



MISSION POINT
MACKINAC ISLAND

COVID-19 Action Plan



Updated February 24, 2021

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COVID-19 Coordinators

Mission Point has several point of contact COVID-19 response coordinators:

- Michael McPherson – Director of HR (231) 651.9607
- Jimmy Hagenbaugh – Security Manager (906) 847.3030
- Charlie Hague – HR Manager (906) 847.3036

Initial Employee Screening

Mission Point is committed to doing what they can to ensure that staff and guests at the resort are safe. For this reason, Mission Point Resort will be asking everyone off property to do a health screening before arriving or returning to Mission Point. Everyone will be asked to fill out the Health Screening Checklist (see Appendix A). They will be asked to report any symptoms they are experiencing and have their temperature taken.

Daily Screening

All staff members that are living on property are being asked to fill out a survey each day they work on the Guestware application asking as to whether they have COVID-19, have been in contact with someone that is suspected of having it, or are showing the following symptoms: fever, cough, headaches, fatigue, muscle or body aches, loss of, taste or smell, sore throat, nausea, diarrhea. The staff member must respond prior to beginning their work shift. If the employee reports "all clear," then they will be allowed to work that day. If the employee experiences any symptoms listed in the survey, they must respond to the survey truthfully, contact Human Resources or Security, and cannot work. They must be symptom free for ten consecutive days. This policy will continue until CDC and LMAS guidelines recommend cessation.

Security will call to check up on anyone in quarantine due to COVID symptoms several times per day. If they don't get a response and the staff member lives on property, the Security Manager will do a wellness check on them. If a commuter is unresponsive, the Human Resources Coordinator will alert the department head to assist in contacting the employee. Each manager will also be taking the temperature of all employees with a touchless thermometer prior to them clocking in to work. They must take a photo of the thermometer and send the data to Human Resources via the application. If they have a temperature above 100.4 degrees Fahrenheit, they will be sent home and cannot work.

Symptoms of COVID-19

The following are common symptoms of COVID-19:

- Fever
- Cough
- Headaches

- Fatigue
- Muscle or body aches
- Loss of taste or smell
- Sore throat
- Nausea
- Diarrhea
- Some people that are COVID-19 positive are asymptomatic

Directions for Social Distancing, Self-Monitoring, and Self-Quarantining

Who should be taking which steps?

- Social Distancing: Everyone
- Self-Monitoring: Anyone who wants to make sure they aren't getting sick, any essential workers working at Mission Point currently, anyone living on Mission Point property during the stay at home order, and anyone who may have come in contact with a person potentially exposed to COVID or with someone who has exhibited potential COVID symptoms (those who have had close contact with a person testing positive for COVID or who are displaying potential COVID symptoms themselves must self-quarantine).
- Self-Quarantine: Anyone who is suspected of having COVID-19, has had close contact (contact lasting 15 minutes or more within 6 feet with or without a mask) with someone who has a confirmed case of COVID-19, anyone who has a confirmed case of COVID-19

Section 1: Social Distancing

- Keep six feet of space between people as much as possible.
- Avoid places at their busiest times.
- Use online, drive-through, or curbside services when possible.
- Avoid getting together in social groups.
- Work from home if possible and not considered an essential worker.

Section 2: Self-Monitoring

- Practice social distancing.
- Take and record temperature daily. Please enter this information into the Guestware application. If you are on property, either a designated wellness checker, security, or someone in your department will check your temperature and ask the wellness questions daily and will enter this information into Guestware.
- Report any temperature of 100.4 degrees Fahrenheit or above and any flu-like symptoms to the designated Wellness Checker, Human Resources Manager, Security Manger, or Human Resources Coordinator. Ensure that they also know if the employee is susceptible to allergies.
 - Symptoms of COVID-19 may include: cough, shortness of breath or difficulty breathing, chest pain, sore throat, fatigue, muscle aches, chills, headache, abdominal pain, nausea, vomiting, or diarrhea.

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- If someone that is self-monitoring develops these symptoms of illness, they will move into Self-Quarantine.
- If medical care is needed, the Mackinac Island Medical Center must be called in advance of going there.
- Household members should practice social distancing.

The LMAS District Health Department, suggests everyone monitoring their health to do so twice per day, every morning and night. They are to watch for symptoms like cough, difficulty breathing, sore throat, runny nose, or a fever and write down any symptoms they experience. They should also take their temperature twice per day and record it. They should take their temperature:

- 30 minutes after eating, drinking, or exercising.
- Six hours after taking medicines that can lower their temperature such as acetaminophen/paracetamol, ibuprofen, or aspirin.
- After the thermometer has been cleaned with soap and water.

If they have a fever of 100.4 degrees Fahrenheit or higher, cough, or trouble breathing, they should call their doctor's office before seeking care and explain their symptoms to ensure they are not life threatening. Human Resources will track the temperatures and symptoms of sick employees.

