

State of Michigan

## City of Mackinac Island

City Hall, 7358 Market Street, P.O. Box 455, Mackinac Island, MI 49757-0455

# Mackinac Island COVID-19 Business Plan

Found in this packet is a compiled set of COVID-19 guidelines and satisfactory practices for all Mackinac Island businesses that may be incorporated into each individual plan. These are recommended guidelines from the City of Mackinac Island and are subject to change with the continuously evolving pandemic climate.

Throughout this unique season, the most important responsibility is the safety and health of all employees and guests. This packet is to be used to create an individual business plan to educate and inform all employees. In addition to COVID-19 regulations, all employees are to be informed of all Island and State policies which are to be followed. As importantly, all employers should keep an eye out for their employee's mental and physical health during this trying time. It will be the employer's responsibility to adhere to all policies and directions to help control the spread of this aggressive and dreadful virus.

**City Clerk:** (906) 847-3702  
**City Treasurer/Assessor:** (906) 847-6002

**Mayor's Assistant:** (906) 847-6556  
**Building & Zoning:** (906) 847-4035  
**Fax:** (906) 847-6430

**Police Administration:** (906) 847-3345  
**Fire Administration:** (906) 847-8159

The City of Mackinac Island, Michigan, is an equal opportunity provider and employer.

For any questions or assistance, feel free to contact the following:

Emergency: 911

Mackinac Island Police Department: 906-847-3300

Mackinac Island Medical Center: 906-847-3582

- Open 10 am-3 pm Monday-Friday, closed on Wednesdays
- Call prior to a visit
- Anyone with any flu-like symptoms, or symptoms of COVID-19 should call the Medical Center for direction from medical staff

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

- Available 24/7
- Provides screenings, answers questions and offers community support

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

- Available 8 am-5 pm, 7 days a week
- Email [COVID19@michigan.gov](mailto:COVID19@michigan.gov), available 24/7
- Public health and other experts will answer health-related questions about COVID-19

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

- Email [jlipnitz@lmasdhd.org](mailto:jlipnitz@lmasdhd.org)
- Human resources will report any COVID-19 related or suspected symptoms for employees or guests

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. This resource may help.
- The Substance Abuse and Mental Health Services those experiencing emotional distress related to natural or human-caused disasters.
- The toll-free number provides a confidential crisis support service from trained crisis counselors.

# Initial Employee Screening and Monitoring

Prior to arriving to the Island, employees are to report all COVID-19 related health conditions to their employer and should expect a screening upon their arrival (examples of screenings can be found on page 11).

Following *immediate* arrival to the island, employees will quarantine for two weeks. The regulations of this quarantine are as followed (in-depth regulations are found on page 4):

- No face-to-face socialization
- Outdoor, individual walks are allowed and recommended
- Face masks must be worn at all times

(A guide to effective mask-wearing can be found on page 11).

All employers are required to monitor employee's quarantine closely as well as arrange for all meals. Additionally, all commuting employees are to follow a two-week quarantine at home prior to starting work. This quarantine is also to be monitored daily by the employer.

If no health conditions are exhibited throughout the two-week quarantine, all employees should expect to have daily screenings when they return to work.

If any symptoms arise either in or out of quarantine, the employee must stay home in quarantine. The local Medical Center must be notified and a Health Official will determine whether the employee should be transferred to a medical facility or continue self-quarantine. Anyone who tests positive for COVID-19 will not return to work until they have received a medical clearance from a physician or medical staff. Each business must have a quarantine plan to separate employees from one another.

## Enhanced Cleaning and Disinfecting

COVID-19 lives on and feeds off of dirty surfaces. Therefore, *constant cleaning and disinfecting of all businesses is a necessity*. Guests will be extremely careful and pay close attention to all practices taken. Our job is to make sure guests move around Mackinac Island with ease by creating a safe and sanitary environment. Any touchpoints and surfaces should be disinfected constantly. Employers are to provide necessary cleaning supplies for their employees. Additionally, hand sanitizer and/or wipes are suggested for guests upon arrival into all businesses. All clothing and uniforms should be laundered more than usual with *soap* and water.

