



COVID-19 PREPAREDNESS PLAN

In response to Governor Whitmer's Executive Order 2020-77, issued May 7, 2020, which allows for the resumption of construction activities in Michigan, Northern Michigan Housing Development, LLC (NMHD) has adopted this COVID-19 Preparedness Plan, effective May 7, 2020, to allow for a safe work environment at its sales office and model at 601 Galen Street in Grayling, Michigan, and its future construction sites.

Sales Office & Model Home – 601 Galen Street, Grayling, Michigan

- 1) Restrict number of NMHD personnel present to no more than is necessary to perform the permitted work.
- 2) Showings of the model shall be by appointment only (no open houses with customers coming by randomly).
- 3) All persons involved in face to face meetings should be able to attest that during the last 14 days, neither they nor any members of their household have been exposed to, diagnosed with, or quarantined, as a result of COVID-19, or have experienced a fever, cough, shortness of breath or other cold or flu-like symptoms.
- 4) Limit the total number of individuals on the premises at one time to no more than four.
- 5) Keep individuals at least six feet apart as much as possible.
- 6) Require masks to be worn if people cannot maintain six feet of separation.
- 7) All interior doors will be left open.
- 8) NMHD will clean and disinfect all frequently touched surfaces prior to and after each showing.
- 9) NMHD personnel and customers are asked to refrain from touching any surface in the model. Do not turn off any lights or close any interior doors.
- 10) Do not share any pens, phones, tablets, business cards, brochures, or sales information with anyone else attending the showing.

Future Construction Sites (Customer Build Sites)

- 1) Restrict number of workers present to no more than is necessary to perform the permitted work.
- 2) NMHD personnel and contractors must implement rotational or separate schedules where possible to reduce the number of workers in the home at one time.
- 3) NMHD personnel and contractors should be able to attest that during the last 14 days, neither they nor any members of their household have been exposed to, diagnosed with, or quarantined, as a result of COVID-19, or have experienced a fever, cough, shortness of breath or other cold or flu-like symptoms.
- 4) Perform temperature screening of all workers coming on to the job site. Workers with temperatures above normal (98.6F) will be sent home.
- 5) Keep at least six feet apart as much as possible.
- 6) Require masks to be worn if workers cannot maintain six feet of separation.
- 7) All interior doors will be left open.
- 8) Eliminate or limit the sharing of tools and equipment. Clean and disinfect any shared tools and equipment.
- 9) Frequently and thoroughly clean and disinfect high-touch areas and surfaces.
- 10) Ensure there is sufficient hand sanitizer that the workers can access.
- 11) Encourage workers to self-report to management as soon as possible after developing symptoms of COVID-19.
- 12) Send potentially exposed persons home after a positive case of COVID-19 is confirmed at the construction site.
- 13) Shut down areas for cleaning and disinfecting as necessary, especially if a worker goes home because he or she is displaying symptoms of COVID-19.
- 14) Notify management and potentially exposed persons if there is a positive case of COVID-19 identified at the construction site. NMHD will keep a log of symptomatic workers who test positive for the virus.

NMHD Management

May 7, 2020