



Mission Point

R E S O R T

Mackinac Island

COVID-19 Action Plan



Updated Jan 24, 2022

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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

Mask and Quarantine Policy

Although we are not requiring staff screenings at this time, we are requiring all vaccinated and unvaccinated staff to wear masks when they cannot socially distance themselves from others. Staff are encouraged to report symptoms they may be experiencing to their managers for further instruction. If a vaccinated staff member is in close contact with another staff member or guest that tests positive for COVID, they will not have to quarantine unless they are showing COVID-19 symptoms. They will be paid if they must take time off from work. If they are unvaccinated and come in close contact with another staff member or guest that has tested positive for COVID-19, they will have to quarantine without pay.

Symptoms of COVID-19

The following are common symptoms of COVID-19:

- Cough
- Sore Throat
- Trouble Breathing
- Runny Nose
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- New loss of taste or smell
- Headaches
- Fatigue
- Muscle or body aches
- Loss of taste or smell
- Nausea
- Diarrhea
- Some people that are COVID-19 positive are asymptomatic

Mask Requirement Exemptions

- Are fully vaccinated persons
- Are younger than 2 years old
- Cannot medically tolerate a face mask
- Are eating or drinking
- Are swimming

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- Are receiving a medical or personal care service for which removal of the face mask is necessary
- Are asked to temporarily remove a face mask for identification purposes
- Are communicating with someone who is deaf, deafblind, or hard of hearing and whose ability to see the mouth is essential to communication
- Are actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, and where wearing a face mask would seriously interfere in the performance of their public safety responsibilities
- Are engaging in a religious service
- Are giving a speech for broadcast or to an audience, provided that the audience is at least 12 feet away from the speaker
- Are engaging in an activity that requires removal of a mask not listed in another part of this section, and are in a facility that provides ventilation that meets or exceeds 60 ft³/min of outdoor airflow per person
- Are engaged in practice or competition where the wearing of a mask would be unsafe and are participating in a testing program specified in MDHHS's document entitled Guidance for Athletics issued May 24, 2021

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

Section 1: Social Distancing

- ALL staff are encouraged to do so
- 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.

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- 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.
- 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.

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- 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.
- 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

If You Test Positive for COVID-19

Everyone, regardless of vaccination status:

- Stay home for 5 days
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house
- Continue to wear a mask around others for 5 additional days
- *If you have a fever, continue to stay home until your fever resolves*

If You Were Exposed to Someone with COVID-19

If you:

Have been boosted

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

OR

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days
- Test on day 5, if possible
- *If you develop symptoms get a test and stay home*

If you:

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Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

OR

Completed the primary series of J&J over 2 months ago and are not boosted

OR

Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5 if possible
- *If you develop symptoms get a test and stay home*

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 and a member of the HR team. The employee should report all symptoms they have to staff at the Medical Center. The employee will decide whether to get tested.

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 can ONLY return to work if Human Resources clears them to do so.

If the sick employee is not instructed to visit the Medical Center, they may advise that the ill person be self-quarantined for five days in their room. If they share a room with others (other than a spouse), they will be quarantined in a separate area where they are isolated from other staff members. Once out of quarantine, and released by HR, they must wear a mask for five days.

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.

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- 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.
- Post 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 employee/guests be temperature checked?

Guest and employee 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 there 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.

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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.

Cleaning Guest Rooms:

- Guest Rooms in accordance with the CDC guidelines for Workers Information for Hotels, Resorts and Lodges, guestrooms occupied by the same customer over multiple days should not be cleaned daily, unless requested.
- The frequency of room cleaning during a guest's stay will be based on guest requirements.
- Cleaning and disinfecting protocols will require that particular attention is paid to high-touch, hard nonporous items including television remote controls, toilet seats and handles, door and furniture handles, water faucet handles, nightstands, telephones, in-room control panels, light switches, temperature control panels, alarm clocks, luggage racks and flooring.
- In accordance with CDC guidelines, housekeeping staff should discard all single use items provided by the hotel that were used by the guest during their stay, or left by the guest.
- If bulk personal care items are used, the cleaning staff should clean and disinfect all high touch surfaces in the room including any bulk toiletry items that may have been used or touched by guests prior to the next occupant.

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.

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- 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.

What should occur if one of Mission Point's employees has 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-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.

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. These symptoms 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.

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.

Human Resources will determine when the ill employee can return to work based on the wellness checks. 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 self-monitoring for symptoms and may choose to be tested for COVID-19. They can still work if they do not have symptoms, but it is highly recommended that they wear a mask.

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 Dining Room?

