



# Nulty CO-19 Preparedness and Response Plan

KALAMAZOO  
OTSEGO  
BUCHANAN  
IRON MOUNTAIN

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## NULTY CO-19 PREPAREDNESS AND RESPONSE PLAN:

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We take the health and safety of our employees, clients and visitors very seriously. We are committed to reducing the risk of exposure to COVID-19 and to provide a healthy and safe workplace for our employees and for all who visit our locations

This Plan is based on information and guidance from the State of Michigan, CDC and other government entities and is subject to change based on further information and guidance. We may also amend this Plan based on operational needs.

### COVID-19 WORKPLACE COORDINATOR

We have designated the following individual as its COVID-19 Workplace Coordinator: Susan Culhane. The Coordinator is responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into our workplace. The Coordinator is also responsible for reviewing human resources policies and practices to make sure that they are consistent with this Plan and existing federal, state and local requirements.

#### **Susan can be reached at the following:**

269.488.0322 or 269.760.8768

susan@nulty.com

### RESPONSIBILITIES OF MANAGERS

All managers must be familiar with this Plan and be ready to answer questions from employees and visitors. Managers must always set a good example by following this Plan. Managers must encourage this same behavior from all employees and visitors.

### RESPONSIBILITIES OF EMPLOYEES

We are asking every one of you to help with our prevention efforts while at work and at home. In order to minimize the impact of COVID-19 at our worksite(s), everyone must play their part. If employees have a specific question about this Plan or COVID-19, they should ask their manager.

### IMPORTANT LINKS TO REVIEW for most up to date information:

MDHHS (Michigan Department of Health & Human Services MDHHS) FAQs link: [FAQs issued by MDHHS](#)

MIOSHA (Michigan Occupational Safety Health Association) Rules link: [View Rules Here](#)

CDC (Center for Disease Control) Covid link: [CDC Link](#)

### DAILY HEALTH SCREENING:

All employees must take the “daily” self-assessment symptom questionnaire prior to coming to the office. We will take this questionnaire until further notice [Daily Workplace Health Screening - Nulty Insurance](#)



## DISPLAYING SYMPTOMS, TEST POSITIVE OR CLOSE CONTACT

If you are displaying symptoms whether at home or work, please contact your health professional and your manager.

If you test positive or come into close contact, please contact your health professional and your manager. Also, visit the Kalamazoo County Quarantine and Isolation Calculator link below.

## KALAMAZOO COUNTY COVID-19 Quarantine and Isolation Calculator

Please visit this link to determine your quarantine or isolation timeline:

[Kalamazoo County Covid Quarantine & Isolation Link](#)

## TRAINING

All employees are required to watch Covid-19 Training video prior to returning to office or upon hire date. Covid-19 Training video is located on our “F” Drive.

## PREVENTATIVE MEASURES

Nulty will:

- Encourage all to sanitize their work areas
- Encourage all to help clean and disinfect all frequently touched surfaces in our workplace
- Provide tissues and no-touch disposal receptacles to minimize exposure to infectious secretions
- Provide no touch hand sanitizer stations added throughout workplace
- Discourage handshaking and instead encourage the use of other noncontact methods of greeting
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Install plexiglass barriers at our front desks to minimize exposure from coworkers and public
- Provide designated workstations/conference rooms when meeting with clients/vendors
- Notify coworkers, contractors and suppliers who may have come into contact with a person with a known case of Covid 19.
- Comply with the Michigan Covid 19 Employee Rights Act

## Social distancing practices in the office will include:

For those that are not vaccinated we ask that you maintain proper social distancing (6 to 10ft) from each other when at all possible. We are fortunate that we all have individual offices or areas of work that limit our exposure.

## REMOTE WORK:

As of May 24, 2021, we are open for all employees and visitors to come in our offices. However, we are still offering some flexibility for remote work. Please review our remote work policy in our 2021 Employee Guide and work with your manager if this is something that you would like to maintain to some degree.



If you have any questions regarding this Plan, please don't hesitate to reach out to one of the members of the Management Team.

Stay safe and well!

