

COVID-19 Preparedness & Response Plan

PURPOSE:

The purpose of this plan is to communicate to the public and outline American 1 Credit Union’s protocol and protective actions in regard to safety during a pandemic, specifically COVID-19. This plan will be in effect until further notice. This plan will be guided by recommendations of the Center for Disease Control (CDC) as well as federal, state and local law.

Table of Contents

PURPOSE	1
WORKSITE SUPERVISORS	2
COMMUNICATION	2
EMPLOYEE EDUCATION & TRAINING	2
SYMPTOMS OF COVID-19	2
GENERAL EXPECTATIONS	3
EMPLOYEE HEALTH SCREENINGS - SELF QUESTIONNAIRE	3
INFECTED PERSON PROTOCOL	3
GENERAL CLEANING AND SANITIZATION	4
TRAVEL POLICY	4
American 1 Credit Union has implemented internal protocols regarding travel to reduce exposure to COVID-19.....	4
REPORTING	4
If you feel that American 1 Credit Union is not in Compliance with The State of Michigan’s “Stay Home, Stay Safe” Executive Orders, you may contact the Attorney General by calling 877-765-8388 or by visiting www.michigan.gov/agcomplaints	4

WORKSITE SUPERVISORS:

American 1 Credit Union will designate a worksite supervisor to ensure this plan is followed and adhered to. Any questions or concerns can be directed to the onsite supervisor or management on duty.

COMMUNICATION:

Communication will be provided to the public and members as needed via the following:

- Email
- A1CU Social Media Pages
- A1CU website www.american1cu.org
- A1CU Online/Mobile Banking

EMPLOYEE EDUCATION & TRAINING:

Employees will receive education and training on procedures, symptoms, controls, and best practices to understand the impact of COVID-19 in the workplace and ensure safety to the team, our members and the public.

SYMPTOMS OF COVID-19:

Common Symptoms:

- Fever (not always present)
- Cough
- Shortness of breath

Other Potential Symptoms:

- Digestive concerns
- Diarrhea
- Headache
- Body aches
- Fatigue
- Loss of taste and smell

GENERAL EXPECTATIONS:

American 1 will ask the public and members to follow these general expectations during an infectious disease pandemic:

1. Maintain an acceptable social distance from others at all times while in American 1 owned locations.
2. Wear PPE (Personal Protective Equipment) while inside enclosed building locations as ordered in Executive Order 2020-59.
3. Follow the direction of the onsite supervisor regarding occupancy inside the branch. If asked to wait outside, individuals will wait in their vehicles or in an area socially distanced from others until they are directed to enter the building.
4. Stay home if not feeling well or if there has been exposure or suspected exposure to someone with COVID-19.
5. Frequently wash hands following the suggested handwashing procedures from the CDC:
 - a. Any time you are preparing or eating food
 - b. Before and after treating a cut or wound
 - c. After using the restroom
 - d. After blowing your nose, coughing, or sneezing
 - e. After touching frequently touched items such as door handles, tables, carts, etc.

EMPLOYEE HEALTH SCREENINGS - SELF QUESTIONNAIRE:

Onsite employees are required to complete a Health Screening Checklist each morning ***BEFORE*** reporting to work. If they do not pass the health screening, employees have been instructed to stay home until they are able to pass all questions listed on the health screening questionnaire. Employees have been instructed to remain home for 14 days after the last exposure to someone who has tested positive for COVID-19.

INFECTED PERSON PROTOCOL:

American 1 Credit Union has implemented protocols regarding infected persons to ensure employees, members and the public are informed in accordance with Executive Order 2020-92. A documented strategy has been implemented to ensure proper cleaning according to CDC guidelines in all areas where the infected individual has come in contact. Personal information regarding the infected person will not be released.

GENERAL CLEANING AND SANITIZATION:

Employees will be expected to adhere to our general cleaning and sanitization procedures during an infectious disease pandemic including routine cleaning, highly trafficked areas and indoor/outdoor areas.

TRAVEL POLICY:

American 1 has implemented internal protocols regarding travel to reduce exposure to COVID-19.

REPORTING:

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