

COVID-19 Preparedness and Response Plan Template

Date: _____

Housing Provider Name: _____

Housing Provider Address: _____

1. COVID-19 Supervisor

- A. Housing provider appoints the following COVID-19 Supervisor who is responsible for developing and monitoring the housing provider's COVID-19 Preparedness and Response Plan.

COVID-19 supervisor name and phone number is:

- B. Housing provider has cross-trained the replacements listed below to be prepared when the above-named supervisor must stay home and/or cannot perform duties.

The replacement COVID-19 supervisors names and phone numbers are:

- C. Housing provider will communicate assignments, as needed.
- D. COVID-19 supervisor will develop, maintain and update, as necessary, a list of names and emergency contact information for each camp resident with an indication if the housing provider also employs that individual.
- E. COVID-19 supervisor will provide ongoing training to camp residents that will include:
- How to properly wear personal protective equipment.
 - How to sanitize.
 - Prevention measures for camp occupants that include:
 - Cleaning and sanitizing common use areas daily; including, but not limited to, central restrooms, laundry facilities, and communal kitchens.
 - Location of cleaning products to occupants for self-contained living units with their own kitchen, bath, and sleeping quarters.
 - Assignment of cleaning areas where individuals in isolation or quarantine are housed.
 - How to separate beds by at least six feet or more in all directions or installation of barriers between beds to shield occupants from aerosol

transmission, or other control and prevention measures between beds as approved by the Michigan Department of Agriculture and Rural Development.

- Assignment for cleaning contact areas of vehicles, machinery, equipment, and tools prior to each work shift and between users.

2. Housing

A. Housing provider or COVID-19 supervisor will educate employees in migrant worker housing facilities on the following potential risks and basic prevention measures:

- Wash hands often with soap and water for 20 seconds or use an alcohol-based hand sanitizer upon entering the housing unit, before meals, after time outside, and prior to leaving for work.
- Avoid touching face with unwashed hands especially eyes, nose, or mouth.
- Cough and sneeze into elbow or into a tissue.
- Maintain a minimum of six feet of distance between yourself and others when feasible.
- Do not share dishes, cups, or utensils.
- Handle non-disposable cooking items such as spatulas with gloves and wash in hot water with dish soap or dishwasher.
- Frequently clean and disinfect high contact surfaces like doorknobs, tables, furniture, shared bathrooms, countertops, and shared appliances.
- Cleaning supplies, such as disinfectant wipes and sprays, are provided in any shared bathroom.
- Maintain good air flow in rooms with air conditioners, fans, or open windows.
- Limit visitors to housing units to only occupants and essential visitors.
- Maintain six feet separation between beds in all directions.
- If six feet separation between beds cannot be maintained, use barriers between beds. Barriers such as plastic sheets, bed sheets, shower curtains or other materials may be used.

B. Housing provider may implement measures such as catered single serving meals or delivered groceries. Individuals who deliver groceries to person isolated due to symptoms or confirmed COVID-19 must wear appropriate personal protective equipment.

C. **Housing provider will post the following at a CENTRAL LOCATION at each camp and all employees will be trained on the contents and location of this information.**

- Emergency contact information:
 - Local Health Department contact
-

- Worker housing unit address
- _____
- Name, phone number and email of person responsible for housing.
 - Name: _____
 - Telephone: _____
 - Email: _____
- Michigan Coronavirus Hotline 888-535-6136
- Information on the location of additional sanitation supplies and personal protective equipment supplies.

3. ISOLATION HOUSING

A. Occupants with symptoms

- Occupant exhibiting symptoms will be separated in an isolated room away from others or in separate isolation housing. All areas must be well ventilated (i.e., open screened windows).
- If occupant sharing a bathroom becomes symptomatic, all others sharing the bathroom should be considered exposed until symptomatic person is appropriately evaluated and cleared.

B. Occupants confirmed positive for COVID-19 will be separated into isolation housing with separate dining and bathroom facilities that may be shared with other COVID-19 confirmed occupants.

C. Housing provider will arrange for occupants with symptoms or confirmed COVID-19 to be evaluated by medical provider.

D. Each occupant, worker, or head of family should provide housing provider with emergency contact telephone number.

E. Housing provider will report to local health department the name and address of individuals with suspected or confirmed COVID-19.

4. RESOURCES

A. **Posters:** Post signs to remind people of good practices such as

- Proper Handwashing ([English](#) & [Spanish](#)),
- Stop the Spread of Germs ([English](#) & [Spanish](#))
- Symptoms of COVID-19 ([English](#) & [Spanish](#))
- COVID-19 What to Do If You Are Sick – CDC ([English](#) and [Spanish](#))

B. **MDARD and CDC info regarding ag workers**

- [MDARD Pandemic Public Health Measures in Migrant Agricultural Worker Housing](#)

- [CDC and DOL Interim Guidance for Agricultural Workers and Housing Providers](#)
- [CDC Website: Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)