

Proposal for Covid-19 Approved Sanitizing & Cleaning Services

Submitted To

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City of Rochester
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Submitted By

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April 20, 2020

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1.0 INTRODUCTION

NOVA Consultants, Inc. (NOVA) is pleased to present this proposal to the City of Rochester (City) for Covid-19 Approved Sanitizing & Cleaning Services (Services) in response to the “Notice to Accept Proposals” issued April 12, 2020. NOVA understands that the scope of work includes the sanitizing and disinfection of properties and premises potentially impacted by the Coronavirus Covid-19. NOVA understands that City desires to select up to five companies that would be used by the City as well as residents and businesses who may need the Services for cleanup of affected sites.

2.0 DETAILED SCOPE OF WORK

NOVA will perform the following scope of work:

- Respond to requests for Services in a timely and professional manner
- Schedule the cleanup activities in consultation with the property owner or manager
- Arrive promptly at the scheduled time and date with the required equipment and materials, such as cleaning chemicals, personal protective equipment (PPE), personnel decontamination supplies such as sprayers and decontamination pad, containers for containerization of waste materials such as rags and used PPE for lawful disposal onsite, etc.
- Mobilize to site with a crew of highly trained and skilled personnel having all required certifications to perform the hazmat cleanup activities.
- Provide independent third party oversight personnel to monitor and guide the cleanup tasks, inspect the chemicals used for compliance with EPA list-N, take photographs (if allowed), and coordinate any unforeseen situations with the owner and/or manager of the property.
- Complete the cleanup tasks and demobilize from site. Decontamination process of high touch point areas of the facility which may include offices, break rooms, restrooms, heavy equipment and work stations. Crew will disinfect all working surfaces of the facility utilizing the required disinfectant solutions, disinfectant

wipes and/or disinfectant sprays. Hand held foggers with disinfectant solution will be utilized on all floors, furniture and upholstery.

- Prepare a written report to document the cleanup activities that were completed at the site. The owner can keep the report in their files for future reference.
- Submit invoice for services
- Closeout the project upon receiving payment for services rendered

3.0 PROPOSAL SUBMITTAL IN REQUIRED ORDER

The response requires submittal of the following information in this order.

3.1 Chemicals used MUST be approved by the EPA for Covid-19 disinfectants, a link to the EPA site: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Response: We are using the following chemicals:

- BioSolutions 21584, EPA Registered List-N #10324-155. Contact time to kill viruses is approximately 10 minutes.
- Ultra-Clorox Brand Regular Bleach EPA Registered List-N # 5813-50. Contact time to kill viruses is approximately 10 minutes.

3.2 Company name

Response:

Prime contractor and respondent:

NOVA Consultants, Inc.

21580 Novi Road, Suite 300

Novi, MI 48375

Sub-contractor:

Marine Pollution Control Corporation

8631 West Jefferson
Detroit, Michigan 48209

3.3 Company experience and certifications in performing required work:

NOVA Consultants, Inc. (NOVA) was founded as an environmental services company in Novi, Michigan in 1992, and continues to operate from its office in Novi 27 years later. Over the years, NOVA has added to its portfolio of professional engineering services including engineering, environmental, energy (including renewable energy – solar and wind) provided to various clients in the industrial sector as well as in the public sector. It has maintained profitability continually since inception and carries zero debt. Through its ownership, it has maintained a Minority Business Enterprise (MBE) status and is committed to Equal Employment Opportunity (EEO) objectives. It has distinguished itself by its high degree of professional integrity, flexibility in meeting client needs, and providing high quality cost-effective services. NOVA is a small business certified by the Small Business Administration (SBA).

NOVA will provide the following services with its own personnel:

- Project management
- Coordination with customer
- Third-party independent oversight of cleanup activities
- Cleanup guidance
- Project reports and documentation

NOVA will utilize the services of Marine Pollution Control Corporation (MPC), headquartered in Detroit, Michigan, as sub-contractor for the hands-on cleanup tasks. MPC crew have the following required certifications, please see attached certifications. Additional certifications will be submitted upon request:

- All workers are OSHA 1910.120 HAZWOPER-trained, OSHA General Industry - Bloodborne Pathogen Standard 1910.1030 and Infectious Disease-Trained.
- Workers are monitored daily by a COVID-19 Employee Wellness Program, enrolled in a written fit test program and medical surveillance program.

