

6/30/21



The Imagine Center's COVID-19 Preparedness & Response Plan

✓ General

The following COVID-19 preparedness & response plan has been established for The Imagine Center in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces. Michael Behen, Nore Gjolaj, and Koyonne Mims have read these emergency rules carefully, developed the safeguards appropriate to The Imagine Center based on its type of business or operation, and have incorporated those safeguards into this COVID-19 preparedness and response plan.

The Imagine Center has designated one or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite COVID-19 safety coordinator(s) are Koyonne Mims and Nore Gjolaj. An on-site employee may be designated to perform the COVID-19 safety coordinator role.

The plan will be made readily available to our employees and their representatives. The plan will be made available through email, and will be placed on the company's internal network.

✓ Engineering Controls

The Imagine Center has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution

to implement.

Koy and Nore will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Engineering Control
Air purifiers in each office
Windows open (when weather permits, and when confidentiality & privacy ensured)
Air filters changed routinely

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. (name or job title) will be responsible for seeing that the correct administrative controls are chosen, implemented, and maintained for effectiveness.

The following administrative controls have been established for The Imagine Center:

Administrative Control
Workers are allowed to continue to work remotely until further notice.
Workers are encouraged to be flexible in their work hours and/or consider working remotely to prevent overcrowding in the offices.
While we may have some face-to-face meetings, we will consider having some virtual meetings if/when necessary.
Minimize the sharing of tools, equipment, and items if possible. If not possible, clinicians and office staff will be responsible for disinfecting items after use.
Clients will be placed in rooms as much as possible to prevent overcrowding in waiting areas.
Masks will be available for use at each office.
Workers, except fully vaccinated persons, must wear masks when they cannot consistently maintain six feet of separation from other individuals in the workplace.
Signs will be placed in the work area reminding employees and visitors that are not fully vaccinated to wear face coverings and maintain appropriate distancing.
Clients will be informed about symptoms of COVID-19 and sick clients will be asked to stay at home until healthy again. Encourage clients to use virtual services in the meantime.

Workers will clean areas in between appointments (wipe/spray seats, tabletops, assessment materials).

Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
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Sick leave policies will be flexible and consistent with public health guidance, so employees do not go to work sick.

Hand Hygiene

Nore Gjolaaj and Koyonne Mims will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular hand washing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, The Imagine Center shall provide employees with antiseptic hand sanitizers or towelettes. The Imagine Center will provide time for employees to wash hands frequently and to use hand sanitizer.

The Imagine Center shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

Nore Gjolaaj and Koyonne Mims will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected at least daily when no people with confirmed or suspected cases of Covid -19 have been in the space. If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, the spaces that person or person occupied must be cleaned and disinfected. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

All cleaning practices, procedures, and guidelines as they related to Covid-19 shall follow the current recommendation from the Centers for Disease Control (CDC).

● **Personal Protective Equipment (PPE)**

NOTE: Non-medical grade face coverings are technically not considered PPE. When the engineering or administrative measures described above cannot be

implemented or do not protect workers fully, The Imagine Center may require employees to use PPE to supplement other controls. The Imagine Center will determine what PPE is necessary. All PPE, including respirators (N95 filtering facepiece respirators or better, including elastomeric respirators, without exhalation valves or vents), face shields, protective gowns, and gloves, will be provided to workers at no cost.

Health Surveillance

The Imagine Center will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. Nore Gjolaj and Koyonne Mims will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, The Imagine Center will have employees self-screen for COVID-19. The Imagine Center will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Nore Gjolaj or Koyonne Mims before and during the work shift. The Imagine Center has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

- Employees exhibiting signs and symptoms of COVID-19 must report this to Nore Gjolaj or Koyonne Mims by phone or email. Employees exhibiting symptoms will be unable to return to work in office until they provide documentation of a negative COVID-19 test.

The Imagine Center will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.

- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

The Imagine Center will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

Should The Imagine Center learn of an employee, visitor, or customer with a known case of COVID-19, Nore Gjolaj or Koyonne Mims shall, within 24 hours, notify any co-workers, contractors, or clients who may have come into contact with the person with a known case of COVID-19.

The Imagine Center will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they provide documentation of a negative COVID-19 test, and/or are no longer infectious according to the latest guidelines from the CDC.

Training

The Imagine Center will train workers on, at a minimum:

- Workplace infection-control practices, including information available on vaccinations for COVID-19
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Koyonne Mims and/or Nore Gjolaj shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

Recordkeeping

The Imagine Center will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for

each employee or contractor entering the workplace.

- Records sufficient to verify vaccination status of employees asserting such.
- When an employee is identified with a confirmed case of COVID-19, record any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Nore Gjolaj or Koyonne Mims will ensure that the records are kept.