Section 3: Self-Quarantine

- Under no circumstance should someone in self-quarantine go to work or enter public places where they could come into contact with others outside of their household. They should only consider leaving home if they need medical attention or when they can be certain they will have not public contact.
- They should avoid using public transportation to get to a medical provider or emergency department.
- They should wear a mask over their nose and mouth if they must leave their house or quarantine housing.
- Employees quarantining on property will be checked daily by Security Staff or HR – the employee will be asked to take their own temperature and report the result to Security or the HR Coordinator. Offsite employees quarantining will be asked to take their own temperature and will be called daily by the Security Manager to report that temperature and any symptoms.
- Report any onset of respiratory illness to the Human Resources Coordinator including cough, shortness of breath or difficulty breathing, chest pain, sore throat, muscle aches, chills, headache, abdominal pain, nausea, vomiting or diarrhea. If these symptoms become serious, medical attention should be requested immediately.
- If medical care is needed, call the Medical Center ahead of time.
- Contact with others in the home should be minimized.
- Items should not be shared with other household members or pets such as dishes, drinking cups, silverware, towels, or bedding. After using these items, they should be washed with soap and hot water.
- Cover coughs and sneezes with a disposable tissue or the upper part of one's sleeve. Dispose of tissues in a lined trash can. They should wash their hands immediately afterward.

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- Hands should be washed frequently with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If they do not have access to soap and water, use a hand sanitizer with 60% - 95% alcohol.
- Clean any item or surface that may have blood, mucus, vomit, urine, stool or other body fluids on them.
- They need to avoid touching their eyes, nose, and mouth with unwashed hands.
- They should clean their surfaces frequently with CDC approved disinfectant sprays or wipes daily. This includes "high-touch" surfaces such as phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated.
- Household members who were not in direct contact with a person testing positive for COVID should practice self-monitoring.
- They should use a separate bathroom if possible. If a bathroom must be shared, wipe down all surfaces after the patient uses it. If the shower is shared, razors, washcloths, or body sponges should not be shared. Toothbrushes should be kept separate.
- Groceries or meals will be left at the doorstep. The quarantined employees should wait until the person dropping them off leaves before opening the door and retrieving them.
- They should not cook food for anyone other than themselves.

Managing COVID-19 in the Workplace

The following questions reflect possible situations that could occur at Mission Point and discuss the way that Mission Point staff will respond in order to keep all staff living and working on property safe:

What to do when an employee shows up to work with symptoms?

If an employee comes to work ill, they must inform their manager, a member of the HR team, and the Medical Center's 24 hour hotline at (906) 328-0010. The employee should report all symptoms they have to staff at the Medical Center. Medical personal will let the employee know whether they should quarantine in their home or go to the Medical Center. After the call with the medical professionals, they should inform the Human Resources Manager at (906) 847-3036.

The staff member will immediately be sent home if they show up to work with symptoms. If they are a commuter, they will be sent home as well, but instead of being told to call the Mackinac Island Medical Center, they will be instructed to call their Medical Professional that they usually go to for further instruction. The employee must be symptom free for 48 hours prior to returning to work and can ONLY return to work if Human Resources clears them to do so.

Anyone going to the Mackinac Island Medical Center should wear a face mask prior to leaving their residence if possible. All Mission Point staff members are encouraged to

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have some form of a face covering when they leave their residence. If someone does not have a face mask, one can be made out of cloth (see Appendix B).

If the sick employee is not instructed to visit the Medical Center, they may advise that the ill person be self-quarantined for 10 days in their room. If they share a room with others (other than a spouse), they will be quarantined in the loft, spa housing, or room 2039. Each of these rooms has its own bathroom and kitchen.

The new CDC Guidelines specify that, while the CDC continues to recommend a quarantine period of 10 days, it is now offering alternatives to shorten the quarantine period. Under the new guidelines, quarantine can end after day 10 without testing and if no symptoms have been reported during daily monitoring. While the standard 10-day quarantine period remains and is the strategy that maximally reduces the risk of post-quarantine transmission, it can be reduced to 10 days if the following two conditions exist:

- 1) The individual does not develop any symptoms or clinical evidence of COVID-19 infection during continued daily symptom monitoring for the 10 days after the last exposure.
- 2) Daily symptom monitoring continues through day 10 after the last exposure.

Persons returning adhere strictly through day 10 to all recommended, including wearing a mask, stay at least 6 feet from others, wash their hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

What to do if guests and visitors have COVID symptoms?

Mission Point employees and guests should practice social distancing and stay six feet away from others, especially from those who are having symptoms. Mission Point will provide tissues for guest in public areas such as the Front Desk, Baby Lobby, and Johnson Hall. No-touch hand sanitizer dispensers have also been installed around the property for both employees and guests to use, including next to each time clock, in the Baby Lobby, and in other areas with a high volume of employees and guests.

