COVID-19
Return to Work Plan
# RETURN TO WORK PLAN

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MESSAGE FROM THE PRESIDENT

Dear Grand Rapids Metrology Employees,

We are deeply committed to keeping our employees, customers and suppliers safe while working at our facilities and supporting our business.

Our Priorities as we respond to the COVID-19 pandemic are:
1. The health and well-being of our people.
2. Remaining productive to retain jobs.
3. Positioning Grand Rapids Metrology in a place of strength to emerge from this crisis stronger and more resilient than ever before.

In order to safely maintain operations, we have developed the following Return to Work Plan to be implemented throughout the company and at all of our worksites. The Plan is based on currently available information from the CDC, OSHA, and other public officials. Regular updates may be made to the plan based on updated guidance.

The purpose of Plan is to outline the steps Grand Rapids Metrology is taking to reduce the risk of exposure to COVID-19 while working.

This has been an extremely difficult and stressful time for all of us, and reestablishing a workplace where employees feel comfortable performing their jobs safely is a multi-faceted challenge. It is our goal to remain informed of the changing environment and do everything we can to protect the health and well-being of our team and those whom we come into contact with as we continue our essential and critical operations.

Sincerely,

Megan Spruit
President
GRM’s Guiding Principles

The decisions of Grand Rapids Metrology, in good times and bad, have always been guided by our Purpose and Core Values. These guiding principles helped us shape 3 Pandemic Priorities that became the foundation of our Pandemic Response and Return to Work Plans.

Our Purpose is to:
Empower people to achieve excellent results.

Core Values:
- Growth
- Unvarnished Communication
- Helpful
- Work with Purpose
- Exceed
- Joy
- Recognition

Pandemic Priorities

1. The health & well-being of our People.
2. Remaining productive to retain jobs.
3. Positioning GRM in a place of strength to emerge from this crisis stronger and more resilient then ever before.
We have identified a team of employees to monitor available U.S. Center for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance on the virus. This Return to Work plan is based on currently available guidance from the CDC, OSHA, and several other trusted sources and is subject to change, based on operational needs and updated guidance from the sources stated above.

**PANDEMIC RESPONSE TEAM:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Megan Spruit</td>
<td>President</td>
<td>P: (616) 901-0037, E: <a href="mailto:megan.spruit@grmetrology.com">megan.spruit@grmetrology.com</a></td>
</tr>
<tr>
<td>Emily King</td>
<td>Director of Finance + Administration</td>
<td>P: (616) 901-2957, E: <a href="mailto:Emily.king@grmetrology.com">Emily.king@grmetrology.com</a></td>
</tr>
<tr>
<td>Kyle Mack</td>
<td>Director of Operations</td>
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</tr>
<tr>
<td>Marc Boersma</td>
<td>Director Business Development</td>
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</tr>
<tr>
<td>Terry Benjamin</td>
<td>Technical Director</td>
<td>P: (616) 299-0954, E: <a href="mailto:terry.Benjamin@grmetrology.com">terry.Benjamin@grmetrology.com</a></td>
</tr>
</tbody>
</table>

We have also identified a Site Leader for each GRM facility, responsible for implementing and monitoring compliance to the our Return to Work guidelines - after assessing each locations’ risks, readiness and operational needs.

**GRAND RAPIDS SITE LEADERS:**

**TECHNICIANS**
- Kyle Mack
  - P: (616) 438-4510
  - E: [kyle.mack@grmetrology.com](mailto:kyle.mack@grmetrology.com)

**NON-TECHNICIANS**
- Emily King
  - P: (616) 901-2957
  - E: [Emily.king@grmetrology.com](mailto:Emily.king@grmetrology.com)

**METRO-DETROIT SITE LEADER:**
- Jennifer Turner
  - P: (734) 637-9709
  - E: [Jennifer.turner@grmetrology.com](mailto:Jennifer.turner@grmetrology.com)

**TRI-CITIES SITE LEADER:**
- Dan Garland
  - P: (989) 239-7017
  - E: [Dan.garland@grmetrology.com](mailto:Dan.garland@grmetrology.com)
OUR APPROACH TO THE PLAN (1 OF 2)

GRM’S RETURN TO WORK PLAN:

✓ Is intended to provide guidance for implementation by all Grand Rapids Metrology sites.
✓ Adheres to the Pandemic Principles outlined in GRM’s COVID-19 Exposure Prevention, Preparedness and Response Plan.
✓ Is a phased approach to de-escalation and recovery, with flexibility to allow for tailored regional implementation.
✓ Is risk-based, using data analysis/modeling to determine when to begin and how to progress to mitigate accumulated risk of infection or re-infection on site.
✓ Is consistent with US CDC and OSHA guidelines and aligns with local government orders.
✓ Is used to identify the post-peak pandemic response measures.

