

## POLICIES AND PROCEDURE MANUAL

<b>Chapter</b>	<b>Human Resources</b>		
<b>Title:</b>	<b>Public Health Emergency Preparedness and Response Plan for MSHN Internal Operations</b>		
<b>Policy:</b> <input checked="" type="checkbox"/>	<b>Review Cycle:</b> Biennial	<b>Adopted Date:</b> 7.07.2020	<b>Related Policies:</b>
<b>Procedure:</b> <input type="checkbox"/> <b>Page:</b> 1 of 2	<b>Author:</b> Chief Executive Officer	<b>Review Date:</b> 07.01.2025	

### **Purpose**

The purposes of this policy are to provide for the protection of the members of the Mid-State Health Network (MSHN) workforce from infection or exposure to contagious viruses or other contagious health conditions, to mandate certain measures by MSHN and its workforce members and guests, and to provide for the common good of Mid-State Health Network during a local, state or federally declared public health emergency.

### **Policy**

It is the policy of Mid-State Health Network to maintain and publish a public health emergency-specific “Preparedness and Response Plan” in accordance with the Continuity of Operations Plan the emergency-specific plan shall address internal operational status, workplace conditions, building entry/exit requirements, requirements for the use of personal protection equipment and social distancing, cleaning, use of common, multi-occupancy and single occupancy spaces in MSHN-controlled sites, visitor/guest, meeting and travel restrictions, hygiene requirements, illness reporting, employee training and any other aspect of operations or employee behavior considered essential to protect and promote employee wellness during a declared state(s) of emergency.

The “Preparedness and Response Plan” shall be maintained by the Chief Executive Officer and shall be updated from time-to-time as circumstances and published guidance from official authoritative public health sources warrant.

MSHN employees are required to follow the “Preparedness and Response Plan,” including but not limited to pertinent requirements to use personal protective equipment, cleaning/sanitation, hand and respiratory hygiene during working hours, and any other requirements based on official public health authorities. Employees refusing to or consistently failing to do so may be subject to exclusion from MSHN premises, disciplinary action, or both.

The Chief Executive Officer shall have broad discretion to implement the “Preparedness and Response Plan” and to enforce the requirements therein contained and is responsible for determining whether to restrict or relax elements of the plan, related policies included in the plan, to restrict or relax business-related activities (including travel, remote work, and all other aspects of maintaining a safe and healthy environment for employees), or for taking other actions to promote public health, workforce and guest health and safety. The Chief Executive Officer is expected to consult with the Deputy Director, Chief Medical Officer and other members of leadership, as well as employees, whenever possible in the decision-making process related to elements contained in the plan.

### **Applies to**

- ☒ All Mid-State Health Network Staff
- ☐ Selected MSHN Staff, as follows:
- ☐ MSHN’s CMHSP Participants: ☐ Policy Only    ☐ Policy and Procedure
- ☐ Other: Sub-contract Providers

**Definitions**

MSHN: Mid-State Health Network

**Other Related Materials**

MSHN Continuity of Operations Plan



MSHN

CoOP\_10.2024\_FINAL

**References/Legal Authority**

Executive Order 20-91 (Governor Whitmer)

**Change Log:**

<u>Date of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
05.22.2020	New Policy	Chief Executive Officer
02.2021	Biennial Review	Deputy Director
02.2023	Biennial Review	Deputy Director
03.2025	Biennial Review	Deputy Director