3.4 Price per SQ foot for application:

Response: We are not providing a per SQ foot price. Please see alternate time and materials (T&M) pricing per attached pricing schedule.

3.5 For city properties:

Response: We are not providing a per SQ foot price. Please see alternate time and materials (T&M) pricing per attached pricing schedule.

3.6 For private residential properties:

Response: We are not providing a per SQ foot price. Please see alternate time and materials (T&M) pricing per attached schedule.

3.7 For private commercial properties:

Response: We are not providing a per SQ foot price. Please see alternate time and materials (T&M) pricing per attached pricing schedule.

3.8 Other pricing options

Response: Please see alternate time and materials (T&M) pricing per attached pricing schedule.

3.9 Time between order placed and performance

Response: The crew can mobilize typically same day or next day.

3.10 Chemical(s) or solution(s) name(s):

Response: We are using the following chemicals:

- BioSolutions 21584, EPA Registered List-N #10324-155. Contact time to kill viruses is approximately 10 minutes.
- Austin A-1 Ultra Disinfecting Bleach EPA Registered List-N # 1672-65 or equivalent. Contact time to kill viruses is approximately 10 minutes.

3.11 Website for information about the chemical(s) or solution(s) used:

Response: We are using the following chemicals:

- BioSolutions 21584, EPA Registered List-N #10324-155.
<https://biosolutionsllc.com/cleaning/disinfecting-detergent/>
- Austin A-1 Ultra Disinfecting Bleach EPA Registered List-N # 1672-65 or equivalent. Contact time to kill viruses is approximately 10 minutes.
<http://austinsbleach.com/product/austins-a-1-ultra-disinfecting-bleach/>

3.12 How long does the disinfecting last after application

Response: Once the surface has dried, it should remain sanitized until impacted again with respiratory droplets.

3.13 What is the recommended re-application timing:

Response Re-apply once the area has been potentially impacted again, otherwise no re-application is necessary.

3.14 Company contact information to schedule:

Response: Please contact one of the following personnel

- Primary contact
Sunil Agrawal
Office: (248) 347-3512
Cell: (248) 866-1476

sunil.agrawal@novaconsultants.com

- Secondary contact

Sachit Verma

Office: (248) 347-3512

Cell: (248) 730-5697

sachit.verma@novaconsultants.com

3.15 Pricing valid through (can be past the RFP requested May 15th):

Response: Pricing is valid all year until December 31, 2020.

3.16 Description of company and the application process:

Response: Please see attached detailed written “*Standard Operating Guidance for Infectious Disease updated March 17, 2020*” and “*Virus Endemic/Epidemic Policy 100-64*” for details regarding the cleanup process and personnel safety information.

3.17 Any exceptions, limitations, notes or other details:

Response: Please note the following exceptions:

- This proposal is for City and Commercial properties only.
- Pricing is based on time and materials

4.0 ACCEPTANCE

This proposal shall be deemed to be a binding contract when executed by both parties. We look forward to working with you on this very exciting project. We appreciate the opportunity to provide this proposal. Please contact our office if you have any questions or need any additional information.

Sincerely,

Proposal accepted by:

NOVA Professional Engineering, Environmental, and Energy Services

NOVA Consultants, Inc.

Signature:

Sachit Verma

Name: _____

Program Manager – Energy

Title: _____

Date: _____

Attachment 1

Time and Materials Pricing

Covid-19 Approved Sanitizing & Cleaning Services
City of Rochester
400 Sixth Street
Rochester, Michigan 48307

