



Suburban Sports Group COVID-19 Response & Preparedness Plan

Revised May 24, 2021

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the [Michigan Occupational Health and Safety Administration Emergency Rules](#) (MIOSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Customers
- Guests - visitors/vendors/family members
- The General Public

Definitions. As used in this plan:

(a) “Close contact” means close contact as [defined by the latest United States Centers for Disease Control and Prevention \(CDC\) guidelines](#) at the time of contact.

(b) “COVID-19” means a viral respiratory illness characterized by [symptoms defined by the CDC](#).

(c) “Known cases of COVID-19” means persons who have been confirmed through diagnostic testing to have COVID-19.

(d) “SARS-CoV-2” means the novel coronavirus identified as SARS-CoV-2 or a virus mutating from SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2), the virus which is the causative agent of COVID-19.

(e) “Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or unvaccinated persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

(f) “Fully vaccinated persons” means persons for whom at least 2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine.

RESPONSIBILITIES OF SUBURBAN SPORTS GROUP MANAGEMENT

Suburban Sports Group has designated the following staff as its COVID-19 Workplace Coordinators:

Name	Title	Email	Phone Number
Geoff Bennetts	General Manager, SIFH	gbennetts@suburbanice.com	248-888-1400
Luke Bodeis	General Manager, SIMAC	lbodeis@suburbanice.com	586-992-8600
Erik Carlson	General Manager, Novi Ice Arena	ecarlson@suburbanice.com	248-347-1010
Jennifer Johnson	Human Resources, SSG	jjohnson@suburbanice.com	248-479-1131
Scott McNeil	General Manager, JLRO Ice Arena	scmcneil@suburbanice.com	248-246-3950
Jeff Mitchell	General Manager, SIEL	jmitchell@suburbanice.com	517-336-4272
Ryan Pardoski	General Manager, SIROCH	rpardoski@suburbanice.com	248-601-6699



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The Coordinators responsibilities include:

- staying up to date on federal, state, and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state, and federal requirements

All members of the Suburban Sports Group management team must be familiar with this Plan and be ready to answer questions from employees. Additionally, Suburban Sports Group expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Suburban Sports Group will require and keep a record of all self-screening protocols for all employees or contractors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

Workplace controls

(1) Suburban Sports Group shall designate 1 or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under these rules. (see above)

(2) Suburban Sports Group shall ensure that any employees, except fully vaccinated persons, remain at least 6 feet from one another to the maximum extent feasible while on worksite premises.

(3) Suburban Sports Group shall provide non-medical grade face coverings to non-vaccinated employees at no cost to the employee.

(4) Suburban Sports Group shall require any employee, except fully vaccinated persons, to wear face coverings when employees cannot consistently maintain 6 feet of separation from other individuals indoors in the workplace. However, fully vaccinated persons must continue to wear face coverings when in the healthcare setting where patients may be present and when using airplane or public transportation if required by the latest CDC guidance.

(5) Suburban Sports Group will comply with subrules (2) and (4) of this rule by:

- (a) Posting signs in the work area reminding employees that are not fully vaccinated to wear face coverings and maintain appropriate distancing.
- (b) Allowing remote work, when applicable.

Basic infection prevention measures

(1) Suburban Sports Group shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately



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available, Suburban Sports Group shall provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

(2) Suburban Sports Group shall require workers who are experiencing symptoms of COVID-19 to not report to work or work in an isolated location.

(3) Suburban Sports Group shall increase facility cleaning and disinfection to limit exposure to SARS-CoV-2, in accordance with the latest CDC guidance.

(4) Suburban Sports Group shall use Environmental Protection Agency ([EPA](#))-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.

Health surveillance

(1) Suburban Sports Group shall 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.

(2) Suburban Sports Group shall direct employees to promptly report any signs and symptoms of COVID-19 to the employer before or during the work shift.

(3) Suburban Sports Group shall physically isolate any employees known or suspected to have COVID-19 from the remainder of the workforce, using measures such as, but not limited to:

- (a) Not allowing known or suspected cases to report to work.
- (b) Sending known or suspected cases away from the workplace.
- (c) Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.

(4) When the employer learns of an employee, visitor, or customer with a known case of COVID-19, the employer shall, within 24 hours, notify any co-workers, contractors, or suppliers who may have been in contact with the person with a known case of COVID-19.

(5) The employer shall allow employees with a known or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the [latest guidelines from the CDC](#).

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. Suburban Sports Group understands that to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager or contact Human Resources at 248-479-1131 or jjohnson@suburbanice.com.