



CHARTER TOWNSHIP OF WHITE LAKE

COVID-19 Workplace Preparedness and Operations Plan

Revised 2/01/2021

While in force, this Plan will supersede all other Township policies and will be evaluated on a regular basis for any changes that may be needed to meet the Plan objectives.

COVID-19, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure. Except for rare situations, an employee diagnosed with the virus will have no significant long-term health care problems.

The goal of this Plan is to protect our employees, residents and visitors to our municipal buildings.

PLAN OBJECTIVES

<input type="checkbox"/> Reduce the potential spread of disease.	<input type="checkbox"/> Protect people at higher risk for complications.
<input type="checkbox"/> Maintain essential operations.	<input type="checkbox"/> Be proactive taking measures to minimize risk.

COVID-19 PREVENTATIVE MEASURES

PRE-WORKDAY PROTOCOL - SELF SCREENING:

Prior to reporting to work, all employees should perform a personal health assessment. Employees who have any of the following symptoms should call their immediate supervisor and not report to work:

One or more of the following not explained by a known medical or physical condition:

- Fever.
- Shortness of breath.
- Uncontrolled cough.

Two or more of the following not explained by a known medical or physical condition:

- Abdominal pain.
- Diarrhea.
- Loss of taste or smell.
- Muscle aches.
- Severe headache.
- Sore throat. Vomiting.

WORKDAY PROTOCOL:

Employees reporting to work shall practice good hygiene and infection control practices, including:

- Complete self-screening log maintained by your department head.
- Wiping down work area with disinfectant prior to starting work.
- Frequent and thorough hand washing, at least 20 seconds with soap, or use hand sanitizer if soap and running water are not immediately available.
- Avoid touching your face.
- Adhere to six-foot social distancing and practice respiratory etiquette, including coughing or sneezing into elbow.
- Masks do not have to be worn while working at your desk, if you are apart from your co-workers and not engaged in a “meeting” with at least one other person.
- Wear appropriate PPE for your job function as outlined in the addendum on page 9, clarifying department risks.
- Masks must be worn when moving around the building, in public areas, while at the window assisting residents, or meeting with one or more staff persons, in the hallways and kitchen area.
- If practicable, do not use other worker’s phone, desks, offices or other work tools or equipment. However, if used wipe down with disinfectant.
- Routinely clean and disinfect surfaces, equipment, and other elements of the work environment.

DEFINITION OF EXPOSURE:

Anyone who had *close contact with the ill employee shall be considered exposed to COVID-19. *Close contact is defined as persons who were within 6 feet of the ill person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset, or if the ill person is asymptomatic, 2 days prior to their positive test results.

EXPOSURE BUT NON-SYMPTOMATIC:

Per House Bill No. 6032 an employee who has *close contact with an individual confirmed to have COVID-19 or close contact with an ill individual who displays the principal symptoms of COVID-19 shall not report to work until one of the following conditions is met:

1. Ten (10) days have passed since the employee’s last close contact with the individual.
2. The individual with whom the employee had close contact receives a medical determination that they did not have COVID-19 at the time of the close contact with the employee.

Michigan House Bill 6032 mandates an employee that has *close contact does not apply to an employee who is classified a First responder (White Lake Township sworn Police Officers, White Lake Township Firemen).

QUARANTINE EXEMPTIONS:

Public Act 238/339 provides quarantine exemptions for critical infrastructure workers if they are not experiencing any symptoms and has not tested positive for COVID-19. They may be allowed to participate in onsite operations when strictly necessary to preserve the functions of a facility where cessation of operation of the facility would cause harm or danger to public health or safety.

The following positions may be subject to a reduced quarantine period:

- A First Responder
- A 911 Dispatcher
- A worker in an election
- A worker at a water, sewer wastewater or internet utility
- A worker providing public works, which includes maintaining, repairing and clearing roads or refuse collection of disposal services
- A worker in a court of law

NOTIFICATION:

Upon notification of a confirmed case of Covid-19, the Township shall notify the Oakland County Health Department and all employees who may have come in contact with the employee, contractor, or visitor (while not disclosing the identity of the person to ensure their privacy); and ensure that the entire workplace, or affected parts thereof, is thoroughly cleaned and disinfected.

IF AN EMPLOYEE BECOMES SYMPTOMATIC:

Should an employee become sick (as defined in the chart on page 1) during the work day, they should *immediately* be sent home and a COVID-19 test *must* be scheduled. All surfaces in their workspace should immediately be cleaned and disinfected. If the employee becomes sick (as defined in the chart on page 1) while at home, they must still notify their department head. The Department head, or their designee, should compile information on anyone who had contact with the ill employee in the workplace *during the time the employee showed symptoms or the two days prior to symptoms*. Anyone who had **close contact* with the ill employee shall be considered exposed to COVID-19.