Lodging properties are not liable for conducting individual guest health screening. Generally, if a business has a reasonable belief that the guest poses a safety risk to the other guests and staff, it may refuse to accommodate the guest. Here is some guidance on how to handle this situation:

- Ensure management is involved by instructing staff to inform them if they have guests with symptoms checking in.
- Inform guest that you would like to accommodate them, but you have concerns about the health and safety of other guests and staff, then direct them to the nearest medical facility.
- Ensure a second staff member is present as a witness.
- The manager should prepare written statements afterwards to explain what happened and why they believe the guest posed a health risk.
- Disinfect the surfaces where the guest might have touched after they leave.

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- During the reservation process, make note if the guest is not feeling well and welcome the guest to stay with you when symptoms have subsided.
- Hang welcome signs in main points of entry encouraging only healthy stays.

If a guest is not feeling well and security is requested, the Security Manager, if on duty, will call the guest directly. Security will get as much information over the phone as possible. Such calls will ascertain answers to the following six questions: 1. Do they have a fever, 2. Do they have a cough, 3. Do they have any body aches, 4. Do they have a headache, 5. Do they have a sore throat, 6. Have they knowingly come into contact with anyone who is sick with COVID-19. Security will record said answers to these questions and provide them with the phone number for the Medical Center suggesting that they call first if they do feel the need to visit due to the severity of their symptoms. If they have severe or potentially life-threatening symptoms, security will call 911 for them.

If security does have to visit the guestroom of the person feeling ill, it should only be if absolutely necessary. Security will wear proper PPE including a face mask, goggles, and disposable gloves. They will stay six feet away from the guest. Once they are finished, they must dispose of their PPE, wash their hands, and change their clothing prior to going back to work. The name, room number, and symptoms should be tracked in case another guest has symptoms and Mission Point needs to look for a pattern.

More information about guests and COVID-19:

Will guests be temperature checked?

Guest temperature checks are not currently part of Safe Stay guidelines. This is subject to change based on CDC recommendations or if mandated by state or local governments.

What happens if an employee or guest is positive for COVID-19?

Confirmed cases of COVID-19 will be immediately reported to local health authorities in accordance with appropriate actions recommended by the CDC, and in compliance with any federal, state and local laws. For employees exhibiting symptoms of COVID-19, they will remain at home or return home in accordance with CDC guidelines. While at work, employees who notice a coworker or guest exhibiting symptoms of COVID-19 will be asked to immediately contact a manager. Trainings, consistent with CDC recommendations, will be provided to employees to ensure they are aware of all new standards and reporting mechanisms.

Will you deny a guest entry if they are sick?

If a guest reports they are sick, hotels will act in accordance with CDC guidelines in compliance with any federal, state and local laws. Confirmed cases of COVID-19 will immediately be reported to local health authorities in accordance with appropriate actions recommended by the CDC. Further, if these is a presumptive guest case of COVID-19, the guest's room will be removed from service, returning to service only after undergoing disinfecting utilizing EPA registered disinfectants within CDC guidelines. A guest who is COVID positive must quarantine in their room if they refuse to check out and leave the property.

What to do if a customer shows flu like symptoms in the restaurant.

According to the CDC, the spread of COVID-19 occurs from person-to-person that is in close contact, approximately 6 feet. Some basic steps that are taken are:

- Provide the customer with additional napkins or tissues to use when they cough or sneeze.
- Ensure alcohol-based hand sanitizer is available for customers to use.
- Employees will clean and sanitize any objects or surfaces that may have been touched.

Lodging properties are not liable for conducting individual guest health screening.

Generally, if a business has a reasonable belief that the guest poses a safety risk to the other guests and staff, it may refuse to accommodate the guest. Here is some guidance on how to handle this situation:

- Ensure management is involved by instructing staff to inform them if they have guests with symptoms checking in.
- Inform guest that you would like to accommodate them, but you have concerns about the health and safety of other guests and staff, then direct them to the nearest medical facility.
- Ensure a second staff member is present as a witness.
- The manager should prepare written statements afterwards to explain what happened and why they believe the guest posed a health risk.
- Disinfect the surfaces where the guest might have touched after they leave.
- During the reservation process, make note if the guest is not feeling well and welcome the guest to stay with you when symptoms have subsided.

How we make our Front Desk and Lobby area safer:

- Post signs encouraging customers to wear face coverings when in public areas.
- Post signs for social distancing at arrival points and in front desk area.
- Encouraging one person per party to check in.
- Using stickers on to maintain social distancing.
- Promote in-room-dining at restaurant entrance.
- Use clear plastic panels where social distancing is difficult between an employee and a guest at check-in.
- In a pre-arrival email, we ask personal health questions to consider before arriving and what to expect on property. We include extra precautions the business is taking to build customer confidence.
- In a post-departure email, we ask via survey about how MPR did to help the guests feel safe while on property. We seek guest feedback to improve.

Fitness Center

- At 30% capacity
- Workout machines must remain at least six feet apart

What should occur if one of Mission Point's employees just tested positive for COVID-19?

The LMAS District Health Department will notify the employee if they test positive. The employee will be instructed to stay home and self-quarantine (see "Self-

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Quarantine" on page five). Human Resources and Security should immediately be made aware of anyone that has COVID-19. The Human Resources Manager will ensure a letter of contact information, should they need anything, is left in that staff members room or quarantined space. If they have their own thermometer, they should use that. This contact information will list the phone numbers of the General Manager, Security Manager, and Human Resources Manager.