Cost Estimate for Scheduled Work on a Sample 5,000 SqFt Facility					
#	Description	Unit	Rate	Quantity	Total
Labor & Equipment					
1 Ea	Industrial Hygienist (ST)	Hour	\$ 110.00	8	\$ 880.00
1 Ea	Project Manager (ST)	Hour	\$ 100.00	2	\$ 200.00
1 Ea	Supervisor (ST)	Hour	\$ 68.00	8	\$ 571.20
3 Ea	Recovery Technician (ST)	Hour	\$ 43.25	24	\$ 1,089.90
2 Ea	Pick Up Truck / Passenger Vehicle	Hour	\$ 21.75	16	\$ 365.40
2 Ea	Hand Held Atomizer Sprayer (Fogger)	Day	\$ 150.00	2	\$ 315.00
	Miscellaneous Hand Tools	Day	\$ 65.00	1	\$ 68.25
PPE and Materials & Supplies					
	Atomizer Sprayer Disinfectant	Gallon	\$ 30.00	8	\$ 252.00
	Gloves, Nitrile Liners (Box of 100 Each)	Box	\$ 21.75	0.5	\$ 11.42
	Booties (Pair)	Pair	\$ 13.50	4	\$ 56.70
	Tyvek Suit (Each)	Each	\$ 21.75	4	\$ 91.35
	Respirator, Air Purifying	Day	\$ 43.25	4	\$ 181.65
	Respirator Cartridges - Type Gme P100 (Per Pair)	Pair	\$ 34.00	4	\$ 142.80
	Rags (Per Pound)	Lb	\$ 1.50	30	\$ 47.25
	Decon Solution	Gallon	\$ 18.00	8	\$ 151.20
	Miscellaneous Supplies	Day	\$ 65.00	1	\$ 68.25
Disposal					
	Offsite Disposal Not Included (Onsite Disposal Included)		TBD	TBD	TBD
Surcharges & Fees					
	Air Mask Premium (Per Person)	Each	\$ 54.00	4	\$ 216.00
	Biological And/Or Wmd Services Premium (Per Person)	Each	\$ 108.25	4	\$ 433.00
	Fuel & Insurance Surcharge	%	7%		\$ 238.87
	COVID-19 Materials Surcharge - Applies to PPE and Materials/Supplies Only	%	15%		\$ 150.39
Estimated Total					\$ 5,530.63
Straight time (ST) will be charged for the first eight (8) hours of scheduled work performed between the hours of 0700 and 1500, Monday through Friday. Overtime (OT) will be charged for work performed in excess of the first eight (8) hours between these times, Monday through Friday, work performed before 0700 and/or after 1500, Monday through Friday, and all day Saturday. Double time (DT) will be charged on Sundays and Federal Holidays.					

Attachment 2

MPC Standard Operating Guideline



MARINE POLLUTION CONTROL

8631 WEST JEFFERSON • DETROIT, MICHIGAN 48209-2691 • 313/849-2333 • FAX 313/849-1623

www.marinepollutioncontrol.com

Standard Operating Guideline

Infectious Disease

Updated March 17, 2020

Purpose:

To protect Marine Pollution Control employees from exposure to blood and other potentially infected materials contaminated by infectious disease.

Scope:

This program is intended for all Marine Pollution Control employees and their subcontractors, that could be potentially exposed to infectious disease during the result of performing duties in which they may have contact with blood or bodily fluids and other potentially infectious materials and surfaces. This policy can be used in conjunction with MPC's Bloodborne Pathogen Policy and MPC's Pandemic Policy.

MPC allows employees volunteer to be assigned on projects with potential exposure to Bloodborne Pathogens or Infectious disease. All employees volunteering to work on these projects are required to have Bloodborne Pathogen training annually.

This guideline covers bloodborne pathogens as well as other infectious disease or viruses that can be spread from person to person or by direct contact to mucous membranes with contaminated surfaces from respiratory droplets produced when coughing, sneezing or other respiratory functions.

Definitions:

Bloodborne pathogens – pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Occupational Exposure - reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Universal Precautions –an approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious for HIV, HBV and other bloodborne pathogens

Training

All MPC employees who volunteer to participate in work where they may potentially come in contact with Bloodborne Pathogens or infectious disease shall participate in annual training programs with Blood Pathogen Training as well as other MPC programs such as Respiratory Protection, Medical Surveillance, Respiratory Fit Test, Hepatitis Vaccinations, and HazWOPER Training.

