

## **Rock River Township COVID-19 Preparedness and Response Plan**

***Adopted June 16, 2020***

***Revised 11-17-20***

### **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.<sup>1</sup> At this time, there is no known vaccine to treat COVID-19 and Executive Orders issued by the Governor require governmental agencies that remain open for in-person work to develop 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”).<sup>2</sup>

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. Pursuant to MIOSHA Emergency Rules of 10-14-20, the Rock River Township Board (“Township”) has revised its 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.

This Plan designates the Supervisor as the Township’s Workplace Coordinator to oversee and implement the policies of this Plan. **Trustee Case** is designated as back-up Workplace Coordinator in the event that the Supervisor is absent, sick or otherwise unavailable to oversee and implement the policies of this Plan. The Supervisor may appoint such others as Workplace Coordinator as needed.

### **REPORTING SAFETY VIOLATIONS:**

If an employee feels that these safety regulations are being violated, they may report to the MIOSHA hotline, **855-SAFEC19 (855-723-3219)**.

#### **1. Symptoms of COVID-19:**

Employees of the Township should familiarize themselves with the symptoms for COVID-19 for self-monitoring purposes. Any employee experiencing COVID-19 symptoms should immediately go home, then inform the Workplace Coordinator of the situation. The Centers for Disease Control and Prevention (CDC) described symptoms of COVID-19 to include:

- Cough
- Shortness of breath or difficult breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- Congestion or runny nose
- Headache
- nausea, vomiting, or diarrhea

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<sup>1</sup> EO 2020-97.

<sup>2</sup> EO 2020-97. See paragraph 1(a).

## **Preventative Measures**

### **Working Remotely**

All employees must work remotely to the extent that they are able.

### **Travel**

All employee travel shall be restricted unless that travel is essential to the conducting of Township business.

### **Daily screening for workers and public**

Employees who are sick must stay home. Any employee, contractor, or member of the public entering any township facility is required to answer a questionnaire (Appendix A) covering the symptoms and suspected or confirmed exposure to people with possible COVID-19 contact or infections.

The Workplace Coordinator or the Safety Coordinator (the employee in charge on site) shall obtain a completed questionnaire (Appendix A) from every person entering the Township facility and record the person's temperature on the form.

Any employee, contractor, or member of the public who answers "yes" to questions as specified on the questionnaire may not enter the facility. Employees or contractors may not return to work until the provisions of Section 4, "Sick Employees Returning to Work" are satisfied.

All screening forms will be kept on file at the Township Hall for a period of one year.

### **Self-Monitoring**

Employees must monitor themselves and self-report if they are exposed to COVID-19 and/or are experiencing any symptoms. Employees experiencing COVID-19 symptoms shall leave work immediately. Employees shall immediately disclose to the Workplace Coordinator if s/he was exposed to COVID-19. Any employee who knowingly comes in contact with COVID-19 or is experiencing COVID-19 symptoms must inform the Workplace Coordinator immediately.

### **Social Distancing**

Employees 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.<sup>3</sup> Employees are required to stay at least **six (6)** feet away from other people and shall not gather in groups where social distancing standards cannot be satisfied.

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<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

## **Increased Facility Cleaning and Disinfection**

The spread of COVID-19 occurs most frequently between people who are in close proximity to each other (less than 6 feet) for at least 15 minutes at a time.<sup>4</sup> The Township shall provide sufficient hand cleaners, disinfecting supplies and sanitizers to perform sanitation procedures detailed below. Employee in charge is required to follow label instructions of products in order to ensure proper sanitation.

### **Disinfection:**

- Employees are required to clean and disinfect their workspaces daily.
- Employees shall clean their workspaces with soap and water if disinfectant cleaners are not available.
- Employee in charge of the facility shall disinfect high-touch areas of the facility (e.g. light switches, door handles, keyboards, telephones, lavatories, shared equipment) at the end of each day or more frequently if deemed necessary due to high traffic.
- Employees shall not use co-workers' workspaces or personal belongings unless sanitized afterward.
- Employees must wash hands regularly with soap and water for at least 20 seconds and use alcohol-based hand sanitizers if soap and water are not available

In the event of a positive COVID-19 case, the facility will be closed and extra measures shall be taken to clean and disinfect the premises according to current CDC guidance before employees or public are allowed to return, including disinfection of every surface, especially public area and those surrounding the workspace of the infected employee.

