



# Michigan Executive Order #2020-91 Response Plan

May 28, 2020

Salutation,

This document is Chartwells Dining Services response to Michigan Executive Order #2020-91. The blue hyperlinks and bullet points are our responses and corporate policies in place to deal with COVID-19. We look forward to continuing to serve the kids and communities in Michigan. If you have any questions or concerns please contact me.

Sincerely,

*Brian Casey*

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## Michigan Executive Order #2020-91

Acting under the Michigan Constitution of 1963 and Michigan law, I order the following

All businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, and any order that follows it, must, at a minimum:

Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available [here](#). By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.

Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

### **Chartwells Response : Kitchen Leads and Director of Dining Services**

Provide COVID-19 training to employees that covers, at a minimum:

Workplace infection-control practices.

The proper use of personal protective equipment.

- [AdditionalPreventionMeasures](#)

Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

How to report unsafe working conditions.

- [Associate Safety Guide](#)
- [Safety Pledge.pdf](#)

Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID- 19.

- [Addendum43COVID-19exceptCA](#)

Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.

- [COVID CommunicationSignage Package](#)

Provide non-medical grade face coverings to their employees, with supplies of 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.

- [DIY-cloth-face-covering-instructions](#)
- [Compass Mask Use SOP.pdf](#)

Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

- [Compass Mask Use SOP](#)
- [Kitchen Entry Signage. Updated 04.29.2020.pptx](#)

Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).

- [Cleaning and Sanitizing Dining Equipment SOP](#)
- [Disinfection of High Touch Surfaces SOP](#)

Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.

- [Cleaning and Sanitizing Dining Operations Equipment SOP](#)
- [Disinfection of High Touch Surfaces SOP](#)
- [Oxivir Wipes SOP](#)
- [Diversey Virex II 256 SOP](#)

Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.

- **Chartwells Response: Hand washing posters done per local health department**

When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:

The local public health department, and any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

- [COVID-19 Decision Tree for Unit Managers](#)

Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

- [COVID-19 Manager HR FAQ.pdf](#)

Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.

- [COVID-19 Decision Tree for Unit Managers](#)

Restrict business-related travel for employees to essential travel only.

- [COVID-19 Manager HR FAQ](#)

Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

- [Bus Flyer.pdf](#)

Promote remote work to the fullest extent possible.

- [COVID-19 Manager HR FAQ](#)

(q) Adopt any additional infection-control measures that are reasonable in light of work performed at the worksite and the rate of infection in the surrounding Community.

8. Restaurants and bars must:

Limit capacity to 50% of normal seating.

(b) Require six feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).

- **Chartwells Response: Reopening Playbook Strategy being developed**

(c) Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.

- [COVID Communication Signage Package](#)

~~(d) Close waiting areas and ask customers to wait in cars for a call when their table is ready.~~

(e) Close self-serve food or drink options, such as buffets, salad bars, and drink stations.

- **Chartwells Response: Close Salad Bars**

(f) Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.

- [COVID Communication Signage Package mycompass](#)

(g) Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.

- [Do Not Enter Flyer](#)

(h) Post sign(s) instructing customers to wear face coverings until they get to their table.

- [COVID Communication Signage Package](#)

~~(i) Require hosts and servers to wear face coverings in the dining area.~~

(j) Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration (“FDA”).

- [It is required you wear a mask and gloves](#)

(k) Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).

- **Chartwells Response: Use Portion Control or not at all**
- [High Touch Surfaces SOP](#)

(l) Train employees on:

- (1) Appropriate use of personal protective equipment in conjunction with food safety guidelines.
  - [Kitchen Entry Signage. Updated 04.29.2020](#)
- (2) Food safety health protocols (e.g., cleaning between customers, especially shared condiments).
  - [Cleaning and Sanitizing Dining Operations Equipment SOP](#)
  - [Disinfection of High Touch Surfaces SOP](#)
  - [Oxivir Wipes SOP](#)
  - [Diversey Virex II 256 SOP](#)
- (3) How to manage symptomatic customers upon entry or in the Cafeteria.
  - **Chartwells Response: See School Plan**

(m) Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.

- [COVID-19 Decision Tree for Unit Managers](#)

(n) Close Cafeteria immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean, consistent with guidance from FDA and the Center for Disease Control. Such cleaning may occur overnight.

- [Cleaning and Sanitizing Dining Operation Equipment](#)
- [Disinfection of High Touch Surfaces](#)
- [Diversity Virex II 256 SOP](#)
- [Oxivir Wipes SOP](#)

(o) Require a doctor's written release to return to work if an employee has a confirmed case of COVID-19.

- [SelfCertificationFormCOVID19](#)
- [COVID-19 Decision Tree for Return to Work](#)

(p) Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.

- **Chartwells Response: Reopening Playbook Strategy being developed**

(q) To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

- [COVID-19 Additional Prevention Measures](#)

9. Employers must maintain a record of the requirements set forth in Sections 1(c), ~~(d)~~, and (k).

- **Chartwells Response: Use Portion Control or not at all**

10. The rules described in sections 1 through 9 have the force and effect of regulations adopted by the departments and agencies with responsibility for overseeing compliance with workplace health-and-safety standards and are fully enforceable by such agencies. Any challenge to penalties imposed by a department or agency for violating any of the rules described in sections 1 through 9 of this order will proceed through the same administrative review process as any challenge to a penalty imposed by the department or agency for a violation of its rules.

11. Any business or operation that violates the rules in sections 1 through 9 has failed to provide a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to an employee, within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011.

12. Nothing in this order shall be taken to limit or affect any rights or remedies otherwise available under law