THE PLAN WAS DEVELOPED USING THE FOLLOWING ASSUMPTIONS:

✓ Workers must continue to report any potential signs and symptoms of COVID-19 and stay at home if ill.
✓ Additional pandemic waves may occur and must be considered in planning.
✓ Response measures may temporarily rise or be re-introduced, during an overall effort to reach full recovery.
✓ Testing methods may not be readily available in the local area. GRM will continue to monitor and evaluate relevant testing methods if/when they become available. Worker self-monitoring and reporting is expected.
✓ Government restrictions are local and vary widely.
✓ Sound illness case data may not always be available to support decision-making.
Our Approach to the Plan (2 of 2)

Our approach to Return to Work is to create a coordinated plan to safely bring employees and visitors back to the workplace.

Site Assessment:
The Pandemic Response Team and Site Leaders will assess and coordinate a return to work plan based on a set of recommended external and internal criteria to determine risks, timing and readiness.

Phased Return:
A phased plan to return to normal staffing levels in Phase 3 will be coordinated for each site, depending on the results of the assessment.

<table>
<thead>
<tr>
<th>Key Considerations</th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who returns to work</td>
<td>Individuals who by returning to work provide critical support to essential teams</td>
<td>Individuals who by returning to work can now perform their role to the full scope</td>
<td>All individuals</td>
</tr>
<tr>
<td>Social Distancing</td>
<td>Strict</td>
<td>Heightened</td>
<td>Relaxed</td>
</tr>
<tr>
<td>PPE</td>
<td>Location specific</td>
<td>Location specific</td>
<td>Location specific</td>
</tr>
<tr>
<td>Cleaning &amp; Hygiene</td>
<td>Rigorous</td>
<td>Rigorous</td>
<td>Enhanced</td>
</tr>
<tr>
<td>Common Areas</td>
<td>Closed</td>
<td>Staggered approach to limit occupancy</td>
<td>Staggered approach to limit occupancy if needed</td>
</tr>
<tr>
<td>Conference Rooms</td>
<td>Limited to those rooms where physical distancing can be observed</td>
<td>Limited to those rooms where physical distancing can be observed</td>
<td>Open</td>
</tr>
<tr>
<td>Visitors</td>
<td>Restricted</td>
<td>Restricted</td>
<td>Monitored</td>
</tr>
</tbody>
</table>

- The phases can look different in each location based on stakeholder inputs/restrictions
- Each phase will require clarity on who is impacted, what the restrictions are and how to comply

Site Criteria:
- Evidence of decreased incidence and distribution of COVID-19 illness within region/district.
- Government restrictions: Local governments have eased/removed the stay at home orders for non critical-to-operations employees

Internal Criteria:
- Site readiness and mitigation measures:
  - Business conditions support restaging/increasing workforce and regional/local plans exist for phases of increased workforce
  - Elements of facility design and key control measures have been considered including site entry, visitors, space for physical distancing, PPE, facial coverings
  - Individual self-monitoring practices should be implemented

COVID-19 Return to Work Plan
EMPLOYEE COMMUNICATIONS

RETURN TO WORK COMMUNICATION CHECKLIST FOR ALL EMPLOYEES

The Pandemic Response Team and Site Leaders will be responsible for site-specific communications to their returning employees. This checklist will provide guidance in developing those communications.