Personal Protection Equipment

Personal Protection Equipment (PPE) will be selected to prevent exposure to the employee by evaluating routes of exposure. Universal precautions will be utilized to protect employees to prevent direct contact with bloodborne pathogen and infectious disease.

All specific PPE will be determined during the Tailgate Safety Program. Available PPE are outlined in the chart below:

PPE Type	Routes of Exposure	Examples
N-95 Respirators*	Inhalation	Infectious Disease (respiratory and airborne)
Tyvek Suits*	Direct Contact	Infectious Disease (bloodborne, respiratory, and airborne)
PVC Steel Toe work boots	Injection	Sharps and other sharp objects
Booties	Direct Contact	Infectious Disease (bloodborne, respiratory, and airborne)
Nitrile Inner Gloves	Direct Contact/Absorption	Infectious Disease (bloodborne, respiratory, and airborne)
Nitrile Outer Gloves	Direct Contact /Absorption	Infectious Disease (bloodborne, respiratory, and airborne)
Taped gloves and booties	Direct Contact/Absorption	Infectious Disease (bloodborne, respiratory, and airborne)
Face shield/Goggles	Injection/Absorption	Bloodborne
Safety Glasses	Injection/Absorption	Decon splashing/spraying contaminants

Eating and Drinking will be prohibited in areas requiring PPE.

*MPC may upgrade PPE depending on supplies.

Cleaning and Disinfection

High occupancy surfaces such as light switches, doorknobs, counter tops, desks, handrails, arm rests, bathroom fixtures, toilets and handles, community keyboards, touch screens, refrigerator handles, etc.) will need to be cleaned using the appropriate disinfection solution. If blood or other bodily fluids, clean until fluid is removed. (Some staining may persist with fluids such as blood.)

Unless otherwise stated, bleach solution should be used to disinfect surfaces. If a surface area has significant dirt or debris, it may need to be cleaned prior to disinfecting to access the entire surface. Apply solution and let sit for at least two minutes before wiping solution. (Caution: discoloration may occur on some surfaces.

Bleach Solution: 1/3 cup bleach per gallon of warm water (equivalent to 4 teaspoons bleach per quart of water)

For porous surfaces such as linens and clothes, when possible launder in warmest water possible setting and use an appropriate detergent (per manufacturer's recommendations). Laundry should not be

shaken during collection or before washing. For carpets and upholstery, use manufacturers instruction such as a carpet and upholstery cleaner.

For many viruses there is no verification testing available so surfaces will be visually cleaned.

Waste

Bloodborne Pathogen waste should be packaged per bloodborne pathogen containers and handled through a permitted Bloodborne Pathogen facility. This includes liquids and solids.

All associated debris from infectious cleanup (disinfected supplies and PPE) should be collected and bagged according to municipal solid waste requirements and discarded in the general trash. Bleach solutions can be discarded in sinks, mop sinks or other sanitary drains.

Sharps should be collected utilizing an engineering control, place in an approved container, and handled through a permitted Bloodborne Pathogen facility.

Decontamination

Decontamination of workers will be implemented to prevent the spread of contamination to other areas and employees. All discarded PPE will be collected and handled in the manner of other impacted debris. Decontamination will be used in the following manner:

- Remove tape from cuffs and wrists.
- Remove boots and gloves, turn inside out while removing
- Remove Tyvek/garment from top to bottom, turning it inside out while peeling away from the body.
- Remove respirator and face shield/goggle. These should be decon using appropriate solution on site or bagged for deconning at MPC facilities
- Remove inner gloves, turn inside out while removing
- Use warm soap and water to clean all exposure skin.

Reporting Illness

Employees exposed to Bloodborne Pathogens will be provided Hepatitis B vaccinations.

Employees will be encouraged available vaccines for infectious disease.

For infectious disease or bloodborne pathogens without an available vaccination, all employees will be requested to monitor for symptoms associated with the virus.

If an employee shows symptoms of the infectious disease as described by the CDC, the employee will be required to visit MPC health care provider unless other recommendations are made available via the CDC, in the case of an epidemic or pandemic situation.

