

**NMU DINING B&G & NORTHERN CENTER KITCHEN “MEDIUM RISK”  
EMPLOYER’S] COVID-19 Preparedness and Response Plan**

In accordance with Executive Order 2020-59, NMU Dining B&G’s & NORTHERN CENTER KITCHEN institutes this COVID-19 Preparedness and Response Plan (“Plan”).

NMU Dining aims to protect its workforce by enacting all appropriate prevention efforts. NMU is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Employees with questions are encouraged to contact Human Resources via phone at 906-227-2470 and/or email at: [hr@nmu.edu](mailto:hr@nmu.edu)

**1. Prevention Efforts and Workplace Controls**

**a. Cleanliness and Social Distancing**

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Only critical infrastructure workers performing necessary work are directed to report on-site. For such workers, NMU abides by the recommended social distancing and other safety measures and establishes the following:

- Face covering outlined by NMU (cover nose & mouth) must be worn at all times with exception when eating (still leaving at least 6 feet distance) or if in a room/office alone.
- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Company may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- Employees’ interactions with the general public are modified to allow for additional physical space between parties; and
- Non-essential travel is postponed or cancelled.

NMU provides employees with, at a minimum, non-medical grade face coverings.

In addition, NMU is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work sites;
- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas to include at both enter and exit entrances, and available for all workstations/desks.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each shift;
- Employees' workstations are no fewer than six feet apart; Six feet is maintained as much as possible, acknowledging there are times when employees will be within six feet when going from one workstation to another, aiding a fellow employee and/or to fulfill a customers need/order/request. Option of face shield or eye protection if you feel you will need to be at times within six feet due to specific job task that needs two or more people within six feet.
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- If more than one individual in a vehicle then facemasks must be worn along with face shield or eye goggles.
- Prior to wearing all face shields or eye goggles, wash and disinfect with Purell Food Processing Surface Sanitizer.
- Clean and Disinfectant all vehicles after each use with Purell Food Food Processing Surface Sanitizer or Clorox 360 disinfectant (with Clorox 360 proper PPE must be used: gloves, eye protection and M95 Mask).
- Wearing gloves when handling all products to include breaking down cardboard, changing out garbage and hauling out garbage, putting away delivery product and proper changing gloves if needed.
- Frequently throughout the day Clean and Disinfectant food contact areas in the entire kitchen, with Purell Food Processing Surface Sanitizer using Back Pack Sprayer, Hand Pump, Purell Wipes or Spray Bottle.
- Nightly or Before staff arrives in the morning use the Clorox 360 disinfectant (with Clorox 360 proper PPE must be used: gloves, eye protection and M95 Mask) Disinfect all non-food contact frequently touched surfaces throughout the Northern Center Kitchen, Commissary/Bakery, Loading Dock, Dry Storage, Freezer Area, etc. (door handles, light switches, hand railings, bathrooms, cooler/freezer door, evaluator, carts, faucets, draw handles, dining tables, dining tables, anything frequently touched).
- Nightly or Before staff arrives in the morning mop all floors throughout Northern Center with "HALT" Disinfectant solution, with proper PPE and follow manufactures recommendations for dwell time (10 minutes).
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Company premises;
- Complying with NMU's daily screening processes (see attachment)
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

- **Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms (SEE NMU's COVID-19 Preparedness & Response Plan)**
- **Identification and Isolation of Sick and/or Exposed Employees (SEE NMU's COVID-19 Preparedness & Response Plan)**
- **Employees' Self-Monitoring (SEE NMU's COVID-19 Preparedness & Response Plan)**
- **Daily Screenings (SEE NMU's COVID-19 Preparedness & Response Plan)**
- **Return-to-Work Requirements (SEE NMU's COVID-19 PREPAREDNESS & RESPONSE PLAN.)**