- 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.
- Back of the House Signage that supports CDC health and safety recommendations related to COVID-19 and guidance on how to avoid infection should be available in multiple languages and accessible to those with disabilities, and placed at a minimum in the employee break room and cafeteria, and other areas employees frequently enter or exit. Front and back of the house Safe Stay signage is available on the AHLA website.

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. 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.

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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.

Indoor Air Quality and Water System Check

- Indoor Air Quality & Water System Check Indoor air quality measures have never been more important than during the COVID-19 pandemic. In addition to face coverings, physical distancing, and hand hygiene and disinfecting protocols, strong air ventilation and air quality is key for mitigating the spread of COVID-19.
- Properties should ensure ventilation systems operate accordingly to their original design and provide acceptable indoor air quality for the current occupancy level for each space in accordance with CDC's COVID-19 Employer Information for Office Buildings, including:
 - Perform maintenance on air handling equipment and conduct a building systems inventory assessment.
 - Increase the percentage of outdoor air, (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).
 - Increase filtration efficiencies to the maximum supported by the equipment.
 - Consider using air cleaners with advanced filtration efficiency that have been tested to filter viruses, bacteria and ultrafine particles, such as high efficiency particulate air (HEPA) or disinfecting filtration system (DFS) units to remove contaminants in the air of poorly ventilated and high-risk areas.
 - Please refer to the CDC's Guidance for Businesses & Employers and COVID-19 Employer Information for Office Buildings for additional guidance on best practices.
 - These ventilation guidelines assume other safety measures are in place, including social distancing, use of face coverings, and disinfecting protocols.
- In addition, assessments of property water systems should be conducted in accordance with the CDC Guidance for Building Water Systems that provide a step-by-step process for reopening water systems after a prolonged shutdown. For additional information, please visit ASHRAE for more information on building operations during the COVID-19 pandemic.

Responding to Calls for Sick Employees

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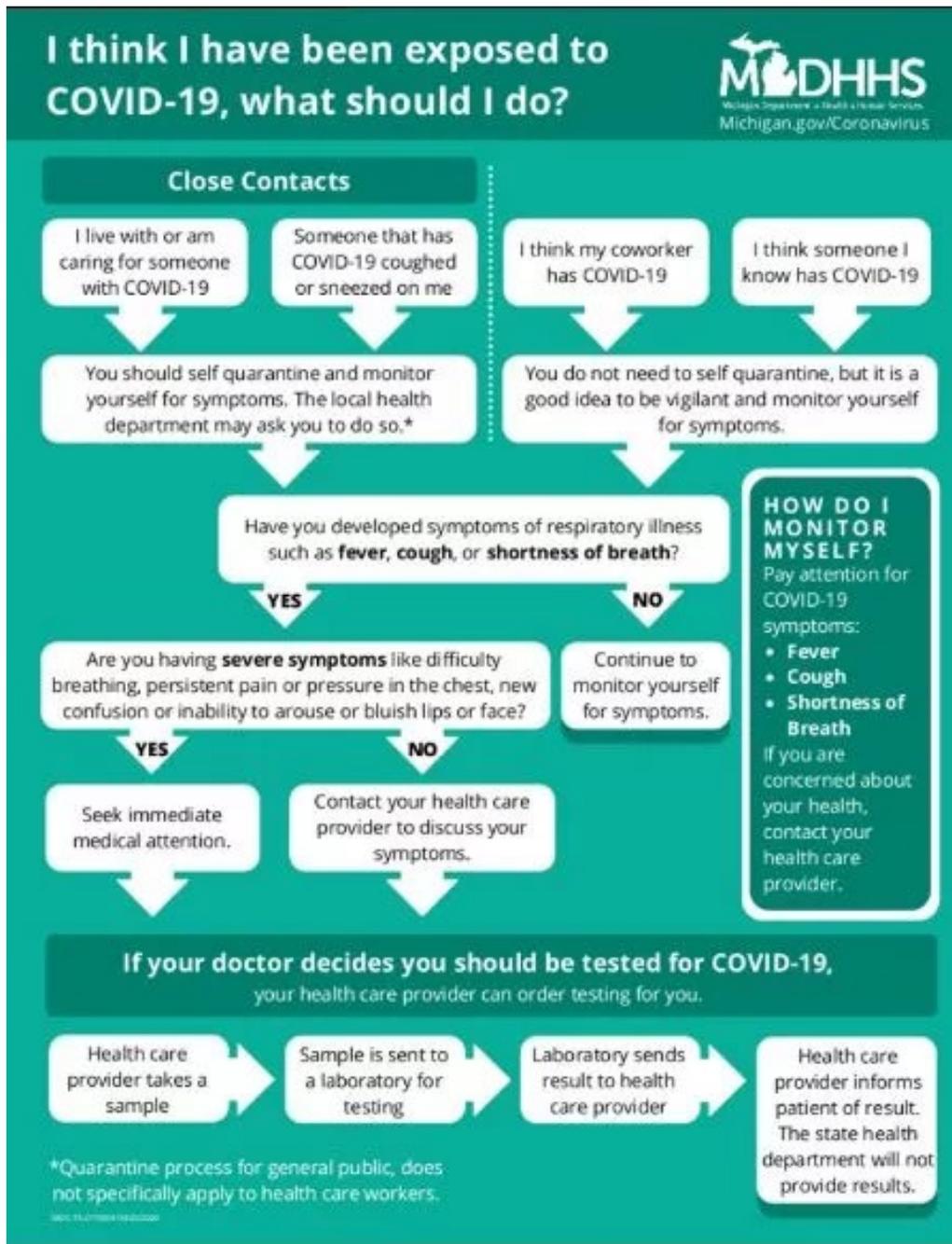
Both the Human Resources team and the Security Manager should be informed of a sick employee. The Human Resources Manager or Coordinator will call the employee and ask them to go to or stay in their room if they have a room to themselves. If they are sharing a room with others (other than a spouse),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