- Reinforce personal hygiene, social distancing, reporting, and other best practices regularly.
- Provide guidance, instructions for use, and access to facial coverings and other PPE, as necessary.
- Communicate regularly to employees, contractors and other key stakeholders. Assess and address employees’ emotional needs in addition to tactical aspects of the return.
- Provide a clearly communicated process for employees to follow when feeling ill at work or at home.
- Post signage reinforcing personal hygiene, social distancing, reporting, and other best practices in relevant areas.
- Institute plans for ongoing monitoring and identifying concerns for employees upon return to the workplace.
- Communicate availability of Employee Assistance Programs (EAP) and other well-being services and information helpful for return to the workplace.
- Remember, we are in this together. Continue to build an inclusive, supportive environment.

RETURN TO WORK COMMUNICATION CHECKLIST FOR REMOTE EMPLOYEES

Below are suggestions that leaders may choose to include in an email to employees in advance of returning to the workplace. Providing this information will create a more seamless transition to the workplace.

- Specific Employee Health + Safety Guidelines.
- What protections are put in place, e.g., social distancing measures, personal hygiene practices and sanitation protocols.
- Location-specific protocols and procedures, e.g., kitchen area etiquette, rules for using conferences rooms.
- Who to contact with questions. Encourage employees to share concerns and ideas.
- The timeline for the majority of employees at a location to return.
- This Return to Workplace Playbook as a resource.
- A reminder that these protocols and procedures are in place to protect coworkers, their families and their communities by preventing the spread of COVID-19.
- If you are feeling ill, please stay home.
- A commitment to ongoing communication.
- A reminder that worker health and safety is top priority.
- Consider the needs of employees not returning to work yet.
GRM Employees,

We learned [TODAY’S DATE] that one of our employees has tested positive for/contracted the novel coronavirus, COVID-19. [Identify the area(s) where and the date(s) when the employee frequently worked].

- If you develop flu or other symptoms including dry cough and fever, please contact your medical provider, and do not come to work. Notify [YOUR MANAGER AND YOUR LOCATION’S SITE LEADER] as soon as possible.

- We cannot identify the employee who tested positive for the virus because of privacy laws. However, we have gathered the names of those employees who have worked in close proximity while the ill employee was exhibiting symptoms. Those employees should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home – make sure to mention that you are a critical infrastructure worker as CDC guidelines differ for essential workers. If those resources are not available, the employees should talk to their manager about if/when to return to work. If they develop symptoms, they should remain home for at least seven days from the initial onset of the symptoms, and three days without a fever (achieved without medication) and improvement in respiratory symptoms (e.g., cough, shortness of breath).

- The health and well-being of our employees is paramount. Out of an abundance of caution, we are closing off any areas the ill employee may have spent significant time to proper clean and disinfect in an effort to minimize the exposure to other employees. The [AREA(S)] will be closed off from [DATES] for proper cleaning.

- If the closed off area(s) affect your ability to do your job, consult with your manager for additional instructions. Should you have any questions or concerns, please contact [LOCATION SITE LEADER].

You may also check the CDC COVID-19 website for additional information, and also check the local health department website.
**Employee Communications (3 of 3)**

**The Pandemic Response Team is also responsible for notifying the local health department of any confirmed positive cases of COVID-19**

<table>
<thead>
<tr>
<th>Branch</th>
<th>Bay County Health Department</th>
<th>Wayne County Health Department</th>
<th>Kent County Health Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1200 Washington Ave</td>
<td>33030 Van Born Rd</td>
<td>700 Fuller Ave NE</td>
</tr>
<tr>
<td></td>
<td>Bay City, MI 48708-5756</td>
<td>Wayne, MI 48184-2453</td>
<td>Grand Rapids, MI 49503-1918</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>(989) 895-4009</td>
<td>(313) 224-0810</td>
<td>(616) 632-7100</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:straszj@baycounty.net">straszj@baycounty.net</a></td>
<td>causterb@wayne county.com</td>
<td><a href="mailto:adam.london@kentcountymi.gov">adam.london@kentcountymi.gov</a></td>
</tr>
</tbody>
</table>

**Confidentiality Notice:** We will protect the confidentiality of our employees. Legally, we cannot identify the employee by name. DO NOT disclose to other staff or third parties the name or other personal or health information of the employee who tested positive for COVID-19.
COVID-19 PROTECTION + PREVENTION

COVID-19 Return to Work Plan
As GRM officially returns to work, we have contracted our industrial cleaning vendors at each site to sanitize the buildings in an effort to limit the spread of germs to our employees and customers.