Attachment 3

MPC Virus Endemic/Epidemic/Pandemic Policy

**Marine Pollution Control Corporation / MPC Environmental
Virus Endemic/Epidemic/Pandemic Policy
Policy 100-64**

1.0 Purpose

- A. Marine Pollution Control places the health and safety of its staff and the public in the highest regards. This policy is an outline to help prevent the spread of contagious virus and to sustain business continuity during effected times and will be periodically reviewed to verify its effectiveness.

2.0 Definitions

- A. Endemic – A disease that exists in a particular region or population
- B. Epidemic – A widespread occurrence of an infectious disease in a community at a particular time.
- C. Pandemic – When an epidemic spreads throughout the world
- D. Virus – Any of a large group of submicroscopic infectious agents that are usually regarded as nonliving extremely complex molecules, that typically contain a protein coat surrounding an RNA or DNA core of genetic material but no semipermeable membrane, that are capable of growth and multiplication only in living cells, and that cause various important diseases in humans, animals, and plants

3.0 Transmission

- A. Occur when the virus becomes transmissible to humans, who generally lack a natural immunity to fight off the viruses' adverse health effects
- B. Most contagious when people are most systematic
- C. Least common spread before symptoms develop
- D. From person-to-person
 - (1) Within approximately 6 feet
 - (2) Through virus containing respiratory droplets when a person coughs or sneezes
 - (a) The droplets land on the mouth or nose of a nearby individual
 - (b) The droplets are inhaled into the lungs
- E. Contaminated Surfaces
 - (1) Followed by contact with the mouth, nose, or eyes

4.0 Public Spaces and Buildings: Nexus of Transmission

- A. All facilities for public gatherings and shared public spaces are considered to be high risk for transmission and should be avoid when possible
 - (1) Some examples of these places are:
 - (a) Bathrooms
 - (b) Meeting Rooms
 - (c) Vehicle Cabins
 - (d) Airports
 - (e) Public Transportation

**Marine Pollution Control Corporation / MPC Environmental
Virus Endemic/Epidemic/Pandemic Policy
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- (f) Entertainment Facilities
- (g) Lodging Facilities

5.0 Travel

- A. MPC will act in accordance with government agency travel ban restrictions as to protect its employees
- B. All travel conducted by MPC employees must be reviewed and deemed as essential by the Company

6.0 Symptoms

- A. People infected with a virus can range in symptoms
 - (1) Some common symptoms could include
 - (a) Fever
 - (b) Cough
 - (c) Shortness of breath

7.0 Prevention

- A. Avoid close contact with people who are sick to the extent practical
 - (1) Practice appropriate social distance (ex. 6' distance between person-to-person)
- B. Protect and limit exposure to all employees
 - (1) Politely avoid shaking hands
 - (2) Restrictions on visitors to the facility will be enforced
 - (3) Possible cancellation of work-related group meetings or events
 - (4) Restriction on participation in all conferences
 - (5) Non-essential site employees may have to work remotely or in altered shifts
- C. Avoid making unnecessary eye, mouth, and nose contact with your hands
- D. Limit the sharing of the following:
 - (1) Cellphones
 - (2) Food
 - (3) Radios
 - (4) Utensils
- E. Utilizing no touch trash receptacles
- F. Cover using a tissue or inner elbow during a cough or sneeze
 - (1) After, throw away the tissue immediately and clean areas that may have been affected
- G. Utilize proper hygiene care
 - (1) Wash hands with soap and water at the provided facilities
 - (2) When available hand sanitizer or other hygiene items may be provided to employees

**Marine Pollution Control Corporation / MPC Environmental
Virus Endemic/Epidemic/Pandemic Policy
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- H. Use appropriate disinfection agents and an appropriate disinfection procedure
- I. Obtain appropriate immunizations, if available
- J. Maintain inventories and regulate the use of disinfection agents
 - (1) Common disinfection agents include, but are not limited to the following:
 - (a) EPA-registered disinfectants
 - (b) Bleach solution

