



COVID-19

Response Plan

Introduction

The Sloan Museum Auto Fair COVID-19 Response Plan is a sample emergency preparedness and response plan that provides a model document providing the basic necessary elements of a plan as required by Michigan Executive Order. It provides a series of recommended best practices, dealing with various health, safety, environmental, and public health focused measures, designed to provide a model plan necessary to meet the health and safety compliance standards while operating during the COVID-19 pandemic.

The various protocols set out in this document constitute recommendations, based on various guidance provided by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), as well as various country specific public health authorities. The COVID-19 situation is frequently changing. The need for modifications may occur based on further guidance provided by the WHO, CDC, OSHA, and other public officials at the state or local levels.

Please be advised that some or all the information contained in this document may not be applicable to other businesses or places of work. We strongly recommend that before implementing any of the terms and requirements contained herein you carefully evaluate and consult with outside legal counsel. Please also note that this is a “living” document that may be updated at any time given the fluidity of this situation.

Sloan Museum Auto Fair bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, of any of the practices or procedures contained in the Pandemic Response Plan.

Acting under the Michigan Constitution of 1963 and Michigan law, the industries listed below have specific guidelines outlined in Executive Order 2020-110 and any order that follows.

- Businesses or operations whose work is primarily and traditionally performed outdoors

Thom Self
Chair
Sloan Museum Auto Fair

COVID - 19 Response Plan

Purpose

An outbreak of COVID-19 can have severe consequences on human health and economic wellbeing. Sloan Museum Auto Fair committee members are committed to advance planning and preparedness that are critical in mitigating the impact of COVID-19 on the organization, visitors and our volunteers. This plan outlines the specific steps taken by Sloan Museum Auto Fair to ensure the safety of our vehicle owners, visitors, and volunteers and business continuity within the organization.

Sloan Museum Auto Fair will continue to review and evaluate federal, state, regional, county, and city requirements, communicate them to volunteers and revise this plan as deemed necessary.

This Sloan Museum Auto Fair COVID-19 Response Plan includes the following sections:

1. COVID-19 Task Force/Workforce Coordinator
2. Monitoring “Medical” Guidelines/Practices
3. Notice of Pandemic Plan
4. Plan Ownership and Maintenance
5. Return to Work
6. Company Environment
 - a. Building Entry
 - b. Health Screen Volunteers & Visitors
 - c. Isolation Room
 - d. Hygiene
 - e. Common Areas
 - f. Start Times/Break Times
 - g. Deliveries
 - h. Pick Up of Goods
 - i. Visitor Procedures
7. Health Risk Assessment Location/Job/Person
8. Cleaning and Disinfection
9. Symptoms
10. Contact Tracing
11. Social Distancing
12. Screening – Volunteers/Visitors/Travel
13. Self-Quarantine Guidelines/Isolation Guidelines
14. Exposure

- 15. Training/Personal Protective Equipment (PPE) Training Policies Posters
- 16. Communication
- 17. Response for Concern
- 18. Additional Resources

1. COVID-19 Task Force

To further Sloan Museum Auto Fair efforts to maintain volunteer and visitor safety and health while also maintaining operations, Sloan Museum Auto Fair have established a COVID management team to prepare and monitor the events happening at Shea Automotive Group 5135 Corunna Road, Flint, MI 48532. This team consists of the following people:

Name	Title	E-mail	Phone
Thom Self	Chair, SMAF	tself@ptspremier.com	810-239-7771
Cathy Gentry	Director of Business Operations	cgentry@sloanlongway.org	810-237-3444

This team will be responsible for Sloan Museum Auto Fair effort to coordinate safety, activity, volunteer and customer communications, event management, and other pandemic related policies and practices. Sloan Museum Auto Fair must address these policies to maintain safe operations.

Task Force Members will be responsible for but not limited to:

2. Monitoring Medical Guidelines / Practices

- Monitoring updates on COVID-19 using EPA, CDC, WHO, federal government, and state government resources.
- Incorporating those recommendations into our event.
- Daily communication of updates and determination of necessary changes within the event.
- Training our volunteers on control practices, proper use of PPE, actions required to notify our business of any COVID-19 symptoms or suspected cases of covid-19.
- Be prepared to answer any volunteer questions or concerns.
- Reviewing policies and practices to ensure they are consistent with this plan and existing local, state, and federal requirements.