This process, along with additional GRM preparations, include:

✓ Utilizing an Electrostatic Disinfectant Treatment to disinfect our buildings before we begin the staffing ramp up process. Sanitizing and disinfecting all areas, giving special attention to tools, workstations and equipment, restrooms, common surface areas, phones, computers and other electronics.

**NOTE:** Electrostatic Disinfectant Treatment is the process of spraying an electrostatically charged mist of hospital-grade disinfectant onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they’re aimed at.

✓ Replacing HVAC air filters or disinfecting existing filters, and increasing ventilation by opening windows or adjusting air conditioning.

✓ Putting tight controls in place on who enters and exits the site during the cleaning shutdown.

✓ Stocking a supply of disinfectant cleaning supplies, hand soap, hand sanitizer, and PPE to be located throughout each building site and our fleet of vehicles.
**Routine Cleaning + Disinfection Protocol**

GRM has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools, equipment, common areas, frequently used surfaces and other elements of the work environment, where necessary. We ask all employees to regularly clean and disinfect their work areas.

- ✓ Break/lunchroom areas will be cleaned daily.
- ✓ Any trash collected from the building must be handled using gloves.
- ✓ Restrooms will be cleaned frequently and we will ensure each bathroom remains stocked with hand soap.
- ✓ Vehicles and equipment/tools should be cleaned daily and before a change in operator.
- ✓ If an employee tests positive for COVID-19, current OSHA guidelines indicate there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Despite this guidance, GRM will clean those areas of the worksite that a confirmed-positive individual may have come into contact with before employees can access that work space again.
- ✓ GRM will ensure that any disinfection shall be conducted using one of the following:
  - o Common EPA-registered household disinfectant;
  - o Alcohol solution with at least 60% alcohol; or
  - o Diluted household bleach solutions (these can be used if appropriate for the surface).
EMPLOYEE HEALTH + SAFETY GUIDELINES (1 OF 2)

In an effort to minimize the spread of COVID-19 at work, GRM will require every employee to implement the following daily practices prior to and during work.

1. DAILY HEALTH SELF-SCREENING

- Temperature >38°C (100.4°F+)
- Frequent Unexplained Cough and/or difficulty breathing
- Unexplained Tiredness

Are you experiencing any of the following COVID-19 symptoms?

If the answer is YES you may have symptoms of COVID-19.

We ask that you please seek medical attention and contact your Manager before returning to work.

2. PERSONAL HYGIENE

- Wash your hands frequently with soap and water for at least 20 seconds
- Use antibacterial gel with 70% alcohol if you’re unable to wash your hands
- When sneezing or coughing cover your nose and mouth with the inner angle of your arm or with disposable handkerchief
- Frequently clean and disinfect your work area and shared equipment.
- Don’t touch your face including your mouth, ears, eyes and nose

3. SOCIAL DISTANCING

- Keep a distance of 6 feet between people
- Avoid physical contact such as handshakes, kissing and hugging
- Avoid crowded areas when possible
- Use appropriate PPE when social distancing is not possible
- Avoid contact with anyone who is sick
EMPLOYEE HEALTH + SAFETY GUIDELINES (2 OF 2)

In an effort to minimize the spread of COVID-19 at work, GRM will require every employee to implement the following daily practices prior to and during work.

4 PERSONAL PROTECTION EQUIPMENT (PPE)

FACE COVERING / MASK
The CDC advises the use of a simple cloth face covering to slow the spread of COVID-19 when social distancing requirements of 6 feet between people cannot be met. GRM will supply face coverings in compliance with CDC + OSHA criteria.

GRM does not recommend wearing a mask all day UNLESS performing a task that does not permit 6 foot social distancing.

NOTE: The CDC does not currently recommend that healthy people wear N95 respirators to prevent the spread of COVID-19 – Employees should reserve N95 masks if required by the work and if available.

GLOVES
Gloves are not required or recommended except for: specific tasks where gloves are required, when handling trash, when mandated by law.

Note: The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.