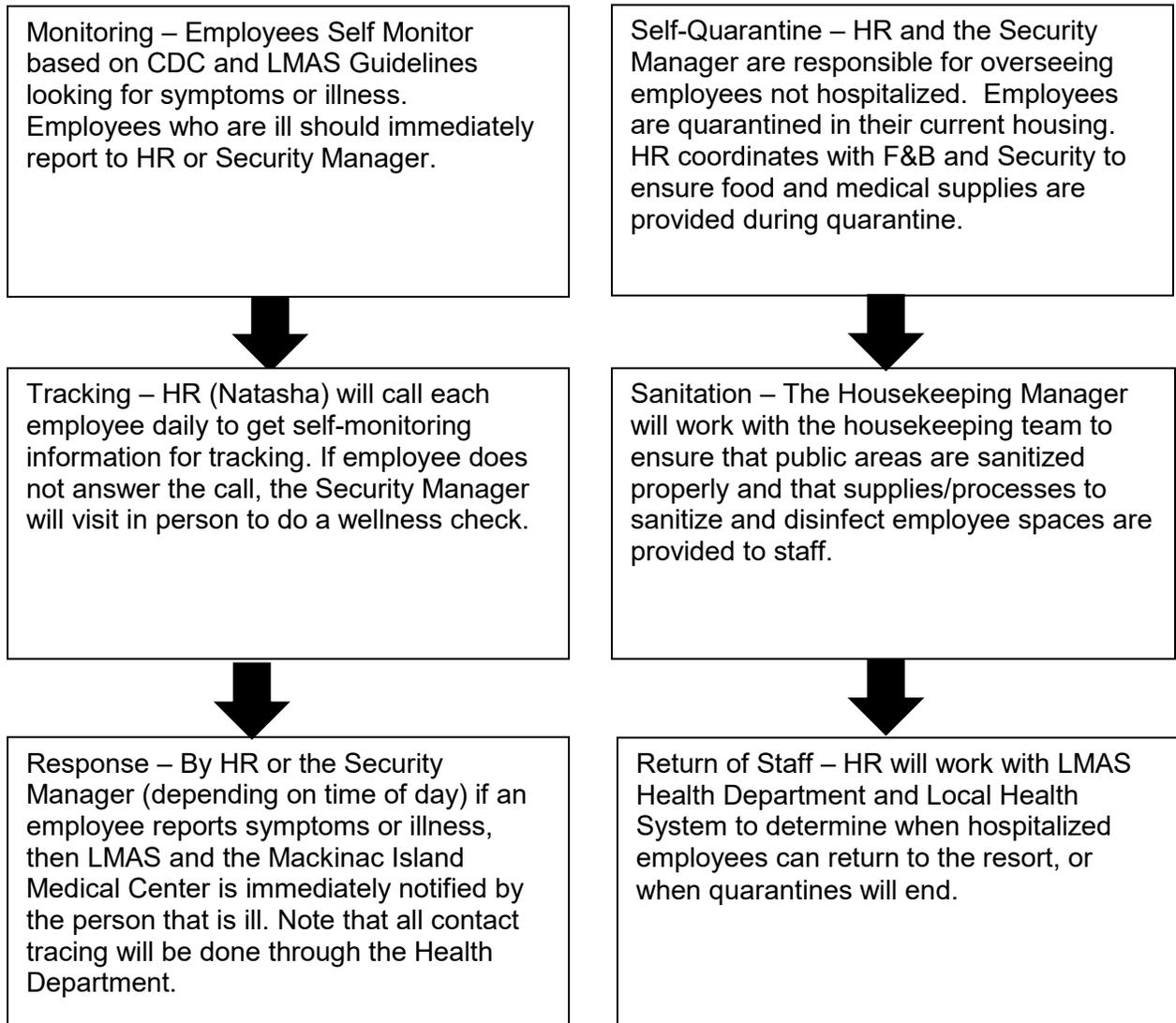
What to do if someone thinks they have been exposed to COVID-19