For employees living in housing – Security will deliver meals three times per day and will do a COVID-19 wellness check at each of those deliveries. For employees living off property, Human Resources will contact them daily via phone and do a wellness check. The staff member should self-monitoring (see "Self-Monitoring" on page four) their symptoms and be prepared to report their temperature during one of those daily visits or calls. These temperature readings will be recorded and saved in the COVID-19 Dropbox folder. If the employee does not answer the phone call, Security will be alerted to do a wellness check.

If the employee is quarantined in Mackinaw City instead of Mackinac Island, all the same procedures are in place. They will have food delivered to them by a staff member living in Mackinaw City, such as the Financial Controller. The wellness checks will still be made by the Human Resources Coordinator once per day. Non-responsive employees will require an in-person wellness check from local authorities.

The employees that are quarantined are asked to follow these rules:

1. You may leave your housing unit in the case of an emergency, to smoke, to let a pet out, or other necessary tasks. Please social distance from others if doing so.
2. If it is absolutely necessary to leave the housing unit, wear a facemask and avoid common areas in all the buildings on Mission Point property.
3. Do not have visitors over.
4. Stay at least six feet away from other people in the household.
5. Do not share things like towels and utensils.
6. Use standard hygiene practices and wash their hands frequently.
7. Throw all used tissues in a lined trash can.
8. Cover your mouth when you cough or sneeze.
9. Limit contact with pets and animals.
10. Clean all high-touch surfaces daily.
11. If going to the Medical Center, call first at (906) 643-8585 before going in and wear a face mask before entering the building.

The Mackinac Island Medical Center will determine when the ill employee can return to work. Once the employee has recovered from COVID-19, their room and work space or office must be thoroughly cleaned (see "Cleaning an Employee's Apartment and Office After They Are Sick" on page seventeen). All suspected or confirmed cases of COVID-19 should be reported to the Mackinac Island Medical Center by the Human Resources Manager or Coordinator.

What should occur if one of Mission Point's employee's family members has a "suspected" (but unconfirmed) case of COVID-19?

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Employees who have been in close contact to someone suspected of having COVID-19 should be in self-quarantine in their room for 10 days. If the COVID-19 positive staff member in the previous question shared a room with other employees, they too, should be quarantined for 10 days because they were in close proximity to someone with the virus. If anyone in self-quarantine starts to show symptoms, they should follow the return to work guidelines previously noted.

One of Mission Point's employees has a "suspected" (but unconfirmed) case of COVID-19. Will everyone be sent home?

Unless the employee is showing symptoms, they will not be sent home. The employee may choose to get tested on their own time at the Mackinac Island Medical Center if they would like.

What will change in the Employee Cafeteria?

- Cafeteria-style service (employee served) is permissible with barriers between guests and servers, and when employees use PPE and limit close contact between guests.
- **Coke Machine:** Wherever possible, assign a staff member to work the self-service drink stations, limit guest congregation/lines, and remove lemons and unwrapped straws from the area.
- **Coffee:** can be in closed pump carafes with signage of one use per cup.
- All salad bars and buffets must have sneeze guards in place.
- Change, wash, and disinfect utensils and containers that are handled frequently and place appropriate barriers in open areas.
- Where appropriate, floor markers are used to help employees stay six feet apart.

Those staff members working in the Cafeteria will be wash their hands and apply disposable gloves while disinfecting all the surfaces including the tables and chairs in the Cafeteria three times per day prior to each meal. After disinfection, gloves will be removed and hands washed. Single use plasticware will be used in the cafeteria to prevent staff from having to share utensils and cups.

In the cafeteria, Mission Point employees are encouraged to avoid close contact. They should stay six feet away from others while sitting at the tables. If they feel more comfortable to eat in their rooms, they can take to-go items and do so. Grab-and-Go items will be available at all meal periods. The kitchen staff will serve food to employees from the buffet line to eliminate the need for staff to touch the same serving utensils. They will always be wearing gloves while preparing and serving food. Sanitizer stations and alcohol wipes are available throughout the kitchens and service areas.

How often are public areas cleaned for guests and employees?

The housekeeping team is cleaning these areas twice per day, seven days a week. Areas that are cleaned include the Baby Lobby, Fitness Center, and public restrooms in the West end of the Conference Center, Fitness Center, War Room, Johnson Hall, and the Lower Level of Strait's Lodge. The housekeepers keep a checklist of all spaces cleaned each day and turn it in the Housekeeping Manager at the end of the week.

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When the resort is open, the staff in public areas will also clean high touch points in Johnson Hall as well as the Main Lobby every two hours.

