printer friendly versions of their guidelines online
- [State of Michigan: COVID-19 Signage](#)

Checklist: Signage

Location	Content	Notes
Bathrooms	Handwashing instructions and spacing guidelines	
Breakrooms	Capacity to maintain social distancing	
Breakrooms	Instructions to cover food and beverages and remind employees to wash before and after eating.	
Other Sinks	Handwashing	
Hallways	Signage or tape on the floor demonstrating how to maintain social distancing	
Conference Rooms	Capacity to maintain social distancing	
Public Spaces and Service Areas	Signage or tape on the floor demonstrating how to maintain social distancing	
Workstations	Instructions for using personal protective equipment	
Throughout	Cover your cough	
Throughout	What to do if an employee becomes ill	

Appendix B: Certification of Readiness to Return Employees to the Workplace

The judiciary must implement the following items to ensure we are ready to recall priority services and employees to the workplace:

- The judiciary has identified priority services operations (prioritized, operational requirements enumerated, cost considered). This includes identifying the percentage or number of employees:
 - Required to work on premises;
 - Who will remain telework on a short-term, medium-term, and long-term basis;
- The judiciary has social distancing plans in place for work areas, elevators, meeting rooms, and common spaces;
- The judiciary has a plan to conduct health screenings for all employees and may do so for all vendors, contractors, and visitors. Employees returning to the building are required to complete the daily self-check form or online using the <https://misymptomapp.state.mi.us/login> and employer code 7491-7287; the information provided is compiled into a daily symptoms report and only HR has access to this confidential information.
- The judiciary has communicated [infection control protocols](#), including [handwashing](#), health screening, temperature taking, face covering wearing, and [respiratory etiquette](#), to anyone who is in the workplace;
- The judiciary has plans in place for telework, flextime, and staggered schedules in areas where social distancing is not possible;
- The judiciary has communicated travel restrictions and policies for remote meetings;
- The judiciary has consulted with facilities management, the DTMB, and/or landlord(s) to ensure extra cleaning and sanitizing schedules, needed layout changes, etc.;
- The judiciary has appropriate and sufficient signage posted denoting social distancing requirements, hygiene reminders, restrictions on public access, required conference room seating, maximum number of people allowed in each space, what to do if employees become ill, etc.;
- The judiciary has made cleaning and disinfecting supplies available to employees for maintaining their workspaces and equipment, along with adequate hygienic products such as soap, towels, and tissues;
- The judiciary has a process for employees and supervisors to report, inventory, and sanitize all judiciary-owned equipment and office furniture removed from our workplaces and subsequently returned;
- The judiciary has employee communication plans that include notifying employees of information needed BEFORE they return to the site;
- The judiciary has notified all employees how to contact the [Employee Service Program \(ESP\)](#)

if necessary;

- The judiciary has mechanisms in place to report and resolve compliance issues with safety protocols. These mechanisms are widely known to employees, either through signage or frequent verbal or written communication.

The judiciary has protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working;

[COVID Contact Tracing Policy](#)

[COVID Contact Traceability Questionnaire](#)

- The judiciary has the necessary Personal Protective Equipment (PPE) on hand to distribute to employees when necessary;
- I certify the judiciary has protocols in place to comply with Executive Orders allowing the safe return of employees to the workplace. By signing this certification, I attest my agency has followed all applicable guidance in this document, and has communicated or will communicate all relevant standards and policies to employees before they return or immediately as they return to the workplace.

LEADERSHIP SIGNATURE _____

DATE _____

Appendix C: Supervisor Checklist

Supervisors must have each employee complete the following form on their first day back in the workplace. You must review your agency protocols with your employees before they sign this form.

Welcome back! We are glad you are here.

Employee Name and ID	
Supervisor/Manager	

A. State Property

Please confirm which of the following judiciary-owned equipment you are returning to the office.

- Key card/security badges
- Mobile device (e.g. cellphone, notebook) asset# _____
- Laptop/desktop – asset # _____
- Computer Monitor
- USB flash drive
- Building keys
- Purchasing card
- Office Chair
- Other (please specify) _____

Yes No Did you clean and sanitize all equipment according to [guidelines](#)?
Specify: _____

Yes No I verify that our judiciary-owned equipment marked above has been cleaned and sanitized according to the instructions and returned to my department.

B. Communications

- Remove any modified service message on your voicemail and record a new personal greeting.
- Remove any modified services delivery message on your internal and external e-mail.
- My supervisor and I have discussed, and I understand expectations for social distancing, hand hygiene, cleaning, cloth face coverings, and other protocols to reduce the spread of COVID-19. I understand that I need to stay home if I am [sick](#).

I VERIFY I UNDERSTAND THE EXPECTATIONS FOR PERFORMING MY JOB IN THE WORKPLACE UNDER OUR NEW COVID-19 PREPAREDNESS PROTOCOLS.

Employee Signature _____ DATE _____

Supervisor Signature _____ DATE _____

Appendix D: Communications Resources

Key Messages

- We are glad to be working on getting our teams back together! It has been a difficult time for everyone and each one of us has been affected by COVID-19;
- We will work together to create and maintain a safe and healthy work environment for ourselves and our customers;
- The “COVID-19 Preparedness Plan” is posted in the workplace and online for all employees to review;
- We will need to work together to develop a plan to manage the backlog of work and set expectations for both our customers and us. It may not be possible to clear out any backlog of work in one day but developing a strategy may assist with handling the workload;
- For us to meet our mission and be successful, we need the knowledge, expertise, and contributions of everyone on the team;
- If you find it difficult to move forward, the state [Employee Service Program \(ESP\)](#) is an important resource;
- We have done a terrific job of working together. Our future success depends upon our ability to use our knowledge, creativity, flexibility, and willingness to help each other and serve the Michigan judiciary.

