



MCIPHERSON MANSION

COVID-19 Exposure Prevention, Preparedness, and Response Plan

McPherson Mansion, LLC (also referred to herein as “McPherson Mansion”), takes the health and safety of our tenants and guests seriously. This COVID-19 Exposure Prevention, Preparedness, and Response Plan (Plan) was developed by the McPherson Mansion in response to COVID-19, a respiratory disease caused by the SARS-CoV-2 virus¹.

This Plan is based on the most current information available regarding COVID-19 prevention, response, and best practices as identified by the Center for Disease Control and Prevention (CDC), the U.S. Department of Health and Human Services (HHS), the U.S. Department of Labor (DOL), the U.S. Occupational Health and Safety Administration (OSHA), the U.S. Department of Homeland Security (CISA), and the Michigan Occupational Safety and Health Administration (MIOSHA). This Plan is intended to provide an overview of the protective protocols taken by and the reactive actions available to McPherson Mansion tenants and guests surrounding COVID-19. It is not intended to serve as an exhaustive discussion of the matter. It is subject to change as may be deemed necessary by McPherson Mansion senior management, or one of the agencies having appropriate authority listed above. If you have any questions about this Plan, please contact Kelly Myers at 517-540-1700. This Plan will expire upon the conclusion of its need, as determined by the McPherson Mansion and in accordance with guidance from local, state, and federal health officials.

¹ For general information about COVID-19, see Appendix A, COVID-19 Overview.

I. Safety Guidelines

The McPherson Mansion has instituted the following protective measures in all publicly accessible areas of the Mansion.

A. **General Safety Policies and Rules**

- Tenant COVID-19 Plan and Health Screening. The McPherson Mansion is not responsible for preparing a COVID-19 exposure preparedness, prevention, and response plan for its tenants and is not responsible for conducting health screenings of tenant employees or independent contractors. Tenants are expected to govern themselves in accordance with Governor Whitmer’s Executive Orders. Notwithstanding the foregoing, any individual who displays signs of COVID-19, including without limitation, tenant employees, and independent contractors, will be asked to leave the Mansion in accordance with this Plan.
- Designated Entry/Exit for Tenants and Guests.
 - All tenants and their employees/independent contractors should enter and exit the Mansion at the north entrance near the kitchen or at the rear east entrance of the office suites.
 - All guests should enter and exit the Mansion through the front or rear doors of the foyer and should limit their physical presence to only areas that are necessary to conduct the purpose of their visit.
- Guests. The McPherson Mansion requests that all tenants complete a health screening for their guests who will be on-site at the Mansion. If a guest answers “yes” to any of the following questions, he/she will be required to leave the Mansion immediately:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any of the following symptoms:

▪ Fever,	▪ Gastrointestinal
▪ Chills	Problems
▪ Shortness of Breath	▪ Nausea
▪ Sore Throat	▪ Diarrhea
▪ New Loss of Smell	▪ Vomiting
▪ New Loss of Taste	
 - Have you traveled abroad or domestically in the last 14 days and are experiencing any of the above symptoms?
 - Have you been in close contact with any persons who have been confirmed positive for COVID-19?

- Have you been in close contact with any persons who have traveled and are also exhibiting any of the above-listed symptoms?

The McPherson Mansion will conduct a health screening survey of its guests, and reserves the right, but does not have an obligation, to ask Tenant guests COVID-19-related health questions.

- Sick Individuals. Tenants and their employees, independent contractors, and all Mansion guests should follow the CDC guidelines when sick to prevent the spread of COVID-19:
 - **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
 - **Take care of yourself.** Get rest, and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
 - **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
 - **Avoid public transportation,** ride-sharing, or taxis.
 - **As much as possible, stay in a specific room** and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
 - **Monitor your symptoms.** Symptoms of COVID-19 include fever, cough, and shortness of breath, but other symptoms may be present as well. Trouble breathing is a more serious symptom that means you should get medical attention.
 - **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information. Sick employees or independent contractors should not return to work until the criteria to discontinue home isolation are met in consultation with healthcare providers and state and local health departments.
- Face masks. Any individual who is inside the common areas of the Mansion must wear a face mask or face covering over his or her nose and mouth if they are unable to consistently maintain six feet distance from other individuals. Face masks are available from the Mansion concierge in the foyer of the building.
- Social Distancing. Individuals must maintain at least six (6) feet of distance from others when possible.
- Personal Hygiene. Tenants and their employees, independent contractors, and all Mansion guests are encouraged to practice regular hygiene, including:
 - Frequently washing hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% ethanol or 70%

isopropanol alcohol. Always wash hands that are visibly soiled. Hand sanitizer is available in all common areas of the Mansion.

- Avoid touching eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Clean workstations at the beginning and end of each workday.
- Avoiding handshakes or other physical contact with others.
- Avoid sharing equipment with others.
- Deliveries. Site deliveries will be permitted but should be properly coordinated in line with the Mansion's minimal contact and cleaning protocols.