Everything is wiped down and cleaned using Ecolab's disinfecting spray. In the Baby Lobby, the main focus is on the elevator and handrail leading up to the first floor. In the Fitness Center, all high touch points on the workout equipment and hand weights are wiped down along with the door handles. Disinfecting wipes and hand sanitizer are left in the Fitness Center. Anyone using the equipment is encouraged to wipe it down with the disinfecting wipes after use. There are many high touch points in the public restrooms that are cleaned as well including the sink faucets, counter tops, door frames, toilet paper and paper towel dispensers, and door, toilet, and urinal handles.

The Fitness Center also receives a deep clean twice per week in the off-season when it is open to the community and once per week when it is open only to Mission Point staff. In addition to wiping down all the surfaces that were listed in the previous paragraph, the deep clean will include sweeping and mopping the floor and wiping the ledges down with the disinfecting spray. There are contact tracing forms to fill out for any employee or guest using the Fitness Center.

What should we know about the limitations on restaurants/event spaces?

- Seating capacity at restaurants must be at 50%.
- The host is in charge of recording all names and phone numbers of guests that visit the restaurants for contact tracing purposes.
- No more than six people can be seated at one table
- Capacity remains limited to 100 guests and tables must remain six feet apart
- No more than 25 guests for indoor meetings and events and 300 people for outdoor events
- Indoor dining is not allowed after 11pm.
- All restaurants will have signs out front asking guests to please wear a mask and social distance in the restaurant and to not enter the restaurant if they have felt sick recently.

Responding to Calls for Sick Employees

Both the Human Resources team and the Security Manager should be informed of a sick employee. The Human Resources Manager or Coordinator will call the employee and ask them to go to or stay in their room if they have a room to themselves. If they are sharing a room with others (other than a spouse), they will be placed into one of the rooms set aside for the quarantining of staff members or a hotel room.

Whenever the Security Manager responds to a call of an employee that is feeling ill, they will ask the employee six questions via phone if possible: 1. Do you have a fever, 2. Do you have a cough, 3. Do you have any body aches, 4. Do you have a headache, 5. Do you have a sore throat, 6. Have you knowingly come into contact with anyone who is sick with COVID-19. The Security Manager will then assess whether or not their symptoms sound mild or severe. If they are mild, they, along with the health department

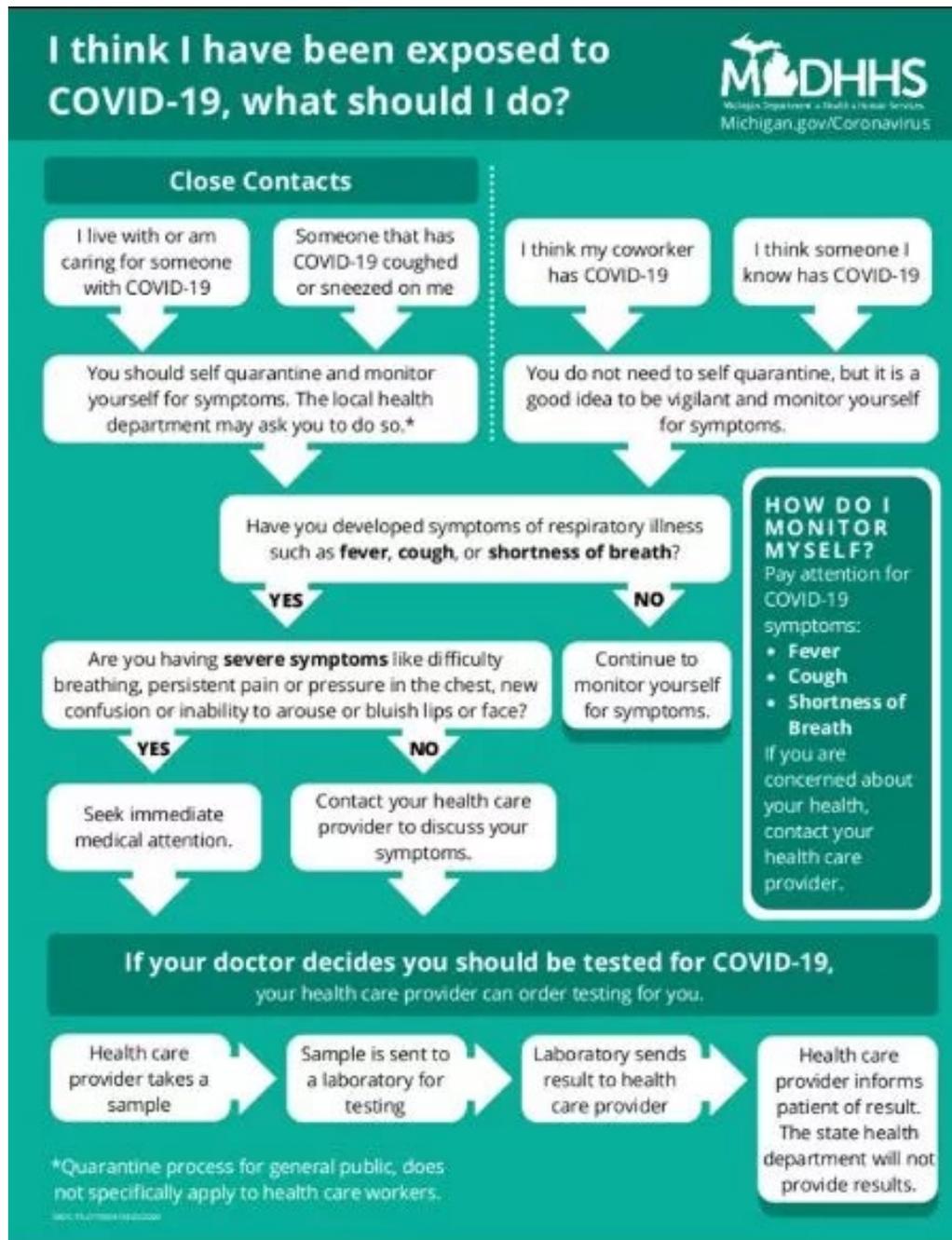
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will advise the employee to self-quarantine in their room for 10 days or until they are not contagious. If the symptoms are severe, the Security Manager will advise the employee to visit the Medical Center. The employee will call the Medical Center to alert them to their visit. Security will then relay all this information to the Human Resources department including the symptoms that this employee felt. After the encounter, the Security Manager must wash their hands and change their clothes prior to returning to work.