5 ADDITIONAL GUIDELINES

✓ Stay home if you’re sick!
✓ Limit business travel to Essential work only with prior approval from your Manager.
✓ Minimize ride-sharing. If you must share a vehicle, wear a face covering, ensure proper ventilation, and disinfect vehicle after use.
✓ Limit the sharing of equipment, tools and technology devices. To the extent they must be shared, properly clean and disinfect between uses.
The U.S. Centers for Disease Control and Prevention (CDC) continues to study the spread and effects of the novel coronavirus across the United States and on April 3, 2020, issued new recommendations. The new recommendations are that **individuals should wear cloth face coverings in public settings where other social distancing measures (6 ft between individuals) are difficult to maintain** (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.

The most effective way to control the spread of the virus and to protect the health of high-risk groups such as senior citizens and those with compromised immune systems is to practice social distancing, frequently and thoroughly wash your hands and avoid touching your face.

The improper use of face masks or facial coverings may create more risk because individuals may not properly clean them, may feel an inflated sense of protection and let their guard down with social distancing practices, handwashing, or may in fact touch their face more frequently as they adjust their mask.

### HOW TO WEAR A FACE COVERING PROPERLY

**Disposable Mask / Face Covering**

**Cloth Mask / Face Covering**
When performing work within occupied buildings (enclosed customer plants, for example), be aware of unique hazards relating to COVID-19 exposure and take appropriate precautions.

If the company has specific COVID-19 requirements/restrictions, GRM employees will read, understand and comply with the specific guidelines.

If no guidelines are given or if they appear not to be sufficient to protect and prevent exposure, GRM Employees should take an overly-cautious approach to protecting ourselves and those around us. We’re visitors, and it’s important we show respect to our fellow man (and woman). Let common sense and your best judgement guide you.

**BEST PRACTICES INCLUDE:**

**PERSONAL HYGIENE**
Wash or sanitize hands immediately before starting and after completing the work.

**SOCIAL DISTANCE + PPE**
Stay 6 feet away from people and wear appropriate PPE (including face covering) while in prolonged close contact with another person.

**CLEAN + DISINFECT**
Clean any necessary tools and equipment before and after using them.

**VEHICLE MANAGEMENT**
Clean and disinfect vehicle surfaces before and after every use. Minimize ride-sharing, but if you must share vehicles, wear a face covering while in the vehicle.
VISITOR HEALTH + SAFETY GUIDELINES

Visitors to GRM locations will continue to be limited to only those performing necessary activities.

All other Visitors should remain within 6 ft of the building entrance, and if possible, be coordinated in line with minimal contact and cleaning protocols.

If Visitors’ necessary activities require access to the building, they must completely answer the following questions:

1. Have you been confirmed positive for COVID-19?

2. Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?

3. Have you been in close contact with any person who has been confirmed positive for COVID-19 in the last 14 days?

4. Have you been in close contact with any person who is exhibiting acute respiratory illness symptoms in the last 14 days?

If the Visitor answers “YES” to any of the questions above, he/she should not be permitted to access the building.

Visitors are expected to provide their own PPE, as necessary.
COVID-19 Exposure Response

COVID-19 Return to Work Plan
SCENARIO #1 EMPLOYEE GUIDANCE:

IF YOU EXHIBIT SYMPTOMS OF COVID-19

1. If you are already home, **Stay Home and follow CDC Guidelines for Self-Isolation** / If you are working, Go Home Immediately and Self-Isolate,

2. **Call your healthcare provider** to seek testing and treatment,

3. **Call your Site Leader** to notify them of the situation - If you cannot reach your Site Leader, call a member of the Pandemic Response Team,

4. Work with your Site Leader to **identify possible exposure to others through close contact** while you were exhibiting symptoms,

5. **Remain home until you are symptom-free** for 72 hours (3 full days) without the use of fever-reducing medication,

6. Once you’re symptom-free for 72 hours, you may be eligible to Return to Work. **Call your Site Leader** to be officially cleared (may require a doctor’s note) and **schedule your return to work date**.

*Remember that GRM’s #1 Priority is the health and well-being of our people.*

*If you have questions or need assistance navigating this process, please contact the GRM Pandemic Response Team.*

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GR / West MI Site Leader (TECHNICIANS): Kyle Mack
GR / West MI Site Leader (NON-TECHNICIAN): Emily King
MD Site Leader: Jennifer Turner
TC Site Leader: Dan Garland

Guidance based on current CDC + OSHA Recommendations
In all cases, follow the guidance of your doctor and local health department.
**Exposure Mitigation / Communication Protocol**

1. Site Leader will work with sick employee to identify co-workers and individuals the employee may have come into close contact with while ill.

