

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Charter Township of Union, MI

I. Purpose

This COVID-19 Preparedness and Response Plan (“Plan”) is adopted and updated in compliance with Michigan Governor Gretchen Whitmer’s Executive Order 2020-97

II. Workplace Considerations

This Township’s workplace is primarily an office building, a wastewater treatment plant with associated collection and distribution/transmission facilities and water treatment plant with associated collection and distribution/transmission facilities. Thus, the only anticipated exposure to workers is from other workers and the public and vendors. The Township considers its in-person workers to be at “lower exposure risk” under OSHA’s Guidance on Preparing Workplaces for COVID-19 (“OSHA Guidance”), which is defined as follows:

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

III. Basic Infection Prevention Measures & Safe Work Practices

1. To protect its in-person workers, the Township will:
 - a. Require in-person workers to comply with the social distancing practices described in EO 2020-110 which includes keeping workers at least six feet from one another to the maximum extent possible and restricting the number of workers present in the workplace to no more than is necessary to perform operations.
 - b. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands.
 - c. Require workers to stay home if they are sick.
 - d. Encourage respiratory etiquette, including covering coughs and sneezes.
 - e. Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
 - f. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

- g. Direct that face-to-face meetings should be replaced with virtual meetings to the greatest extent possible.
- h. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in facility.
- i. Discontinue nonessential travel for workers.
- j. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.
- k. Department Directors may institute additional operational specific measures to maintain the intent of this Plan but, no additional measures can be less restrictive than the Plan.
- l. The Township Manager and Department Directors are designated as the “worksite supervisor” as defined in section 1(a) of EO 2020-97

IV. Identification and Isolation of Ill Workers; Response

- 1. The Township will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness. See attached exhibits
- 2. The Township will prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19, which will include asking workers to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel. The Township may also require workers to take their temperature and record the result in writing before working.
- 3. Notwithstanding anything in the Township’s employment policies, no written note from a physician is required for workers who are staying home from work due to illness, nor is a written note required for an employee to return to work.
- 4. Workers in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. If a face mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.
- 5. All workers may take any leave permitted under federal or state law or the Township’s policies, including any leave for which they are eligible and for which they have a qualifying reason under the Families First Coronavirus Response Act. If an in-person worker tests positive for COVID-19, the Township will take

additional measures that are reasonable under the circumstances, which may include closing the affected building (or part of the building) to all workers; notifying all workers who interacted with the infected person of the potential exposure; and having the affected building (or part of the building) professionally cleaned and sanitized.

V. Personal Protective Equipment (“PPE”)

1. Effective April 28, 2020 any individual able to medically tolerate a face covering must wear a covering over his or her nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—when in any enclosed public space.
 - a. For staff at the Township Hall, this should be read as requiring a face covering when moving about the building except when in your own private office.
 - i. For those that do not have a “private office” at Township Hall (Jennifer, Amy and Forrest), it is not required that you wear a mask when at your workstation.
 - ii. There is nothing preventing any employee from wearing a mask even while working in your private office.
 - b. For those located at any Public Service Department facility, staff required to work in close proximity, or the same general area must wear a face covering over his or her nose and mouth.
 - c. All staff that has any interaction with the general public or enter any public locations within a Township facility must wear a face mask or covering at all times

VI. Public Access Protocols

1. Individuals entering Township buildings are required to wear a face covering, maintain social distancing and may be required to complete a health screening questionnaire.
2. The public areas listed below are limited to the indicated number of individuals to comport with social distancing guidelines:
 - a. Township Hall Lobby: 3
 - b. Township Hall Conference Room: 4
 - c. Township Hall Board Room: Excepting Board of Trustees and staff; during a Board of Trustee public meeting: 8
 - d. Jameson Hall: TBD
3. To ensure a smooth transition and to help protect the health and safety of the public and staff, the following schedule for opening Township buildings to the public is in place:

- a. Week of June 4, 2020 Township buildings remain closed
 - b. June 8 through June 19 Township buildings remain closed to the general public but are open for appointments
 - c. June 22, 2020 Township buildings open to the general public
4. Park restrooms remain closed until 7/1/20. (May open earlier to accommodate field usage)
 5. UT sanctioned ball field usage availability at parks
 - a. Baseball/softball league play - TBD
 - b. Baseball/softball tournament play - TBD
 6. Reservations for:
 - a. Jameson Hall – available as of July 1st subject to occupancy limits per any applicable Executive Order
 - b. Jameson Park Pavilion and - available as of July 1st subject to occupancy limits per any applicable Executive Order
 - c. McDonald Park Pavilion - available as of July 1st - subject to occupancy limits per any applicable Executive Order

This Plan is subject to revision as needed by the Township Manager

Plan last updated June 4, 2020

For the safety of you and your fellow employees this self screening form should be completed prior to coming into work. Once at work, you will be required to maintain a log with similar information.

Coronavirus Disease (COVID-19 Workplace Health Self Screening) Union Township

Employee Name: _____

Date: _____

Time: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): Yes No

New or worsening cough: Yes No

Shortness of breath: Yes No

Sore throat: Yes No

Vomiting/Diarrhea: Yes No

Current temperature: _____

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4°F or higher, please do not come into work. Contact your primary care physician’s office for direction.

Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

Yes No

Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

Yes No

If you answer “yes” to either of these questions, please do not come into work.

For the safety of our employees, please complete the following self evaluation

Coronavirus Disease (COVID-19) Facility Entry Health Self Screening

Visitor Name: _____

Date: _____

Time: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): Yes No

New or worsening cough: Yes No

Shortness of breath: Yes No

Sore throat: Yes No

Vomiting/Diarrhea: Yes No

Current temperature: _____

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4°F or higher, you are not allowed entry into the facility.

Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

Yes No

Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

Yes No

If you answer “yes” to either of these questions, you are not allowed entry into the facility.