Workflow of COVID-19 Monitoring and Response



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Breakdown of Responsibilities

- Monitoring
 - All Employees must Self-Monitoring for flu-like symptoms.

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- If an employee is experiencing any, they must report it to Human Resources and the Security Manager. They or their manager will call the COVID-19 hotline at (906) 328-2158
- 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/Room/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.

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Room Recovery Protocol in the event of a presumptive case of COVID-19 the affected guest room should be removed from service and quarantined for at least 24 hours in accordance with CDC guidelines. The guest room should not be returned to service until undergoing an enhanced cleaning and disinfecting utilizing EPA approved products within CDC guidelines.

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 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 department heads 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.

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Their rooms will be cleaned and disinfected by the housekeepers after their stay with Mission Point. The contractors will be screened on property or they can be screened with the company they work for, but they must provide documentation of their screening. Contractors must be screened (answer questions), but do not have to have their temperature taken.

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.

Vaccinations

All employees are required to receive COVID -19 vaccinations as determined by Mission Point Leadership as soon as those vaccines become available, unless a reasonable accommodation is approved. Employees who choose not to get vaccinated for reasons other than approved exceptions will be placed on unpaid leave until their employment status is determined by the human resources department.

Employees will need to schedule their vaccination appointments through the local health department (LMAS), the Island Medical Center, or other resources based on availability. Human Resources will work with these same resources to keep employees informed of vaccine clinics and other opportunities to receive the vaccination of Island Employees. Employees should work with their supervisors to ensure that they are available to go to their vaccination appointment(s). For 2021, Mission Point Resort will pay for all COVID-19 vaccinations not covered by insurance or the state.

If an employee's vaccine appointment is during their schedule work shift, they will be paid for the time it takes to go to their vaccination appointment and to return to work. Otherwise, the time needed to get vaccinated is unpaid. Employees who experience any adverse reactions which do not allow them to work the day of or day after their vaccination will be allowed to request up to 8 hours of paid time off. This time off must be requested with their supervisor and is only available for the day of and day immediately following their vaccination.

Year-round or seasonal staff who have already been vaccinated prior to the effective date of this policy (March 30, 2021) must provide Human Resources with a copy of their vaccine card or record. New employees must be vaccinated within 6 weeks of their start date and must provide Human Resources with a copy of their vaccine card or record within 24 hours of their vaccination appointment.

Employees who do not have a valid objection (who have not completed the Request for Accommodation form), who fail to complete their vaccination within 6 weeks of hire (or the effective date of this policy) will not be allowed to work and will be terminated from employment.

Reasonable Accommodation

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Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to the human resources department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause Mission Point Resort undue hardship or pose a direct threat to the health and safety of others. Please direct any questions regarding this policy to the human resources department.

Fully vaccinated people can:

- Visit with other fully vaccinated people indoors without wearing masks or physical distancing
- Visit with unvaccinated people from a single household who are at low risk for severe COVID-19 disease indoors without wearing masks or physical distancing
- Refrain from quarantine and testing following a known exposure if asymptomatic

For now, fully vaccinated people should continue to:

- Take precautions in public like wearing a well-fitted mask and physical distancing
- Wear masks, practice physical distancing, and adhere to other prevention measures when visiting with unvaccinated people who are at increased risk for severe COVID-19 disease or who have an unvaccinated household member who is at increased risk for severe COVID-19 disease
- Wear masks, maintain physical distance, and practice other prevention measures when visiting with unvaccinated people from multiple households
- Avoid medium- and large-sized in-person gatherings
- Get tested if experiencing COVID-19 symptoms
- Follow guidance issued by individual employers
- Follow CDC and health department travel requirements and recommendations

Helpful Phone Numbers

Emergency: 911

Mackinac Island Medical Center COVID-19 hotline: (906) 328-2158

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

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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

Mackinac Island Medical Center: (906) 847-3582

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

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.