2. Site Leader will inform any identified employees of their possible exposure to COVID-19 without mentioning sick employee by name.

3. Exposed employees who remain asymptomatic may continue working, with additional requirements:
   - Daily Self-Screening before reporting to work
   - Wear a face covering at all times while working
   - Keep at least 6 feet between you and another person
   - Disinfect touched surfaces frequently
   - If you feel sick, go home, notify your Manager and wait for next steps

**Cleaning + Disinfection Protocol**

In most cases, we will not need to shut down our entire facility after COVID-19 exposure. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person.

1. Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas.

2. Clean dirty surfaces with soap and water before disinfecting them with EPA-approved disinfectant solution.

3. Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.

4. You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer’s instructions for use.

**Scenario #1 Site Leader Guidance:**

**Employee Exhibits Symptoms of COVID-19**

**Cleaning + Disinfection Protocol**

In most cases, we will not need to shut down our entire facility after COVID-19 exposure. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person.

1. Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas.

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3. Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.

4. You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer’s instructions for use.

**Confidentiality Notice:** We will protect the confidentiality of our employees. Legally, we cannot identify the employee by name. DO NOT disclose to other staff or third parties the name or other personal or health information of the employee who tested positive for COVID-19.
1. **Stay Home and follow CDC Guidelines for Self-Isolation**, 
2. **Call your Site Leader** to notify them of the situation - If you cannot reach your Site Leader, call a member of the Pandemic Response Team, 
3. Work with your Site Leader to **identify possible exposure to others through close contact** while you were exhibiting symptoms, 
4. **Remain home until you meet the following Return to Work criteria:**
   a. At least 72 hours (3 full days) without the use of fever-reducing medication 
   b. At least 7 full days have passed since symptoms first appeared 
   c. If you have been hospitalized due to COVID-19, you will be eligible to Return to Work when directed to do so by your medical care provider. 
5. Once you have met the Return to Work criteria, **Call your Site Leader** to be officially cleared (may require a doctor’s note) and **schedule your return to work date**. 

*Remember that GRM’s #1 Priority is the health and well-being of our people.* 
*If you have questions or need assistance navigating this process, please contact the GRM Pandemic Response Team.*

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**Scenario #2 Employee Guidance:**

**IF YOU TEST POSITIVE FOR COVID-19**

- **GR / West MI Site Leader (TECHNICIANS):** Kyle Mack 
- **GR / West MI Site Leader (NON-TECHNICIAN):** Emily King 
- **MD Site Leader:** Jennifer Turner 
- **TC Site Leader:** Dan Garland 

Guidance based on current CDC + OSHA Recommendations

In all cases, follow the guidance of your doctor and local health department.
SCENARIO #2 SITE LEADER GUIDANCE:

EMPLOYEE TESTS POSITIVE FOR COVID-19

EXPOSURE MITIGATION / COMMUNICATION PROTOCOL
1. Site Leader will work with sick employee to identify co-workers and individuals the employee may have come into close contact with while ill.

2. Site Leader will inform any identified employees of their possible exposure to COVID-19 without specifying sick employee by name.

3. Site Leader will inform the Pandemic Response Team of a positive case. The Pandemic Response Team will send notification to all GRM employees, as well as the local health department without mentioning sick employee by name within 24 hours.

4. Per CDC Guidance for Critical Infrastructure Workers, exposed employees who remain asymptomatic may continue working, with additional requirements:
   a. Daily Self-Screening before reporting to work
   b. Wear a face covering at all times while working
   c. Keep at least 6 feet between you and another person
   d. Disinfect touched surfaces frequently
   e. If you feel sick, go home, notify your Manager and wait for next steps

CLEANING + DISINFECTION PROTOCOL
In most cases, we will not need to shut down our entire facility after COVID-19 exposure. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person.

1. Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas.

2. Clean dirty surfaces with soap and water before disinfecting them with EPA-approved disinfectant solution.

3. Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.