3. Notice of Pandemic Plan

Sloan Museum Auto Fair will promptly notify all internal and external stakeholders about the change in operations due to pandemic outbreak. This notice will be communicated clearly and conspicuously and will include information about the next steps of action and the anticipated length, as well as information on available alternative information services, facilities, and infectious disease guides.

- All managers must be familiar with this plan and be prepared to answer questions from volunteers.
- All managers will set a good example by following this plan.

- Volunteers are expected to abide by this plan.

4. Plan Ownership and Maintenance

This policy and contacts are maintained and updated by the COVID Management Team coordinated by Thom Self, Chair of Sloan Museum Auto Fair.

5. Return to Event

Sloan Museum Auto Fair are addressing specific logistics related to the event site or volunteers including but not limited to the checklist below.

Role	Activity	Details
Management	Establish a Task Force	See section <i>COVID-19 Management Team</i>
	Response Plan - Per Executive Order 2020-110 and Acting under the Michigan Constitution of 1963 and Michigan law Develop a COVID-19 preparedness and response plan	By July 13, 2020, this event plan must be made readily available to volunteers, owners, and visitors, via event website.
	Event Environment	Review activity to determine essential event functions.
	Continue to update and develop response plan	Continue to review and evaluate Country, State, Region, County, City requirements
	Establish New Safety Protocols and a Communication plan	Review procedures, training needs and event signage
	Conduct a Risk Assessment of Environment	Event design and safe distancing guidelines
	Establish Event Cleaning Protocols	See section 11. Cleaning and Disinfection
	Establish Testing and Screening Protocols	See section 12. Screening – Volunteer's, Visitors, Travel
	Assessment of PPE and Cleaning Supplies	See Section 10: Health Risk Assessment Location/Job/Person. Inventory cleaning supplies, PPE, and 3 rd party vendor needs.
	Gather all CDC and governmental requirements and guidelines	See Additional Resources
	Develop policies and procedures for prompt identification and isolation of ill volunteers	See Additional Resources
	Determine any key recommendations to leadership as they arise.	COVID-19 Response Team will review weekly messages left in volunteer suggestion box and other operational suggestions.

	<p>Monitor local, state, and federal trends in cases diagnosis and have a preparedness plan for various infection points.</p>	<p>See Additional Resources for sites</p>
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6. Event Environment

Sloan Museum Auto Fair has conducted a risk assessment of our event considering federal and state guidance and are making changes that will reduce possible exposure to COVID-19.

Physical changes to Sloan Museum Auto Fair include the following:

- **Creating Barriers** – We are installing Plexiglas shields at the Information Tent counter.
- **Reconfiguring Space** – We are configuring spaces for food trucks, restrooms, and registration to encourage social distancing.
- **Signage** – Signage will be placed at the event entrance and throughout the area to ensure that social distancing is being followed and to encourage wearing a mask when 6 feet apart is not an option.
- **In-Person Interaction** – Markings will be provided for lines at the restrooms and for food trucks. All volunteers and visitors will be encouraged to keep a distance of 6 feet or to wear a mask when 6 feet is not an option. Children two and under are not required to wear a mask. Plexiglass will be placed on the tables of the information tent. Vehicle registrations are strongly encouraged to be purchased online so that there is less in person transactions.
- **PPE** – Masks and disposable gloves will be provided to our volunteers to wear while working if they choose. Disposable masks will be available to our volunteers. Hand sanitizing stations will be placed throughout the event accessible to volunteers and visitors.

6a. Event Entry

Signs will be posted at all event entrances in order to maintain social distancing requirements.