8.0 Infected Employees

- A. Stay home when you are sick or if you have reason to believe that you have been exposed to a virus
 - (1) Follow proper protocol outlined in the MPC attendance policy for who to contact when calling off
 - (a) Must contact your supervisor within one (1) hour prior to beginning of shift. If you cannot reach your supervisor directly, call the main telephone number (313-849-2333) and ask the answering service to connect you to the on-call coordinator. The on-call coordinator will then communicate to the appropriate supervisor.
- B. If you are sick, immediately seek medical attention
 - (1) Contact your doctor or emergency room/medical facility prior to your arrival if you believe you have been exposed to the virus
- C. If an employee becomes sick, they should be isolated from other persons and sent for diagnosis, treatment, and further isolation
- D. If an employee has been diagnosed with a virus, they should advise people they may have come in contact with to prevent further transmission of the virus along with notifying Human Resources in a timely manner

9.0 Duties of Employees

- A. In addition to the preventions section above, employees are required to do the following:
 - (1) Should include an inspection of their worksites considering the potential for virus transmission
 - (2) Apply appropriate administrative, engineering, and process evaluation, and PPE selection controls to mitigate the hazards associated with the transmission of the virus
 - (3) Wash hands often with soap and water for at least 20 seconds. Always wash hands with soap and water if hands are visibly dirty
 - (a) If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol
 - (4) Areas of high public activity within our control should be appropriately disinfected on an appropriate schedule
 - (a) High public areas within MPC may include:

**Marine Pollution Control Corporation / MPC Environmental
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Policy 100-64**

- (I) Bathrooms
- (II) Locker Rooms
- (III) Meeting Rooms
- (IV) Vehicle Cabins

(b) Items to clean and disinfect frequently

- (I) Handles
- (II) Knobs
- (III) Buttons
- (IV) Switches
- (V) Countertops
- (VI) Dashboards
- (VII) Steering Wheels
- (VIII) Gear Shifts
- (IX) Railings
- (X) Keyboards

10.0 Subcontracted Staff and Outside Service Providers

- A. During an endemic or pandemic of a virus, subcontractors and outside service providers will be given MPC's Preparedness Plan prior to work
- (1) Those unable or unwilling to adhere to our standards may be subject to rejection of services

11.0 Training

- A. Training will be provided periodically to employees
- B. Topics to be covered in the training may include, but not limited to:
- (1) Illness Prevention
 - (2) How to avoid the spread of the disease
 - (3) MPC's Preparedness Plan, Policy, and Standard Operating Guideline/Procedure
 - (4) Lessons learned from previous situations

12.0 Business Continuity Plan

- A. Department Heads and Logistics Personnel will work together to maintain the following:
- (1) Identifying critical elements within the supply chains (raw materials, suppliers, subcontractors' services/products, and logistics) required to maintain business operations
 - (2) Evaluating inventories of critical operational supplies with high potential of interruption and build inventory as needed to mitigate risk
 - (3) Verify key suppliers have business continuity plans in place and plan accordingly
 - (4) Assessing the effects of our reliance on other companies has on their services and products. Be prepared to change our business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, increase inventory of essential materials, or temporarily suspend some of operations if needed.
 - (5) Liaison with clients to determine their current anticipated needs and their revised/evolving policies for providing services
- (a) Should an outbreak impact our company's ability to perform required services, account representatives will be responsible for contacting MPC's scheduled

**Marine Pollution Control Corporation / MPC Environmental
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customers along with customers for other contracted services and notify them of the situation. Once rectified the account representatives will notify the customers to resume services.

13.0 Point of Contacts

- A. Any questions or suggestions related to the Virus Plan and Program you are welcome and should reach out to a POC
 - (1) Lead Contact – Catherine Gibbons: (313) 218-9557
 - (2) Secondary Contact - Bill Hazel: (313) 215-2863
- B. During an endemic, epidemic, or pandemic event, the persons of contact along with the safety committee will perform a regularly scheduled hot wash to identify learning opportunities and take action to implement any possible corrective actions and process improvements.

14.0 Resources

- A. For the most up-to-date information please visit the following websites:
 - (1) Center for Disease Control, www.cdc.gov
 - (2) Michigan's State Emergency Operations Center, www.michigan.gov/msp
 - (3) Wayne County, www.waynecounty.com
 - (4) World Health Organization, www.who.int