4. You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer’s instructions for use.

CONFIDENTIALITY NOTICE: We will protect the confidentiality of our employees. Legally, we cannot identify the employee by name. DO NOT disclose to other staff or third parties the name or other personal or health information of the employee who tested positive for COVID-19.
SCENARIO #3 EMPLOYEE GUIDANCE:

IF YOU COME IN CLOSE CONTACT* WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19

* CLOSE CONTACT is defined as being within 6 feet of a confirmed-positive COVID-19 individual, or an individual currently exhibiting COVID-19 symptoms, for greater than 10 minutes.

A. If you were exposed to close contact and are exhibiting symptoms of COVID-19, follow the guidance in Scenario #1 on Page 20.

B. If you were exposed to close contact but are NOT exhibiting symptoms of COVID-19, you may continue to work, while following the guidance below for a period of 14 days:

1. Inform your Site Leader of the close contact and Conduct Daily Self-Screenings for temperature and symptoms before arriving to work.
2. While at work, wear a mask or facial covering at all times.
3. Maintain at least 6 ft from another person while working, Practice good hygiene and regularly Disinfect touched surfaces.
4. If you become sick during the day, go home immediately, notify your Site Leader or a member of the Pandemic Response Team, follow the guidance in Scenario #1 on Page 20.

Remember that GRM’s #1 Priority is the health and well-being of our people.

If you have questions or need assistance navigating this process, please contact the GRM Pandemic Response Team.

GR / West MI Site Leader (TECHNICIANS): Kyle Mack
GR / West MI Site Leader (NON-TECHNICIAN): Emily King
MD Site Leader: Jennifer Turner
TC Site Leader: Dan Garland

Guidance based on current CDC + OSHA Recommendations

In all cases, follow the guidance of your doctor and local health department.
SCENARIO #3 SITE LEADER GUIDANCE:

EMPLOYEE COMES IN CLOSE CONTACT* WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19

*CLOSE CONTACT* is defined as being within 6 feet of a confirmed-positive COVID-19 individual, or an individual currently exhibiting COVID-19 symptoms, for greater than 10 minutes.

A. If Employee was exposed to close contact and is exhibiting symptoms of COVID-19, follow the guidance in Scenario #1 on Page 21.

B. If Employee was exposed to close contact but is NOT exhibiting symptoms of COVID-19, the employee may continue to work, while following the guidance below for a period of 14 days:

1. Employee must Conduct Daily Self-Screenings for temperature and symptoms before arriving to work.
2. While at work, Employee must wear a mask or facial covering at all times.
3. Employee must Maintain at least 6 ft from another person while working, Practice good hygiene and regularly Disinfect touched surfaces.
4. If Employee becomes sick during the day, Employee must notify the Site Leader who will instruct them to go home immediately and follow the guidance in Scenario #1 on Page 21.

Remember that GRM’s #1 Priority is the health and well-being of our people.

If you have questions or need assistance navigating this process, please contact the GRM Pandemic Response Team.

CONFIDENTIALITY NOTICE: We will protect the confidentiality of our employees. Legally, we cannot identify the employee by name. DO NOT disclose to other staff or third parties the name or other personal or health information of the employee who tested positive for COVID-19.
CONFIDENTIALITY NOTICE

Except for circumstances in which Grand Rapids Metrology is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable laws and to the extent practical under the circumstances.

When it is required, the number of persons who will be informed of an employee’s condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase.

Grand Rapids Metrology reserves the right to inform other employees that a co-worker (without disclosing the person’s name) has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so those employees may take measures to protect their own health.
RESOURCES

COVID-19 Return to Work Plan
EMPLEE TESTS POSITIVE FOR COVID-19

Notify Site Leader and immediately Self-Isolate at Home.

Interview Employee to identify close contacts while symptomatic and report to PRT.

Notify GRM Employees & local County Health Dept of positive case (no names) within 24 hours.

CLOSE CONTACT
Contact closer than 6 feet with a confirmed-positive COVID-19 individual, or an individual currently exhibiting COVID-19 symptoms, for longer than 10 minutes.

Returning to Work

Return to Work Criteria:
✓ Symptom-free for 72 hours,
✓ 7 days since symptom onset,
✓ Cleared by medical professional.

When criteria is met, notify Site Leader.

Confirm criteria is met & notify PRT.