**** Results of COVID-19 test must be provided to the Township Supervisors office to the attention of Cathy Derocher cderocher@whitelaketwp.com) as soon as it is available.** If an employee does not provide results to the employer within two work days or as soon as results are received, they may face disciplinary action up to and including termination.

RETURN TO WORK:

Per House Bill No. 6032, an employee that has a confirmed case of COVID -19 may only return to work after meeting **ALL** of the following:

1. The Employee's principal symptoms of COVID-19 have improved.
2. 24 hours have passed since the fever has stopped without the use of fever-reducing medications.
3. Ten Days have passed since either of the following, whichever is later
 - a. The Date the employee's symptoms first appeared.
 - b. The date the employee received the test that yielded a positive result for COVID-19.

POSSIBILITY OF ALTERNATE WORK SCHEDULES:

Per CDC recommendations, and as an accommodation to employees, the Township may consider and implement, at the discretion of the Supervisor, alternate work schedules during the time of this plan. Alternative schedules may include, but are not limited to, establishing 4/10 schedules, adjusting normal shift hours and/or shift days etc.

Employees who desire an alternate work schedule must submit a request to their department head in writing specifying the reason for the request. All requests will be considered based upon the specific position and the Townships operational needs.

Additionally, in the event of an emergency, the Township may adjust employee schedules as needed to meet operational needs.

ADDENDUM – DESIGNATION OF TOWNSHIP WORKFORCE

Township employees conduct a range of operations and services that are typically essential to continued critical infrastructure viability.

Tier 1 Employees – Those employees that are critical to providing services that directly affect the life, health, and safety of the residents and businesses of the Township. The following positions are included in this tier:

Sworn Police Officers/dispatchers
Sworn Firefighters/Paramedics
Township Supervisor
Assistant to Township Supervisor
Director of Public Works
DPW Workers
Maintenance & Custodian

Tier 2 Employees – Those employees that are essential to providing service and support to services that directly affect the life, health, and safety of the residents and businesses of White Lake Township. The following positions are included in this tier:

Clerk
Deputy Clerk
Election Specialist
Treasurer
Deputy Treasurer
Treasury Specialist
Building Official
Building Executive Secretary
Planning Director
Staff Planner
HR Manager
Assessor
Assessing Property Appraisers
Accounting Manager
Accounting Clerk
Code Enforcement

Tier 3 Employees – Those employees that are essential to providing support services to Tier E1 and E2. The following positions are included in this tier:

Clerical All Departments
Building Inspectors

Tier 4 Employees -Those employees that are not considered critical infrastructure workers.

Part-Time Support Staff

ACKNOWLEDGEMENT:

I have received and read a copy of the Townships *COVID-19 Workplace Preparedness and Operations Plan* and agree to follow them. I understand that failure to fully comply with any of these policies may result in discipline, up to and including termination.

Employee Name: _____

Employee Signature: _____

Date: _____

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Addendum – OSHA Requirements

Introduction

The novel coronavirus (“COVID-19”) pandemic is a respiratory infection that has spread throughout the United States, including Michigan, bringing thousands of deaths, resulting in tens of thousands of confirmed cases, and deeply disrupting this state’s economy, homes, educational, civic, social, and religious institutions. At this time, there is no known vaccine to treat COVID-19. Therefore, the Township of White Lake has developed a COVID-19 preparedness and response plan consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”), the Centers for Disease Control and Prevention (CDC) and the Michigan Department of Health and Human Services (MDHHS).

The virus that causes COVID-19 is thought to spread from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths, eyes, or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). The virus can also spread when an infected person touches surfaces or objects and an uninfected person touches those same surfaces or objects and then touches their mouth, nose or eyes. Social distancing, wear masks and frequent hand washing and cleaning are known measures to mitigate the spread of Covid-19.

The Department of Labor (“DOL”) and OSHA have stated that it is important to plan now for potential COVID-19 outbreaks in order to reduce the impact of these outbreaks at the workplace. the White Lake Township Board of Trustees (“Township”) has adopted this Preparedness and Response Plan (“Plan”) to promote the health, safety and general welfare of its employees and public offices in order to reduce the impact of COVID-19 infections at the workplace.

The Township Supervisor hereby designates each department head to serve as worksite supervisor to oversee, implement and monitor the policies of this Plan for their respective department. The worksite supervisor or his/her designee must remain on-site at all times when employees are present to oversee and implement the policies of this Plan. All department heads shall report any incident to the Township Supervisor immediately.