Remember, frequent hand washing (with *soap* and water) and sanitizing is essential! Hand washing sinks and/or sanitizer should be provided for both employees and guests of the business.

Effective hand washing and disinfecting instruction can be found on page 11.

# Social Distancing, Self Monitoring and Self Quarantine

All employers are to be aware of occupancy limits and do whatever is possible to create a social distancing climate in each business as well as educate their employees on the importance of social distancing.

Employees must:

- Wear a mask while working
- Try and maintain a six-foot distance from co-workers and guests
- Avoid hanging out in groups

Employees are encouraged to:

- Take their daily temperature- report anything above 100.4 degrees to the employer. The temperature should be taken 30 minutes after eating or exercising and six hours after medicine intake that lowers body temperature (thermometers should be sanitized regularly).
- Be aware of developing symptoms (if any develop, STAY HOME):
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Chest pain
  - Sore throat
  - Fatigue
  - Vomiting
  - Diarrhea
- Practice social distancing

*Under no circumstances should an individual in quarantine go to work or enter public spaces; only in need of medical attention and with a mask worn should they leave. If medical care is needed, a phone call should be made prior to going to the local Medical Center (906-847-3582). Do not arrive without calling first, unless due to an emergency you are unable to do so. Again, contact with others should be eliminated under quarantine (and limited outside of quarantine). The person(s) in quarantine should use a separate bathroom if possible. If a bathroom must be shared, all surfaces should be wiped down after every use and toiletry items are to be kept *separate*. If the shower is shared, separate all razors, washcloths/body sponges; these items are not to be shared. All groceries and meals are to be dropped off outside of the door for the person*

in quarantine to minimize interaction. All meals made by the person in quarantine should be made only for themselves.

As expected, everyone must cover coughs and sneezes with a disposable tissue or one's upper arm sleeve and immediately dispose of all tissues after use. Hands should be washed with *soap* and water for 20 seconds repeatedly throughout the day and especially when they are visibly dirty and after coughing, sneezing, or using the restroom. Touching of the eyes, nose, and mouth should be avoided.

## Employees with Suspected COVID-19

If an employee is tested positive for COVID-19, the Health Department will privately notify any individuals who may have been affected; tracing will follow HIPAA privacy laws.

Persons with possible infections include:

Those experiencing any of the following symptoms:

- Fever
- Continuous cough
- Shortness of breath
- Body aches
- Diarrhea
- Loss of smell and taste

Those who have had exposure to another who is COVID-19 positive

- Including (but not limited to) another family member or others who have tested positive or exhibited symptoms in the last 14 days.

Those who fall into the above categories are required to notify their employer/supervisor. Mackinac Island Medical Center should be contacted if even the slightest symptoms occur. If the employee has tested positive, he/she must follow all official medical protocols before coming back to work.

# Employee Meal Program

All businesses that have an Employee Meal Program must keep the following in mind in order to keep a safe, healthy, and sanitary environment.

- Try not to have a self-serve buffet
- Try to have one healthy employee serve all others
- Make sure all food is covered with germ guard protection
- Provide single-use silverware, plates, condiments, and cups whenever possible
- Social distancing should be observed at all times
- Constant sanitation of all tables, chairs and all touchpoints
- Provide a handwashing sink (including soap and disposable towels) or have sanitizer
- Try to make meals pre-boxed, to-go style.
- All employees must wear facemasks
- Deliver all meals to anyone in quarantine by setting them outside their door when possible



# Employee Housing

Please abide by the following guidelines:

- Employees in housing should be spread out as much as possible between rooms and bathrooms
- There should be no social gatherings if social distancing of six feet cannot be maintained
- There should be no parties or in-room gatherings
- Face masks should be worn at all times around anyone but roommates
- Sanitizing stations should be offered in many locations throughout housing
- Housing managers should be sanitizing all touchpoints as frequently as possible and conduct weekly room inspections
- Signage should be posted to remind employees of safety and health policies
- Employers must provide wipes, hand soap, cleaning supplies, disinfectant, and sanitizer to all rooms
- Consider providing free laundry service to promote cleanliness
- Employees must be monitored strictly, this season in particular
- Following all rules is going to be very important in order to keep the virus out of housing.
- Please make sure all employees understand the magnitude of the virus as it pertains to their health and workability

## Shared Public Areas

Employees and employers should limit trips to all public areas. Sanitizer should be used going to and coming from all public places and masks should be worn at all times while maintaining social distancing protocols.

