



COVID-19 PREPAREDNESS AND RESPONSE PLAN

Shepler's Mackinac Island Ferry takes the health and safety of our cast members extremely seriously. With the spread of COVID-19 and the need for certain cast members to continue in-person work, either because they are critical infrastructure workers or they are needed to conduct minimum basic operations for Shepler's, we are committed to reducing the risk of exposure to COVID-19 on the job and to promoting healthy and safe workplace practices for all cast members.

Critical infrastructure includes any systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety or any combination of those matters. Critical infrastructure workers are workers who conduct a range of operations and services that are typically essential to continued critical infrastructure viability and workers who support crucial supply chains and enable functions for critical infrastructure in such industries as medical and healthcare.

This Response Plan is based on information and guidance from the CDC and OSHA and is subject to change based on further information provided by the CDC, OSHA and other public officials. We are following their websites for regular updates and postings.

Shepler's COVID-19 Preparedness and Response Plan will be on file and viewable by our guests.

We have identified the following potential sources of possible spread COVID-19 in the workplace:

- The general public/guests
- Other cast members
- Vendors/suppliers/contractors

Employers categorize employee risk based upon the degree of direct contact with people known or suspected to be infected with COVID-19 or frequency of close contact with the public. The categories range from Lower Exposure Risk to Very High Exposure Risk (including healthcare workers performing aerosol-generating procedures on known or suspected COVID-19 patients and healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients).

Our cast members fall into the following category:

- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19 but who are not known COVID-19 patients or contact with the general public in areas where there is ongoing community transmission).



COVID-19 WORKPLACE COORDINATORS

A COVID-19 Workplace Coordinator has been designated for each of the locations and shifts:

Workplace Coordinators are responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into Shepler's worksites. Workplace Coordinators are also responsible for reviewing Human Resources policies and practices to make sure that they are consistent with this Response Plan and existing federal, state and local requirements.

RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All supervisors and managers must be familiar with this Response Plan, along with the COVID 19 Manager and Workplace Coordinator Guidance document and be prepared to answer and respond to questions from cast members. Supervisors and managers must set a good example by following this Response Plan at all times. This involves good jobsite safety practices and promoting personal hygiene preventative measures to stop the spread of COVID-19. Supervisors and managers must encourage the desired behaviors from all cast members.

RESPONSIBILITIES OF CAST MEMBERS

Shepler's Mackinac Island Ferry is asking every one of our cast members to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our worksites, everyone must play their part. As set forth below, we have instituted various housekeeping, social distancing and other best practices at our worksites to minimize exposure to COVID-19 and prevent its spread in the workplace. All cast members must always follow these best practices for them to be effective. Beyond these best practices, we require cast members to report immediately to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If cast members have a specific question about this Response Plan or COVID-19, they should ask their manager or supervisor or contact the Workplace Coordinator.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid touching your face, mouth or eyes
- Avoid close contact with people who are sick.
- While COVID-19 is a pandemic, maintain appropriate social distance of six feet to the greatest extent possible.



In addition, cast members must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Shortness of breath or difficulty breathing; and
- Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If cast members develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must **NOT** report to work, must notify their supervisor immediately and consult their healthcare provider. Likewise, if cast members come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. Shepler's Mackinac Island Ferry also will work to identify any cast members who have close contact with individuals with COVID-19 symptoms.

"Close contact" is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines "close contact" as either:

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a "prolonged period of time;" or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

There is no precise definition of "prolonged period of time." CDC estimates range from 10 to 30 minutes. To protect cast members, we are using the lower end of this range and consider a prolonged period to be 10 or more minutes of exposure.

WORKSITE PREVENTATIVE MEASURES

Minimizing Exposure from Other Cast Members

Shepler's will take the following steps to minimize exposure from cast members to COVID-19:

1. Shepler's will provide an Infectious Disease Policy, along with education and training to cast members on protective behaviors that reduce the spread of COVID-19. We will provide cast members with the necessary tools for these protective behaviors, including the following:
 - a. Posting CDC information, including recommendations on risk factors at home and in the community.
 - b. Providing tissues, hand sanitizer and no-touch disposal receptacles to minimize exposure to infectious secretions. Hand sanitizers will be located at each entrance, by the time clock and in all cast member areas.
 - c. Informing cast members of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for cast members to minimize exposure to COVID-19. If soap and water are not readily available, cast members should use alcohol-



based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.