Appendix E: Education and Training*

Topic	Audience	Content	Date Delivered
Overview of Agency Return to Workplace Plan and Resources	All Employees	Virtual overview of: <ul style="list-style-type: none"> • The Plan (reason, certifications, etc.) • Roles and Responsibilities <ul style="list-style-type: none"> ○ Return to Full Capacity Team ○ Return to Work Task Force ○ Employees • Personal Protective Equipment • Disinfection Measures • Health Screening protocol • Isolation protocol • Social distancing protocol • Daily self-screening protocol • Self-quarantining and return to work • Visitors and contractors screening • Employee Service Program • Signage • Resources available • Q&A 	Prior to bringing services back to workplace
Health Screening	On-site Health Screening Leads and Volunteers	Virtual in-depth review of: <ul style="list-style-type: none"> • Role, responsibilities, and safety requirements for the on-site screeners • Personal Protective Equipment (PPE) for screeners and volunteers • Use of thermometers • Self-Screening (daily & on-site) • Self-Quarantine 	
HR Policies and Procedures	HR Directors, Managers, Supervisors	Virtual in-depth review of: <ul style="list-style-type: none"> • Protocols related to employee attendance • Isolation Protocol • Self-Quarantining and Return to Work Protocol • Visitors and Contractors Screening 	

*Training must be provided at no cost and during working hours. Training records shall minimally include the date(s) of the training session(s), the content or summary of the training session(s), the person(s) who received the training, and the name of the person(s) who conducted the training.

Appendix F: High Level Timeline

The following table identifies high level planning activities to prepare the work environment for a return of employees.

DATE	ACTION	PERSON/GROUP RESPONSIBLE
	Consider all activities based on the following: <ul style="list-style-type: none"> • Short term (days) • Intermediate (weeks/months) • Long term (months/years) 	
	Analyze agency workspace and ability to implement social distancing and other mitigation strategies	
	Analyze, assess, and adjust occupancy plans for workplace	
	Follow existing processes and procedures to modify workspaces taking into consideration special workspace needs.	
	MSC/JIS, COA/IS checks in equipment at designated spaces to ensure operational	
	Confirm that the judiciary is in alignment with guidance and the Governor’s Executive Orders	
	Return to Work Task Force reviews the preparedness of the workspace for returning employees (checklist)	
	Return to work begins (Phase 1) <ul style="list-style-type: none"> • Recall employees based on executive orders and ability to provide service • Daily monitoring of impact on well-being of the employee population begins • Daily monitoring of operations • Escalation paths identified and enabled • Assess supplies 	
	Reassess what is or is not working and apply to next phase	
	Return to work begins (Phase 2)	
	Other planning element considerations	

Appendix G: Resources, Websites, and Contacts

General

- [State of Michigan: Coronavirus Information](#)
- [MIOSHA: COVID-19 Frequently Asked Questions](#)
- [MIOSHA: COVID-19 Interim Enforcement Plan](#)
- [State of Michigan: Guidance for Business](#)
- [State of Michigan: Guidance for Individuals](#)
- [AG's Guidance to Help Determine Whether a Worker is a "Critical Infrastructure Worker"](#)
- [OSHA: Coronavirus Resources](#)
- [OSHA: Guidance on Preparing Workplaces for COVID-19](#)
- [OSHA: Employer Responsibility information](#)
- [CDC: Coronavirus \(COVID-19\)](#)
- [CDC: Environmental Infection and Control Guidelines for Air Handling](#)
- [ASHRAE: Technical Resources for COVID-19 Preparedness](#)

Handwashing

- [CDC: Clean Hands Save Lives](#)
- [CDC: What You Need To Know About Handwashing](#)
- [CDC: When and How to Wash Your Hands](#)

Respiratory etiquette: Cover your cough or sneeze

- [CDC: How to Protect Yourself & Others](#)
- [CDC: Coughing and Sneezing](#)

Social distancing

- [CDC: Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19](#)

Housekeeping

- [CDC: Cleaning and Disinfecting Your Facility](#)
- [CDC: Cleaning and Disinfection for Community Facilities](#)
- [CDC: Cleaning and Disinfecting Your Home](#)
- [EPA: Disinfectants to use against SARS and COVID-19](#)

Employees exhibiting signs and symptoms of COVID-19

- [CDC: What to Do If You Are Sick](#)

Training

- [MIOSHA: COVID-19 Guidance](#)
- [OSHA: Guidance on Preparing Workplaces for COVID-19](#)
- [CDC: Prepare your Small Business and Employees for the Effects of COVID-19](#)

Appendix H: Business Recovery/Quality Assurance Team

The judiciary has established an internal team comprised of one or more management representatives and the safety coordinator to periodically review the agency's COVID-19 "Safely Returning Employees to the Workplace Plan." Through this review, the team identifies lessons learned, best practices, and improvement needs stemming from judiciary communications, engineering and administrative work practice controls, and personal protective equipment used during the pandemic. This information will be forwarded to our leadership team to enhance our Continuity of Operations (COOP) Plan. This information may also be shared with the State of Michigan's Office of the State Employer.