**Post Office:** The following guidelines will be updated over time:

- Social distancing must be continued in the Post Office
- No more than 6 people should be in the lobby at one time
  - Window lobby 1 person per open window
- Masks are required
- Groups should only let one person in the PO at a time
- Try to use the Click 'n Ship Program and the Informed Delivery Program on USPS.com
- Place all non-prepaid labels on the milk crates in the lobby and proceed to the lobby windows for assistance
- Stamps, greeting cards, gift cards, packaging tape/materials, and bubble wrap are available at the PO.

**Banks:** Try to avoid the busy days at the bank (Thursdays and Fridays). Use the sanitizer provided (money can carry the virus and affect people rapidly) and be respectful of others by maintaining a six-foot distance.

**Doud's:** As the grocery store is small, they have created policies and guidelines to keep all customers safe during their shopping experience. Please follow social distancing protocol and masks and gloves should be worn at all times inside the store. Credit/debit cards are preferred. Again, being respectful towards others is key.

**Ferryboats:** Masks must be worn and social distancing should be attempted at all times. While waiting on the dock, a six feet distance should be kept from others. The boats will be sanitized after every run, though sanitizer should be used where provided.

**Medical Center:** Please call ahead of time if any attention is needed. Employers will be notified if the employee shows any COVID-19 symptoms.

## Lastly...

This season on Mackinac Island will be unlike all others this Island has seen. All businesses' first priority is to make sure their employees stay safe and healthy. Keeping all stores, restaurants, and public places clean and sanitized is also crucial as we want to ensure all Mackinac Island guests move around the Island with confidence. *Be prepared for a new normal and educate all employees on the impact the virus can take on them and those around them.* Social distancing and wearing a mask has great impacts on keeping the virus contained. If all policies and regulations are followed, we can have a memorable season!

## Additional Resources

FAQ from Governor Whitmer on Executive Order 2020-70:

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-528027--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-528027--,00.html)

CDC Business Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

OSHA COVID-19 Information

<https://www.osha.gov/SLTC/covid-19/>

Helpful CDC Guidance & Posters:

Hand Washing vs. Sanitizer (printable pdf)

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

Protecting Yourself and Others

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Stop the Spread of Germs (printable pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Sick? What To Do (printable pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

How to Wear a Cloth Face Mask (printable pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

Hand Washing Instructions (printable pdf):

<https://www.gfs.com/sites/gfs.com/files/gordon-food-service-wash-your-hands-poster.pdf>

“I think I have been exposed to COVID-19” Action Plan (printable pdf):

[https://www.michigan.gov/documents/coronavirus/Person\\_Exposure\\_Final\\_3-25-2020\\_684832\\_7.pdf](https://www.michigan.gov/documents/coronavirus/Person_Exposure_Final_3-25-2020_684832_7.pdf)

Directions for Isolation, Quarantine, Monitoring, and Social Distancing:

<https://www.washtenaw.org/DocumentCenter/View/15693/Directions-for-isolation-quarantine-social-distancing-monitoring>

Screening Templates (printable pdf):

<https://www.oakgov.com/covid/resources/Documents/Screening%20for%20Businesses%203.24.20c.pdf>

<http://www.hd.ingham.org/Portals/HD/Home/Documents/cd/coronavirus/ICHDWorkHealthScreening.pdf>

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>

Effective Cleaning and Disinfecting (printable pdf):

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

Employee Rights (printable pdf)

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

Getting Back to Work Safely

<https://www.sbam.org/Resources/COVID-19-Resources/Get-Back-to-Work-Safely-Tips-and-Resources#General>