- d. Encouraging good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
 - e. Discouraging handshaking and instead encouraging the use of other non-contact methods of greeting.
 - f. Avoiding other cast members' phones, desks, offices, other work tools and equipment and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use.
 - g. Avoiding sharing food utensils and food with other cast members. Encouraging cast members to eat lunch on their own and not be in the lunch room with more than 9 cast members in St. Ignace and 16 cast members in Mackinaw City.
 - h. Encouraging required social distancing to the greatest extent possible while in the workplace.
 - i. Encouraging cast members to minimize ride-sharing. While in vehicles, cast members must ensure adequate ventilation.
2. Implemented daily health screenings and policies for all cast members:
- a. All cast members must complete a daily health screening form prior to entering the workplace and/or starting their shift. This questionnaire needs to be completed daily prior to the start of your shift.
 - b. Sheplers will require all cast members to wear masks.
 - c. All managers and supervisors are trained to immediately separate any employee with symptoms from other individuals and send him/her home.
3. Shepler's is actively encouraging sick cast members to stay home
- a. Follow state, federal and local guidance for return to work
 - b. Implementing protocols for return to work after symptoms of COVID-19
4. All Managers and Supervisors have been trained on the protocol to follow if an employee has a confirmed case of COVID-19:
- a. See COVID-19 Manager and Workplace Coordinator Guidance for communicating with cast members/Workplace Coordinators
 - b. Notify the local health department with any confirmed cases
 - c. Evaluate OSHA reporting/recordkeeping requirements
 - d. Protocol for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas.
5. Perform increased routine environmental cleaning and disinfection:
- a. Overland transportation operators will be constantly cleaning the areas where guests come aboard and where they sit.
 - b. Tram stops will be disinfected every hour on the hour.
 - c. Shepler's will be completely sanitizing each motor vessel via a back pack hydro sprayer at the conclusion of every one-way arrival. In addition, each motor vessel will be thoroughly deep cleaned every evening.



- d. Hand sanitizers will be located at all locations on the dock, boat, queuing areas, luggage areas and in our overland transportation vehicles.
 - e. Routinely cleaning and disinfecting motor vessels, ground transportation vehicles and all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails and doorknobs.
 - f. Providing disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by cast members before each use.
 - g. Cast members will regularly wipe down surfaces with supplied disinfectant when finished with their work.
 - h. Maintenance will sanitize daily entrances to break rooms and inside each break room.
 - i. Maintenance will sanitize the Mackinaw City, St. Ignace and Mackinac Island offices daily
 - j. Maintain Safety Data Sheets of all disinfectants used on site
6. Evaluate options for cast members at a higher risk for serious illness due to COVID-19 - discuss with Workplace Coordinators

Minimizing Exposure from Vendors, Suppliers and Contractors

1. Communicate with vendors, suppliers and contractors about the Preparedness and Response Plan – the Plan will be posted on Shepler’s website
2. If needed, identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
3. If possible, limit the number of vendors/suppliers/contractors to the worksite, including offices.
4. Develop a protocol for a health screening/questionnaire for vendors/suppliers/contractors.

Minimizing Exposure from Guests and the General Public

1. Shepler’s will provide to and strongly encourage the wearing of masks by our guests, especially during areas that physical distancing is impossible.
2. No touch ticket purchasing and collecting, while encouraging all guests to purchase tickets online or if onsite, use credit cards.
3. Shepler’s will not be selling Mackinac Island State Historic Park guidebooks onboard thus eliminating cash being used.
4. Shepler’s will not be valeting any vehicles during the summer of 2020.
5. Sneeze guards are installed at all point of purchase locations to prevent exposure for cast members and guests.
6. Hand sanitizer will be available for guests’ use - 77 hand sanitizer stations have been installed throughout the operation in Mackinaw City, St. Ignace and Mackinac Island.
7. Shepler’s will reduce the load capacity on all departures.
8. Shepler’s will reduce the number of guests allowed entry into luggage retrieval areas.
9. Shepler’s will not allow guests in any of the storage buildings without discussion first with a Workplace Coordinator or a Lead prior to entry.



10. No guests will be allowed in any buildings through any entrance other than through the main entrances. Appropriate signage and barriers will be put up to prevent guests' entry through non-main entrances.
11. Shepler's on the dock public address announcements will be a constant reminder to practice physical distancing, please keep those around you safe by wearing a mask.
12. Shepler's on the ferry public address announcements will be a constant reminder to practice physical distancing to the best of their ability.
13. Signage posted in bathrooms to remind guests and cast members to wash their hands.
14. 6-foot marks will be located on the ground in the ferry queuing areas, ticket office lines and in the main office.
15. Signage posted that states no more than 1 guest is allowed in the Mackinaw City and St. Ignace offices at any given time.
16. Signage posted stating the number of guests/cast members allowed in one particular place.

Shepler's Mackinac Island Ferry is dedicated and focused on making the trip to Mackinac Island as safe as possible. The above information may change due to the climate of COVID-19 as things will change and we may find other ways to keep everyone safe and healthy. The bottom line is this "The crew here at Shepler's is completely committed to making your time with us as safe and clean as possible!"

Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers or temporarily suspend some of your operations if needed).