

MICHIGAN DEPARTMENT OF TECHNOLOGY MANAGEMENT & BUDGET
Michigan's Public Safety Communications System

PROCEDURE MANUAL

Date Issued: May 1, 2020

Subject: State Emergency Response - Site Access - **REVISED**

Approved by: MPSCS Management

This procedure is being put into place to ensure that MPSCS staff and our partners follow certain protocols to maintain a safe and healthy work environment during and after the COVID-19 pandemic.

MPSCS staff, vendors, and customers accessing MPSCS-owned sites shall have in their possession the following Personal Protection Equipment (PPE): Gloves, masks, antibacterial wipes and hand sanitizer (as available), and trash bags to dispose of used PPE.

The Centers for Disease Control (CDC) and the World Health Organization (WHO) advise that a virus like COVID-19 may persist on surfaces for a few hours or up to several days. This may vary under different conditions (type of surface, temperature or humidity of the environment, etc.). **Cleaning products may have different periods of time to allow the surface to be thoroughly disinfected. Please see manufacturer's guidelines on the containers or visit <https://www.epa.gov/coronavirus>.** For more information, please review CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#How-COVID-19-Spreads>

1. Maintaining a safe and healthy site:
 - a. Contact the Network Communications Center (NCC) for verification on last time site was entered.
 - i. NCC will ensure that the caller has knowledge of and has read this Policy.
 - ii. If requestor answers no, the NCC will provide this policy.
 - b. Wash your hands frequently and/or use hand sanitizer
 - c. Wear appropriate PPE as defined above.
 - d. Wipe site upon entering and exiting, including gate, lock, doorknobs, etc.
 - e. Walls and electronic equipment do not need to be sanitized.
 - f. Complete assigned tasks within site.
 - g. Discard used PPE (gloves, wipes, etc.) in a trash bag and do not leave on site.
 - i. In the event wipes are not available, a bleach/water mixture is acceptable, as well as ammonia. (Bleach and ammonia **should not be combined**.)
 1. Use of Bleach guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 2. Approved cleaners: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - h. Anyone entering the site shall adhere to the following precautions:
 - i. Maintain social distancing standards set by the CDC/WHO.
 1. Any interactions with customers will take place by phone or email, and if on-site communication is required, it is to be done 6-10 feet apart.
 - ii. Staggered start times are suggested to limit associate interaction while on site.
 - iii. Sharing of devices or tools is prohibited to prevent cross contamination.
 - iv. Each crew member will have their temperature taken and recorded at the onset of each workday **(as resources are available)**.
 - i. If you feel ill or may have been exposed to COVID-19, please use the CDC Self Checker: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html#
 - i. Follow CDC recommendations if you believe you may be sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

MICHIGAN DEPARTMENT OF TECHNOLOGY MANAGEMENT & BUDGET
Michigan's Public Safety Communications System

2. Maintaining a safe and healthy vehicle:
 - a. Vehicles should be wiped down with antibacterial wipes upon entry, including doorknobs, steering wheel, console, etc.
 - b. Only assigned driver should access the assigned vehicle.
 - c. Do not use spray disinfectants in the vehicle. You may spray it on a cloth to disinfect surfaces.

3. Maintaining a safe and healthy office when sharing workspaces:
 - a. Wash hands frequently and/or use hand sanitizer.
 - b. Wipe down entire work area, including keyboard, monitor, chair, desk, etc., prior to beginning your workday.
 - c. Use gloves and/or mask when entering other areas of the building.
 - d. Wipe down entire work area prior to leaving for the day.
 - e. Next employee arriving on duty at that work location will begin with Step 3a and repeat.
 - f. Adherence to product guidelines for site cleanliness

4. Decontamination of work sites after Stay Home/Stay Safe Order is lifted:
 - a. A cleaning service is being procured for the NCC locations.
 - b. HQ will be cleaned by current cleaning staff, with possible additional deep cleaning.
 - c. Each employee will be asked to clean their work area with cleaning products listed throughout this policy.

5. Do not leave used PPE on site. PPE should be disposed of in personal trash bag and removed from the site(s).
 - a. If available, N95 masks can be used in accordance with manufacturer guidelines.
 - b. Cloth masks can be reused after being washed and/or sanitized.
 - c. Disposable masks should only be used once. Dispose these in personal trash bag (for field staff).
DO NOT LEAVE ON SITE.
 - d. MPSCS HQ office area will be cleaned by the state cleaning service.