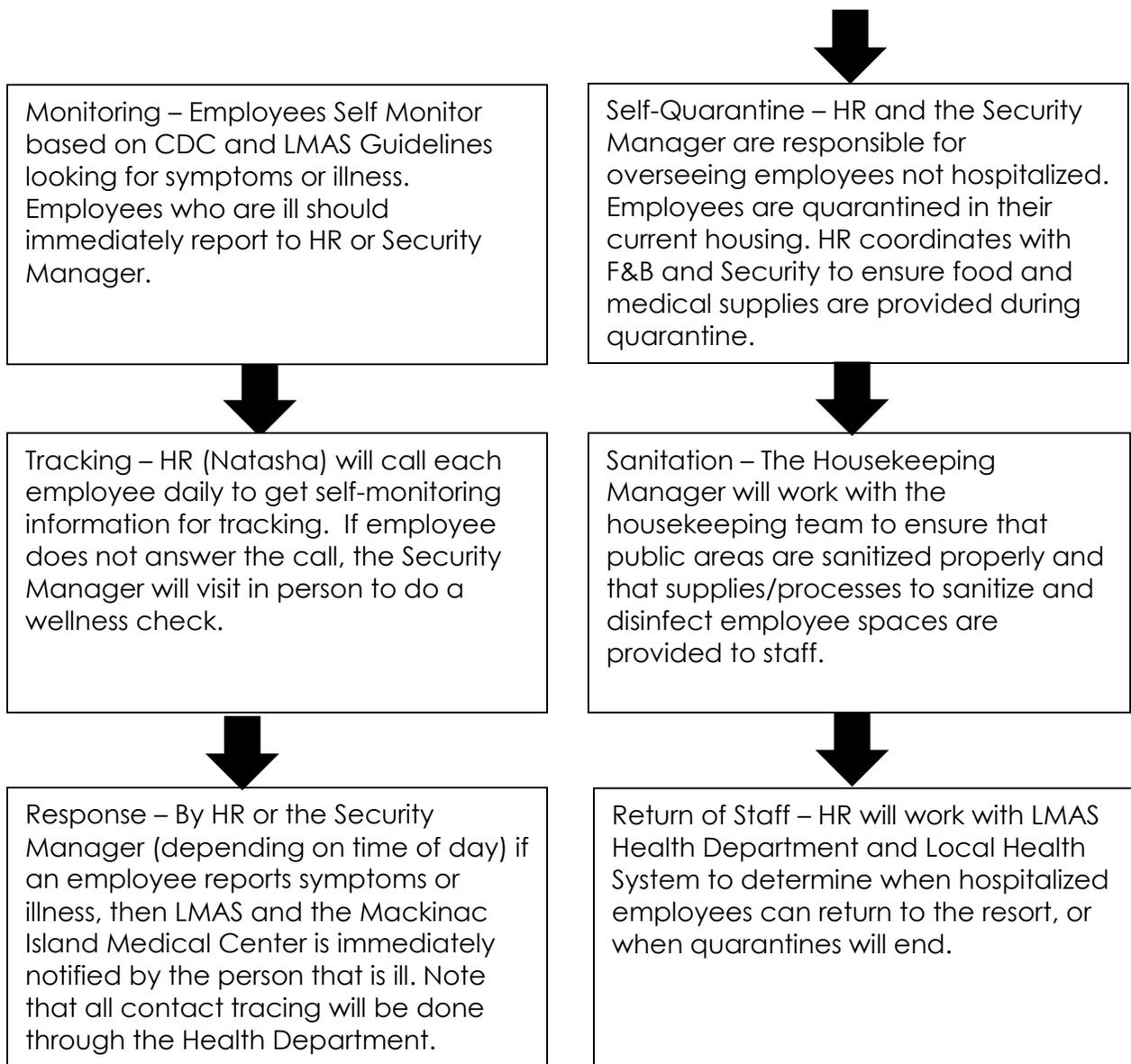
The Human Resources Coordinator is in charge of calling off property staff members in quarantine once daily during the season and is in charge of calling them daily during the offseason. The Security Staff is in charge of delivering meals to on property staff members during the season and getting wellness checks during each delivery. If Human Resources does not get an answer to their phone call, they will inform security. The Security Manager will first attempt to call the person themselves. If unsuccessful and the employee lives on property, they will wear disposable gloves, goggles, and a mask and knock on the door to ascertain whether the employee is well or not. If they do not get an answer, they will open the door. The following are possible scenarios:

- If the employee answers the door and is fine, the Security Manager will politely remind them what time of day they are supposed to answer the phone while staying six feet away from the employee.
- If the employee is not home, the Security Manager will contact Human Resources to inform them.
- If the employee is asleep, the Security Manager will wake them up without touching them if possible, to ensure that they are okay.
- If the employee is found unresponsive to verbal cues or nudging, the Security Manager will immediately dial 911 and treat the situation like any medical emergency.
- If the employee is unable to talk due to difficulty breathing, Security will dial 911 and call for EMS assistance.

What to do if someone thinks they have been exposed to COVID-19



Workflow of COVID-19 Monitoring and Response



Breakdown of Responsibilities

- Monitoring
 - All Employees must Self-Monitoring for flu-like symptoms.
 - If an employee is experiencing any, they must report it to Human Resources and the Security Manager.
 - If going to the Mackinac Island Medical Center, they request that you call them first at (906) 643-8585.
- Tracking
 - Human Resources will keep records of all employee self-monitoring calls and results in a spreadsheet stored in a Dropbox Folder under Important Safety/COVID 19/Self-Monitoring Checks.
 - The Human Resources Coordinator will call quarantined employees once per day (in a given window of time so that employees know to pick up the phone).
 - The Security Manager will be checking onsite employees who do not answer the Coordinator's call. He will knock on the door to ascertain whether the employee is well or not.
- Response/Self-Quarantine
 - If the employee is asked to self-quarantine, then the guidelines contained in the MPR COVID-19 Action Plan are to be followed with daily check-ins from the Human Resources Coordinator.
 - If an employee begins to feel ill during work, they should contact their manager. The manager will then alert the Human Resources Manager, Charlie Hague, at (906) 847-3036 during office hours or the Security Manager, Jimmy Hagenbaugh, at (906) 847-3030 or on the radio if they cannot reach the Human Resources Manager or are not calling during business hours.
 - If an employee begins to feel ill and is not at work, they will alert the Human Resources Manager, Charlie Hague, at (906) 847-3036 during office hours or the Security Manager, Jimmy Hagenbaugh, at (906) 847-3030 or on the radio if they cannot reach the Human Resources Manager or are not calling during business hours.
 - Should employees not have access to monitoring materials (thermometers) all efforts will be made to work with them to provide access. This will be coordinated through the Human Resources Manager and Security Manager. Thermometers will be stored by the Security Manager.
 - The Security Manager is responsible for ensuring all quarantined staff members have food provided, three meals per day.
- Sanitation
 - The Housekeeping Manager, Daniel Hutek, and Human Resources will work with staff to ensure that sanitation processes are communicated to onsite staff and that sanitation/sterilization supplies are provided. Daniel will continue to sanitize public areas during this shelter in place period.
- Return to Work

- This discussion on whether an employee can return to work will be with the Human Resources Manager via phone who will be following up-to-date CDC and LMAS District Health Agency guidelines.

Cleaning an Employee's Apartment/Office After They Are Sick

If an employee has a confirmed case of COVID-19, may have been exposed to someone that has COVID-19, or is experiencing flu-like symptoms, they will be moved into one of the designated quarantine rooms if they do not have their own room. Human Resources will let the housekeeping team know when the quarantine period is over and they can clean their room and/or office.

The housekeeper that is cleaning these areas should wear the proper PPE including disposable gloves and a face mask to minimize their exposure to potentially contaminated surfaces. They must remember to avoid touching their face and eyes while cleaning. To prepare for the clean, they must first open a window for proper ventilation and bring a bleach solution or appropriate disinfectant with an indication of effectiveness against viruses.

In the apartment, disposable cloths and rags will be used to wipe all bathroom surfaces and frequently touched areas, such as doorknobs, armrests, light switches, remote control, etc. Next, using the disinfectant or bleach solution, they will mop the floor from one end to the other. Finally, the bedsheets, pillow covers, and blankets must be washed in a washing machine with detergent. In the office, they will use disposable rags to wipe down frequently touched areas such as keyboards, mouse, phones, table tops, light switches, doorknobs, etc.

After cleaning out the apartment, office and/or other work space, housekeeping must throw out all used cloths, rags, and wipes into a double-lined plastic trash bag with their mask and gloves still on. Next, they can remove gloves and surgical masks and wash their hands with soap and water. Afterwards, they should shower and change their clothes.