6b. Health Screen Volunteers, Owners, and Visitors

At the Volunteer Parking area, there will be a location for volunteers to check in with gloves, thermometer and disinfectant wipes. Volunteers will place gloves on, take their own temperature, wipe the thermometer, dispose of the gloves and go wash their hands with soap and water. Volunteers may also self-screen at home prior to arriving at the event. Completing these self-screenings will acknowledge that you are asymptomatic, do not have a temperature and you have washed your hands and applied your mask if necessary

6c. Isolation Room.

Get details from Shea for this.

6d. Hygiene

Hand sanitizer, disinfectant wipes will be available at the Information Tent, Registration tent, and the Gift Shop.

7. Health Risk Assessment Materials Location/Job/Person

Sloan Museum Auto Fair has made cleaning supplies/PPE available to volunteers upon entry and will provide time for volunteers to wash hands frequently or to use hand sanitizer.

Item	Specification	Quantity
Mask	Disposable {1-day use} and/or N95 based on business needs	Minimum 30-day supply
Gloves	Nitrile Gloves	Minimum 30-day supply
Infrared Thermometer	Medical infrared thermometer	1 per 100 volunteers
Disinfectant Spray / Wipes	0.1 to 0.05% sodium hypochlorite solution	Minimum 30-day supply
Hand Sanitizer	Sanitizer refills with alcohol 70%	Minimum 30-day supply
Hand Soap	Hand soap	Minimum 30-day supply
Paper Towels	Paper towel rolls	Minimum 30-day supply

8. Cleaning and Disinfecting Facilities

Sloan Museum Auto Fair has conducted a risk assessment considering federal and state guidance and has made changes that will reduce possible exposure to COVID-19. All parts of the event will be thoroughly cleaned and disinfected routinely and prior to each event beginning and after exposure from a volunteer who is symptomatic or tested positive for COVID-19 using EPA and CDC recommended products and procedures.

Frequency is based on the level of use and risk assessment.

Area	Details	Frequency	Solution	Method
Information Tent	Table tops and hard surfaces, poles of the tent being touched frequently.	Once every hour	Disinfectant wipes	Volunteers in tent
Registration Tent	Table tops and hard surfaces, poles of the tent being touched frequently.	Once every hour	Disinfectant wipes	Volunteers in tent
Flags for parking	Handles	Whenever flags are passed from one person to another.	Disinfectant wipes	Volunteers in tent

9. Symptoms of COVID-19

Sloan Museum Auto Fair has taken the steps to minimize exposure of COVID-19 by providing training and educating volunteers on protective behaviors that reduce the spread of COVID-19. Part of our education is learning the symptoms of COVID-19.

Beyond these best practices, we require volunteers to report to Thom Self or Cathy Gentry immediately if they are experiencing signs or symptoms of COVID-19, as described below. If volunteers have specific questions about this Plan or COVID-19, they should ask Thom Self or Cathy Gentry.

Infection with COVID-19 can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or in 14 days after exposure.

10. Contact Tracing *{See Additional Resources}*

If a volunteer has tested positive with COVID-19 they will be asked to complete a Contact Screening form with a member of Sloan Museum & Longway Planetarium management. The procedure will help ensure safe, sustainable, and effective quarantine of contacts to prevent additional transmission. The procedure will include but is not limited to:

- Trace and monitor contacts of infected people.
- Notify them of their exposure.

11. Social Distancing

Sloan Museum Auto Fair has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to volunteers and visitors by implementing social distancing at all facilities. Social distancing will include but is not limited to:

- Restricting the number of workers and volunteers present on premises to no more than is strictly necessary to perform the event operation's critical infrastructure functions.
- Keeping workers, volunteers, and patrons who are on premises at least six feet from one another to the maximum extent possible, including customers who are standing in line.
- Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopting policies to prevent workers and volunteers from entering the premises if they display respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19.
- Encourage volunteers to use personal protective equipment and hand sanitizer on public transportation.
- Post signage to encourage social distancing of 6 feet and to wear a mask when 6 feet is not feasible.

12. Screening Volunteers, Volunteers, and Visitors

Sloan Museum Auto Fair have taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to volunteers and visitors. Temperature and health screenings will be implemented at each event.

Volunteers –Self-screenings will be completed by volunteers at the start of their shift when entering Sloan Museum Auto Fair. See below.

