



COVID-19 Preparedness and Response Plan

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Governor Whitmer has issued an Executive order allowing retail businesses to reopen as of May 26, 2020 by appointment only. Retail businesses are defined as those businesses that provide goods or services to customers. Businesses that require their employees to leave the home or residences for work under Executive Order 2020-92 are required to provide Covid-19 preparedness and response plan. The following is that plan.

Consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (attached document), this is Acclaim Legal Service's protocol for work place safety.

Deanna Runde is the designated employee to implement, monitor and report on these COVID-19 control strategies.

ALS Staff:

- ✓ Staff are encouraged to use a Clorox wipe or similar when entering and exiting common spaces (bathrooms, copy machine, etc.).
- ✓ Cleaning service will resume bi-weekly at the firm's headquarters in Warren.
- ✓ All staff will have access to a non-medical grade face covering. Per executive order, N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- ✓ All Acclaim offices are already set up to accommodate these 6 feet of distancing. Staff can wear masks but are not required to if this distance can be maintained.

- ✓ Employee's should conduct daily self-screening before coming to work to identify symptoms such as:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

If an employee has any of these symptoms, they should stay at home and take a PTO day. They need to report symptoms and/or suspected or confirmed exposure to COVID-19 to Deanna Runde and Julie Johnson. Employee's should call their medical provider for any other symptoms that are severe or concerning to them.

- ✓ If an employee is identified with a confirmed case of COVID-19, within 24 hours, we are required to notify both: (1) The local public health department, and (2) Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

- ✓ An employer will allow employees with a confirmed or suspected case of COVID19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").

ALS Clients:

- ✓ To reduce touch-points in the office and common spaces, we are taking the following precautions:
 - All reading materials (magazines) and other common touch points (remote controls, etc) will be removed the lobby or common space for the time being.
 - Staff will sign clients in (if a receptionist is present).
 - Take-home pens will be available for all clients.

- ✓ Clients will have a 6-foot marker in front of the reception desk to indicate proper social distancing.

- ✓ Hand sanitizer will be available on attorney's desk for client use.

- ✓ As is already set up with furniture placement, attorneys will maintain a 6-foot distance from clients.

- ✓ We will not provide masks or face coverings for client use.