Determine Return Date, Notify Site Leader & Employee.

Close Contact Work Instructions:
1. Conduct daily self-screenings prior to work – if you have any symptoms or an elevated temperature, do not come to work, notify Site Leader, & seek testing.
2. While at work, a facial covering must be worn at all times.
3. While at work, maintain at least 6 feet from any individual.
4. While at work, clean and disinfect workplace and tools regularly.

Close Contacts with NO symptoms can continue work.

Close Contacts with symptoms should Self-Isolate & seek testing.
**Employee Mental Health + Well-Being**

This COVID-19 Pandemic is stressful!

GRM is here to support you however we can. If you have questions about your options, or simply want to talk, please reach out to any member of the Pandemic Response Team.

### Healthy Ways to Cope with Stress:

- Take breaks from watching, reading, or listening to news stories, including social media.
- Take care of your body.
  - Take deep breaths, stretch, or meditate
  - Eat healthy, well-balanced meals
- Avoid alcohol and drugs
- Exercise regularly, get enough sleep
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.

When dealing with this level of anxiety, it’s important to take care of yourself.

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**Blue Cross Blue Shield Well-Being Tool**

Available to Grand Rapids Metrology Employees

Enrolled in GRM Health Insurance Benefits
No Additional Cost to Employee until 12/31/20

**BCBS Tool Features Include:**

- Coping skills during COVID-19
- Mental well-being and resilience in difficult times
- Keeping your relationships strong
- Staying connected while social distancing
- Simple ways to practice mindfulness

Visit [https://bh.mystrength.com/bcbsmcvd19](https://bh.mystrength.com/bcbsmcvd19) to create a free account through myStrength, or call the COVID-19 Crisis Hotline at (833) 848-1764.

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**Employee Assistance Program (EAP)**

Available to ALL Grand Rapids Metrology Employees
No Additional Cost to Employee

**EAP Features Include:**

- Unlimited telephone access to EAP professionals 24 / 7.
- Service for employees and eligible dependents
- Legal assistance and financial services (will preparation, legal library & online forms)
- Resources for work/life balance, substance abuse, and dependent and elder care assistance & referral services
- Access to a library of educational articles, handouts and resources via website

Visit [https://www.mutualofomaha.com/eap/](https://www.mutualofomaha.com/eap/) or call 800-316-2796 for confidential consultation and resource services.

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COVID-19 Return to Work Plan
COVID-19 Facts from the CDC

Fact 1: Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they’re not at risk for spreading the virus.

Fact 2: For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age with underlying health conditions, such as diabetes, lung disease or heart disease, are at greater risk of severe illness from COVID-19.

Fact 3: There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing or sneezing; going to the bathroom; and before eating or preparing food
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Stay home when you’re sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash

Fact 4: You can help stop the spread of COVID-19 by knowing the signs and symptoms.

- Fever
- Cough
- Shortness of breath

Seek medical advice if you:

- Develop symptoms
  - AND -
  - Have been in close contact with a person known to have COVID-19, or live in or have recently traveled from an area with ongoing spread of COVID-19. Call ahead before you go to a doctor’s office or emergency room. Tell them about your recent travel and your symptoms.

For the most up-to-date information, visit the CDC’s coronavirus disease site at: cdc.gov/coronavirus.
HELPFUL LINKS

GRM COVID-19 RESOURCES:

VPN: N Drive → COVID-19 Resources
Includes:
- GRM COVID-19 Return to Work Plan (PDF)
- GRM COVID-19 Exposure Prevention, Preparedness and Response Plan (PDF)
- FFCRA

COVID-19 INFO + RESOURCES


Occupational Safety and Health Administration / Coronavirus: https://www.osha.gov/SLTC/covid-19/


Oliver VanDyk COVID-19 Resources (OVD is GRM’s Benefits Administrator): https://ovdinsurance.com/covid/

COVID-19 Test Finder: https://www.michigan.gov/coronavirus/0,9753,7-406-98189---,00.html


EMPLOYEE WELL-BEING RESOURCES


Employee Assistance Program (EAP): https://www.mutualofomaha.com/eap/

Blue Cross Blue Shield Well-Being Tool: https://bh.mystrength.com/bcbsmcvd19