- If a volunteer exhibits visible symptoms of illness consistent with COVID-19 they should be sent home or placed in an isolation room, and instructed to visit a clinic for a checkup, in accordance with the health department recommendations/guidelines.
- If a volunteer does not accept the screening, they should be required to leave the building and submit a return-to-work note from a licensed physician prior to returning to work.
- If a volunteer is confirmed to have COVID-19, the company will inform volunteers in the immediate work area, keeping the affected volunteer anonymous.
- Exposed volunteers should be self-isolated for 14 days.

Visitors- An email will be sent to all pre-registered vehicle owners encouraging them stay home if they have a temperature of 100.3 or higher or any symptoms of COVID 19 in the past 24 hours.

- If Sloan Museum Auto Fair receives notice that a visitor has tested positive, proper contact tracing procedures will be implemented.
- Communication to all volunteers needs to be delivered with a preventive approach to avoid alarm and follow ADA guidelines.

13. Self-Quarantine Guidelines

Sloan Museum Auto Fair has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure. If volunteers have been exposed to a known COVID-19 infected individual, the volunteer must report this contact. That volunteer should self-quarantine and not report to a work location. If a volunteer self-quarantines the following guidelines should be followed.

Volunteers should avoid leaving home if possible, but if necessary, should practice exceedingly good hygiene and social distancing. Social distancing is staying 6ft. away from any other person.

Volunteers are requested to remain off company property for 14 days if they have:

- COVID-19 symptoms
- Been directly exposed to COVID-19 case
- A positive test results

Guidance for volunteers while self-quarantining:

- Stay away from other people in your home as much as possible.
- Do not allow any visitors.
- If you need medical attention, call ahead to ensure you are going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a visit to the doctor's office.

- When you cough/sneeze, cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds and if that's not available, clean with a hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels, and bedding. Wash these items thoroughly after using.
- Clean high touch surfaces daily using a household cleaner or wipe. According to the CDC, these include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Clean surfaces that may be contaminated with blood, stool, or bodily fluids.
- Use an air conditioner or open window to provide good airflow in shared spaces.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
- Inform health care providers of any medications you will need, so they can arrange drop-offs of prescriptions. If you do not have laundry machines at home, ask health care providers to help with these services.

Return to Events after Self-Quarantine

Volunteers who have been under home self-quarantine can return to the events under the following conditions, consistent with WHO/CDC guidelines:

If you will NOT be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You have had no fever for at least 72 hours {that is three full days of no fever without the use of medicine that reduces fevers} AND
- Other symptoms have improved {for example, when your cough or shortness of breath have improved} AND
- At least 10 days have passed since your symptoms first appeared

If you WILL be tested to determine if you are still contagious, you can leave home after these three things have happened:

- You no longer have a fever {without the use medicine that reduces fevers} AND
- Other symptoms have improved {for example, when your cough or shortness of breath have improved} AND
- You received two negative tests in a row, 24 hours apart. Your doctor will follow local health authority or CDC guidelines.

Please contact Thom Self or Cathy Gentry prior to returning to an event to confirm you have met one of the above for your return and discuss documentation that may be required before you return to event premises.

Classifying Worker Exposure

Sloan Museum Auto Fair has taken measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure.

Sloan Museum Auto Fair volunteer's risk of occupational exposure to coronavirus, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or low risk.

The level of risk depends on the area of the buildings they work and contact with others or shared equipment.

Volunteers	Risk	Potential Exposure	Mitigation
Visitor Interacting Volunteers	Medium	Visitor interactions & surfaces.	Social distancing of 6 ft when outside or PPE deemed necessary when 6 feet not an option. Increase cleaning of hands through washing or hand sanitizer

14. Exposure

Sloan Museum Auto Fair has taken the steps to minimize exposure of COVID-19 by providing training and educating volunteers on protective behaviors that reduce the spread of COVID-19. Part of our education is understanding the exposure of COVID-19.