Guidelines When Traveling to Mackinac Island on Ferry Boat

The following are recommendations for riding the Mackinac Island Ferry Lines. For more up-to-date information, please contact Starline or Shepler's Ferry Lines:

- Maintain the self-monitoring of your everyday health as recommended by the CDC. Do not board the vessel if you have a fever or any other COVID-19 related symptoms such as a cough, diarrhea, vomiting or a loss of sense of smell or taste.
- Wear a face mask in our waiting areas, in line for boarding, while physically on the vessel and during disembarking.
- While on the vessel follow the specific CDC social distancing guidelines as much as physically possible by separating into one of the various passenger

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compartments or outer deck areas of the vessel. We understand space may be limited, so please keep maximum distance between you and other passengers.

- Do not wait in indoor waiting areas with more than ten people.
- When boarding the vessel, hold your ticket with barcode facing up and out to be scanned. After it is successfully scanned, place it in the collection basket provided near the deck hand performing the scanning.

Contractors

There will be communication between the Facilities Director and the contractors that come to Mission Point. They will be sent a copy of Mission Point's COVID-19 Action Plan to read. They must wear masks while on the ferry, inside Mission Point buildings (other than the room they are staying in), while in their work space, and outside on Mission Point grounds. They must follow social distancing measures and be at least six feet away from other individuals. Their rooms will be cleaned and disinfected by the housekeepers after their stay with Mission Point. The contractors will be screened by the companies they work for, by law, so they will not be completing the health screening at Mission Point.

When Staff Should Wash/Sanitize their Hands

All departments should wash their hands prior to starting a shift, before and after eating, after using the bathroom, and at the end of their shift. Everyone on property should wash their hands at least once per hour. In addition to this, engineering must sanitize their hands after leaving a guestroom and before entering another room. Housekeeping will wash their hands in the bathroom sinks after cleaning a room and when they enter a new guestroom. Finally, the front desk agents, servers, bartenders, and retail staff must sanitize their hands after every monetary transaction and ensure they wash their hands every hour. The keyboard, mouse, and POS systems in their areas should be wiped down during every shift change.

Helpful Phone Numbers

Emergency: 911

Mackinac Island Medical Center: (906) 847-3582

- Open 10am-3pm Monday-Friday, closed on Wednesdays
- Call prior to visiting the Medical Center

Mackinac Island Medical Center COVID-19 hotline: (906) 328-0010

- Available 24 hours a day, seven days a week
- Provide screening, answer questions, and community support

State of Michigan COVID-19 hotline: (888) 535-6136

- Phone number available from 8am-5pm, seven days a week
- Email COVID19@michigan.gov, open 24 hours per day, 7 days per week
- Public health and other experts will answer health-related questions about COVID-19

LMAS District Health Agency: (906) 643-1100, extension 216

- Email is also an option: jlipnitz@lmasdhd.org or
- The Mackinac Island Medical Center will report to them any cases that are brought to their attention.

Substance Abuse and Mental Health Services Administration (SAMHSA): (800) 985-5990

- Some members of the community may be dealing with elevated levels of anxiety, depression, or emotional distress as a result of the ongoing crisis. With that in mind, here is a resource that might help.
- If anyone is struggling with this, the Substance Abuse and Mental Health Services Administration (SAMHSA) has a Disaster Distress Helpline that provides 24/7, 365-day-a-year crisis counseling and support to people experiencing emotional distress related to natural or human-caused disasters.
- The toll-free number provides confidential crisis support service from a trained crisis counselor.

Appendix A

COVID-19 Workplace Health Screening

Employee Name: _____

Date: _____ Time: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): _____ Yes _____ No

New or worsening cough: _____ Yes _____ No

Shortness of breath: _____ Yes _____ No

Sore throat: _____ Yes _____ No

Diarrhea/vomiting: _____ Yes _____ No

Current temperature: _____

If you answer "yes" to any of the symptoms listed above, or your temperature is 100.4°F or higher, please do not go into work. Self-quarantine at home and contact your primary care physician or Mackinac Island Medical Center AND let the Human Resources Manager, Security Manager, or Human Resources Coordinator know.

- You should quarantine at home for a minimum of 7 days since symptoms appear.
- You MUST have at least 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? _____ Yes _____ No

Traveled by airplane internationally or domestically (other than to Mission Point)?
_____ Yes _____ No

If you answer "yes" to either of these questions, please do not go to work. Self-quarantine at home for 14 days AND let the Human Resources Manager, Security Manager, or Human Resources Coordinator know.

Appendix B

How to Wear a Cloth Face Covering

Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape



CDC on Homemade Cloth Face Cover:

The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

The CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age two. The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.



Questions:

- Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
 - Yes. They should be routinely washed depending on the frequency of use.
- How does one safely sterilize/clean a cloth face covering?
 - A washing machine should suffice in properly washing a face covering.
- How does one safely remove a used cloth face covering?
 - Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>