Social Distancing

The spread of COVID-19 occurs most frequently between people who are in close proximity to one another (less than 6 feet). Therefore, every individual who enters a Township building shall comply with social distancing standards defined by the Centers for Disease Control and Prevention (“CDC”). The CDC defines “social distancing” to mean keeping space between yourself and other people outside your home. All individuals are required to stay at least six (6) feet away from other people whenever possible and to wear a mask and shall not gather in groups where social distancing standards cannot be satisfied.

Preventative Measures by Employees

In addition to the social distancing protocol described above, employees are encouraged to adhere to the following:

- Maintain adequate social distancing in all shared spaces, including but not limited to, copy rooms, kitchen, restrooms, elevators, stairwells, etc. Please be courteous of others who may be waiting to enter. Before leaving any shared space, disinfect all surfaces that you may have touched (such as telephones, copy machines, cupboard knobs, door handles, switches, coffee pots, etc.).
- Only one person will be allowed in the kitchen at a time to maintain adequate social distancing. No one will be allowed to eat in the kitchen. Kitchen visits are for obtaining and preparing food/drink. Please be courteous of others who may be waiting to enter. Before leaving the kitchen use disinfecting wipe to clean all surfaces that you may have touched (such as cupboard knobs, handles, switches, coffee pots, etc.).
- Replacing face-to-face meetings with virtual communications, when feasible.
- Employees should wash hands frequently and thoroughly with soap and water for at least 20 seconds. If soap and running water are not immediately available use alcohol-based hand rubs containing at least 60% alcohol.
- Employees should practice respiratory etiquette, by turning away from others when coughing or sneezing, covering coughs and sneezes with a facial tissue or with the inside of your elbow, disposing of tissue in a trash bag, and sanitize hands immediately afterwards. Employees should properly dispose of facial tissues, masks or gloves in trash receptacles.
- Employees are required to clean and disinfect their workspaces and vehicles before and after every shift with disinfectant cleaners or soap and water if disinfectant cleaners are not available. Employees should not use other employee’s vehicles, workspaces, phones, desks, offices, etc., to the extent possible. In the event an employee uses vehicles, workspaces, tools or equipment assigned to another employee, s/he should disinfect the vehicles, workspace, tools or equipment after use.
- Employees are encouraged to wear Personal Protective Equipment (PPE) to prevent exposure to contaminated surfaces. PPE includes gloves, protective eyewear, face shields, masks and

respirators. PPE will be provided to employees who are at greater risk to exposure. Employees are required to wear masks where the work environment is such that they cannot consistently maintain six (6) feet of separation from other people, during in-person meetings and in shared spaces such as kitchens, hallways, restrooms, elevators, copy rooms, etc.

Preventative Measures by Administration

The Township will implement the following practices to reduce exposure to hazards without relying on employee behavior:

- Ensure all buildings are properly and frequently cleaned and disinfected, including common areas of use such as countertops, copy and scan machines, conference rooms and restrooms.
- Promote regular hygiene and cleaning by providing access to places to frequently wash hands, or access hand sanitizer and provide access to tissues and places to properly dispose of them. Post handwashing instructions in all restrooms and ensure the availability of soap and water.
- Ensure adequate supply of cleaning materials, disinfectants and hand sanitizers.
- Monitor and ensure adequate social distancing between individuals in Township buildings.
- Direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of another individual. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of vehicles, workspaces, tools and equipment.
- Install physical barriers, such as clear plastic sneeze guards to protect employees.
- Install safety tape on floors to indicate where everyone should stand in relation to front counters to maintain required social distance.
- Promote remote work as needed.
- Consider alternative to current staffing – e.g., alternating shifts or reduced days. Consider staggering work shifts, downsizing operations to the extent possible to get the work done and continue remote operations where they would work. Limit employees to only those necessary on each day to operate effectively.
- Provide appropriate PPE to employees, including non-medical grade face coverings. All types of PPE must be:

- Selected based upon the hazard to the employee, as more fully described in “Classifying Department Risks” section, below.
 - Properly fitted and periodically refitted, as applicable. ○ Consistently and properly worn when required. ○ Regularly inspected, maintained, and replaced, as necessary.
 - Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- If someone appears to be ill, isolate him/her immediately in a location away from others until further action can be taken. Restrict who can enter an isolation area.
 - Post signs encouraging everyone who may be ill no not enter any Township building.
 - Consider changes to paid time-off and sick leave policies to account for infectious disease situations, either for the employee or the employee’s family member. Require members of the public who enter a Township building to wear a face covering, in accordance with CDC recommendations.

Classifying Department Risks

The Township shall examine every department and employee’s job description according to the worker exposure risk to COVID-19 pursuant to the Occupation Risk Pyramid developed by OSHA:



The Township will provide the appropriate Personal Protection Equipment to employees based on the individual occupational risk.