Infected people can spread COVID-19 to other people. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- By touching a surface or object that has COVID-19 on it and then touching their own mouth, nose, or possibly their eyes.
- People are most contagious when they are most symptomatic {i.e., experiencing fever, cough, and/or shortness of breath}.
- Spread is also possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus.
- The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

15. Training

Sloan Museum Auto Fair volunteers will receive various levels of training on the controls, procedures, protocols, and safety requirements being used to prevent the COVID-19 at all the events. Our plan ensures volunteers receive the training and information they need to stay safe while at work.

Training can be made available in small groups, emails, and in some cases by video.

Training Topic	
PPE	Use, disposal, storage, or cleaning of PPE
Screening Procedures	As detailed in Section 12
Social Distancing	Follow CDC guidelines or 6' at all times
Handwashing/Hand Sanitizer Procedures	Follow CDC guidelines and post where appropriate in buildings

Transmissibility of COVID-19 on surfaces or in specific environments	See Additional Resources in this Plan
Symptoms of COVID-19	See Additional Links for OSHA Guide
How COVID-19 Spreads	See Additional Links for OSHA Guide
Steps All Volunteers can take to Reduce the Risk of Exposure	See Additional Links for OSHA Guide
Cleaning Methods	Follow CDC guidelines and Post where appropriate in buildings
Policy Changes	Review new company policies prior to returning to work
Exposure Control Plan	Follow CDC guidelines and Post where appropriate in buildings

16. Communication

Sloan Museum Auto Fair has created a communication guide to keep in contact with our volunteers and customers during this time.

Type of Communication	Activity	Details
Determine Communication Plan During COVID-19 Pandemic for Volunteers	Communicate via email after each event	Email
Determine Communication Plan for Customers	Owners will be informed of confirmed COVID-19 cases by e-mail.	Collect e-mail addresses of visitor during ticket purchase or program registration. Email sent to all potentially exposed visitors within one day of discovering a confirmed case.
Update Event website	Post new COVID-19 Guidelines as needed	TBD
Determine any exterior signage for owners, visitors, or volunteers	Signage posted as appropriate	<ul style="list-style-type: none"> • If feeling sick... • Social Distancing sign • Owners and Spectators accepts and potential risk to COVID-19 by attending event. • Owners, spectators and volunteers are

		<p>encouraged to wear masks when 6ft distance can't be maintained.</p> <ul style="list-style-type: none"> • Post signs at event entrances informing guests not to enter if they are or have recently been sick • Post signage to remind guests of hygiene practices
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17. Response to Concerns

Sloan Museum Auto Fair expects volunteers to have questions and concerns upon their arrival to an event. We will do everything we can to ensure that your concerns can be dealt with effectively and efficiently. All concerns should be reported to Thom Self or Cathy Gentry.

1. Additional Resources

- [Contact Traceability Questionnaire](#)
- [Volunteer Screening Questions Template](#)
- [Volunteer Screening Record](#)
- [Symptoms at Work Template](#)
- [Visitor Self-Screening Questionnaire](#)
- [Michigan Safe Start Plan](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [OSHA Poster – Reducing Risk in the Workplace](#)
- [ASE COVID-19 Resource Page](#)
- [ASE COVID-19 FAQs for Employers](#)
- [ASE COVID-19 Related Events](#)
- [ASE COVID-19 Employer Response Survey Results](#)
- [ASE COVID-19 Business Impact Survey Results](#)
- [ASE COVID-19 Return-to-Work Preparations Survey Results](#)
- [ASE Virtual Work Resources](#)
- [Return-to-Work Checklist](#)
- [Multinational Employer Checklist](#)
- [Johns Hopkins Dashboard](#)
- [Employer Checklist for COVID-19 Positive Volunteer](#)
- [Michigan Unemployment Fact Sheet](#)
- [Payroll Protection Program Fact Sheet](#)

- [CDC/EPA Cleaning & Disinfecting Guidance](#)
- [Michigan.gov](#)
- [CDC](#)
- [OSHA](#)

ASE Member-Exclusive Resources

- [McLean & Company COVID-19 Resource Center](#)
- [CCH ANSWERS NOW](#)