

COVID-19 PREPAREDNESS AND RESPONSE PLAN
Charter Township of Union, MI
(Effective 6/30/2021)

I. Purpose

This COVID-19 Preparedness and Response Plan (“Plan”) is adopted and updated in compliance with various Michigan Department of Health and Human Services Emergency Orders; various Michigan Department of Labor and Economic Opportunity Emergency Rules; Central Michigan District Health Department Emergency Orders (collectively known as “Various Orders/Rules”) to help ensure the safety and health of Township employees and visitors.

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.

III. Basic Infection Prevention Measures & Safe Work Practices

1. To protect its in-person workers, visitors and others, the Township will:
 - a. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands.
 - b. Require staff persons to stay home if they are sick.
 - c. Encourage respiratory etiquette, including covering coughs and sneezes.
 - d. Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.
 - e. Increase frequency of regular housekeeping practices, including routine cleaning and disinfecting of surfaces, high-touch surfaces, equipment, and other elements of the work environment.
 - f. Direct that face-to-face meetings should be replaced with virtual meetings to the greatest extent possible.
 - g. If it is suspected or confirmed that an employee, visitor, or customer has a known case of COVID-19, the work area and/or site should be closed/vacated for disinfection in accordance with CDC guidelines
 - h. Worksite COVID-19 Supervisors may, with the approval of the Township Manager, institute additional operational specific measures to maintain the intent of this Plan but, no additional measures can be less restrictive than the Plan.

- i. The Township Manager and Department Directors are designated as the Worksite COVID-19 Supervisors

IV. Identification and Isolation of Ill Workers; Response

1. Workers are required 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. Each incident will be evaluated for extenuating circumstances and with the approval of the Township Manager, may be allowed to report to work.
2. The Township may prevent employees and visitors from entering the premises if they display COVID-19 related respiratory symptoms
 - a. To return to the workplace, an employee with a known or suspected case of COVID-19 or who had close contact with a person with a confirmed diagnosis of COVID-19, must have followed health official guidance on isolation and quarantining practices.
3. Notwithstanding anything in the Township's employment policies or labor agreements, no written note from a physician is required for workers who are staying home from work due to COVID-19 related illness, nor is a written note required for an employee to return to work.
4. Employees shall promptly report any signs and symptoms of COVID-19 to the employer before or during the work shift.
5. When the Township learns of an employee with a known case of COVID-19, the Township shall within 24 hours of learning of the known case, notify any co-workers who may have come into close contact with the employee with a known case of COVID-19. Only after the employee is no longer infectious according to the latest guidelines from the CDC can they return to work.
6. Employees in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other employees. The employee 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 employee should wear a face mask until he or she leaves or is transported from the workplace.
7. All employees 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 may take additional measures that are reasonable under the circumstances.

V. Personal Protective Equipment (“PPE”)

- a. The Township shall provide non-medical face coverings to employees.

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

Plan last updated June 29, 2021