

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Kathleen Swantek	<b>DATE SUBMITTED:</b> 06/04/80	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b> 06/04/80	<b>DATE REVISED:</b> 02/25/16, 12/09/20	<b>SUBJECT:</b> Work Schedule	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 03/26/18, 03/20/19, 12/09/20		<b>POLICY #:</b> ED-047	<b>PAGE #:</b> 1 of 4

**I. APPLICATION**

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It is the policy of the organization to post scheduled work hours for all employees. It shall also be the policy of the organization that pursuant to the Michigan Occupational Safety and Health Administration's (MIOSHA) Emergency Rules filed with the secretary of state on October 14, 2020 that in-person work be prohibited for employees to the extent that their work activities can feasible be completed remotely.

**III. DEFINITIONS**

**In-person work:** work performed at the work site.

**Remote work:** work performed outside the traditional work site; for example, the employee's home.

**Close contact:** someone who was within six (6) feet of an infected person for at least 15 minutes starting from two days before the illness onset (or for asymptomatic patients, two days prior to specimen collection) until the time the person is isolated.

**IV. STANDARDS**

The executive committee has reviewed all job descriptions to determine which qualify for remote work.

The following jobs do not qualify for remote work:

- Residential assistant program supervisor
- Residential technician II
- Residential technician I
- Community based assistant program supervisor
- Community based program support
- Community based team coordinator
- Community based support worker

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The following jobs may qualify for remote work only when the employee is required to self-quarantine or isolate due to being a confirmed “close contact” or testing positive for COVID-19.

- Residential program supervisor
- Community based program supervisor
- Executive director
- Division director
- Executive secretary
- Secretarial assistant
- Human resource manager
- Fiscal analyst
- Accounts clerk
- Billing clerk

Approval of remote work is contingent upon work assignments available to be safely done remotely. All other policies pertaining to accessing information and using agency technology must be adhered to.

Employees who must self-quarantine or isolate and either do not feel well enough to work remotely or who do not qualify to work remotely, may choose to use sick or vacation paid time off. In these situations, the organization will not force an employee to use either. However, if paid time off is not used to supplement lost hours, the time off will be unpaid.

When in-person work is required the following guidelines are in place to ensure the health and safety of individuals served, employees, and community.

- Whenever possible, meetings will be done virtually using tools such as Go-To-Meeting, Microsoft Teams, or Zoom.
- The number of people at each work site is restricted to essential visitors only.
- All employees and essential visitors are always required to wear a face covering and maintain six feet from others.
- Each work site follows a cleaning and disinfecting schedule.
- Employees are encouraged to regularly wash and sanitize their hands and workspaces.
- Employees are encouraged to stay home when ill.

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**V. NOTIFICATION/PROCEDURE**

<b>WHO</b>	<b>DOES WHAT</b>
Program Supervisor	1. Post work schedule at least two (2) weeks in advance.
Employee	2. Requests schedule changes of program supervisor in writing.
Program Supervisor	3. Acts on request in writing, changes are not official unless program supervisor notifies employee in writing.
Employee	4. Notifies direct supervisor of any COVID-19 illness, symptoms, positive COVID-19 test result, or if employee is a possible close contact.
Supervisor	5. Notifies human resources of above information and refers to and follows the COVID-19 Employee Tracking procedures.
Human resources manager	6. Following the COVID-19 Employee Tracking procedures, determines if the employee is required to self-quarantine or isolate.
	7. If the employee is required to self-quarantine or isolate, determine if the employee qualifies for remote work and notifies supervisor.
Supervisor	8. Notifies employee if applicable required self-quarantining or isolation dates and if approved to work remotely, and coordinates assignments.

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**VI. REFERENCE**

MIOSHA Emergency Rules, Rule 5 basic prevention measures for all employees, section 8 The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.

**VII. EXHIBIT**

- A) Schedule Change Agreement.