II. Cleaning and Disinfecting

The guidelines below must be followed when cleaning and disinfecting tools, equipment, and common areas.

- General Cleaning and Disinfection. All common areas will be cleaned at least once per day using proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves, as recommended by the CDC. The McPherson Mansion will clean any common areas used and/or occupied by an individual performing services on behalf of the Mansion or a Mansion guest after said use and/or occupancy.
- Conference Rooms, Waiting Area, and Kitchen Cleaning and Disinfection. Conference rooms, the waiting area, and the kitchen, including every surface that is touched therein, must be cleaned and disinfected after every use.
 - The McPherson Mansion will clean conference rooms and the waiting room after each use during the workday.
 - Tenants who use any conference room and/or the waiting area during non-business hours must clean and disinfect all areas used, and surfaces touched. Disinfectant wipes, disinfectant spray, and gloves are available in the lobby for use by tenants and their guests.
 - Tenants are responsible for cleaning and disinfecting the kitchen after each use, even during the workday.
- Contaminated Common Areas. If an individual has tested positive for COVID-19, OSHA has indicated that there is typically no need to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding OSHA’s guidelines, the McPherson Mansion will disinfect using the CDC guidelines those common areas in which a confirmed COVID-19-positive individual may have come into contact. The McPherson Mansion is not responsible for the cleaning and disinfection of the workspace within any tenant’s work area.
- Disinfection. The McPherson Mansion will ensure that any disinfection for which it is responsible shall be conducted using one of the following:
 - Common EPA-registered household disinfectant.
 - Alcohol solution with at least use an alcohol-based hand rub with at least 60% ethanol or 70% isopropanol alcohol; or
 - Diluted household bleach solutions (these can be used if appropriate for the surface).

III. Potential Exposure Situations

The McPherson Mansion will enact the below protocol in situations in which an employee, independent contractor, or guest of a tenant, or an individual who performs services on behalf of the Mansion, are potentially exposed to COVID-19.

A. Individual Exhibiting COVID-19 Symptoms

If an individual exhibits COVID-19 symptoms (the State of Michigan defines the principal symptoms as fever, atypical cough, and atypical shortness of breath), the individual must remain at home until he or she is symptom-free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants) and for seven days since the symptoms first appeared. The McPherson Mansion will similarly require an individual who seeks to visit the Mansion with symptoms to return home for seven days and until they are symptom-free for 72 hours (3 full days).

B. Individual Tests Positive for COVID-19

- An individual who tests positive for COVID-19 will be directed to self-quarantine away from the Mansion.
- Individuals who test positive and are symptom-free may return to the Mansion when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness.
- Individuals who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;² and (2) at least seven (7) days have passed since symptoms first appeared.
- Individuals who test positive and have been hospitalized may return to the Mansion when directed to do so by their medical care provider.

C. Individual Has Close Contact with a Tested Positive COVID-19 Person

Individuals who have come into close contact with a confirmed-positive COVID-19 individual (co-worker or otherwise), will be directed to self-quarantine for 14 days from the last date of close contact with the carrier. Close contact is defined as six (6) feet or less for a prolonged period of time.

If the McPherson Mansion learns that an individual has tested positive for COVID-19, it will conduct an investigation into other persons that may have had close contact with the confirmed-positive individual in the prior 14 days and request those persons that have had close contact with the confirmed-positive individual to self-quarantine for 14 days from the last date of close contact with the carrier.

² Recovery is defined as: (1) resolution of fever with the use of fever-reducing medications; and (2) improvement in respiratory symptoms (e.g., cough, shortness of breath).

IV. Confidentiality/Privacy

Except for circumstances in which the McPherson Mansion is legally required to report occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally-required reporting but also to assure proper care of the employee and to detect situations where the potential for transmission may increase. A sample notice is attached to this Plan. The McPherson Mansion reserves the right to inform other tenants, their employees, independent contractor, and all guests that an individual (without disclosing the person's name) has been diagnosed with COVID-19 if the other persons might have been exposed to the disease so the persons may take measures to protect their own health. A sample notification letter is enclosed in Appendix B.

Appendix A - COVID-19 Overview

What is COVID-19?

The novel coronavirus, COVID-19, is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on the identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

Appendix B - Notification Letter

DATE: _____

TO: _____

FROM: _____

We have been informed by one of our [tenants/guests] at the McPherson Mansion that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on [DATE].

We are alerting you to this development because, based on the McPherson Mansion’s investigation, we believe that you may have come into contact with the confirmed-positive individual, on or about [DATE]. Based on our policy, we are asking you to self-quarantine until, at least, [14 days from the last contact with the confirmed case]. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

We are committed to providing a safe environment for all our tenants and guests. It is in the interest of those goals that we provide this information out of an abundance of caution.

Please contact Kelly Myers at 517-540-1700, if you have any questions or concerns.

For more information about COVID-19, please visit the Michigan COVID-19 website at <https://www.michigan.gov/coronavirus>