### **Personal Protective Equipment ("PPE") and Social Distancing:**

PPE includes at a minimum face shields, masks or respirators, and shall include gloves and protective eyewear for any employee deemed high or very high risk. PPE will be provided to workers who are at greater risk to exposure.

- Employees must wear masks when working indoors and when other persons are present in the workspace.
- When indoors, all persons shall maintain six (6) feet of separation from others.
- When outdoors, employees must consistently maintain six (6) feet of separation from other people. If this cannot be done, masks must be worn in outdoor settings as well.
- Ground markings, signs, and barriers will be installed if such are deemed necessary to enforce social distancing and channel traffic.

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<sup>4</sup> [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html)

## Risk and Exposure Classification and Definitions

The Township Board 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 Protective Equipment to employees based on the individual occupational risk.

### 3. Suspected or Confirmed COVID-19 Cases.

***“Suspected COVID-19 Case”*** means an employee who experiences COVID-19 symptoms or was exposed to COVID-19.

- An employee who experiences COVID-19 symptoms or has been exposed to an infected person shall immediately notify the Workplace Coordinator.
- The infected employee's name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- Employees who experience COVID-19 symptoms or become sick must go home immediately.
- The Workplace Coordinator shall ensure the infected employee's workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.

- An employee who is a “Suspected of COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied.

**“Confirmed COVID-19 Cases”** means an employee who has tested positive for COVID-19.

- Any employee who tests positive for COVID-19 shall inform the Workplace Coordinator immediately and must go home immediately. They shall not return until they are no longer infectious according to current CDC guidelines.
- An employee who is a “Confirmed COVID-19 Case” shall immediately disclose the names of other employees or workers s/he came in contact with during the past 14 days to the Workplace Coordinator.
- The infected employee’s name shall remain confidential and the Workplace Coordinator shall within 24 hours inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19. The Workplace Coordinator shall notify the public health department of the infection within 24 hours.
- The Workplace Coordinator shall ensure the infected employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.

#### Employee Training:

- The Township shall provide training for all employees on COVID-19 preparedness and Township COVID-19 policy.
- Training shall cover:
  - Infection control and prevention practices
  - Proper use of PPE
  - Steps to be taken in the event of employee’s suspected or confirmed diagnosis of COVID-19 or suspected or confirmed exposure through contact with a member of the public.
  - How to report unsafe working conditions.
- Employee will sign a form verifying training, which will be kept on file by Workplace Coordinator for one year after generation.

- An employee who is a “Confirmed COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied.

#### **4. Sick Employees Returning to Work.**

This Plan adopts recommendations from the CDC regarding when an employee may return to work if s/he is a suspected or confirmed case of COVID-19. The CDC has developed two acceptable strategies to help determine when an employee with a suspected or confirmed case of COVID-19 may return to work:<sup>5</sup>

1. Symptom-based Strategy: Employee will be excluded from work until: at least three (3) days or seventy-two (72 hours) have passed since the employee has recovered, defined by resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms such as cough or shortness of breath; and, at least 10 days have passed since symptoms first appeared.<sup>6</sup>

Test-Based Strategy: Employee will be excluded from work until: resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms such as cough or shortness of breath; and a Negative result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart.<sup>7</sup>

#### **5. Office Criteria.**

The Township office will assign entry and exit points for all employees and visitors. and will use visual spacing markers to denote 6 feet of space for those waiting in line.

Face coverings shall be worn by everyone in public areas so long as they can be medically tolerated.

- Social gatherings in public areas are prohibited.
- Signs regarding proper personal hygiene shall be posted.
- Employees shall be notified if the Township discovers any visitors have tested positive for COVID-19.
- External doors shall remain locked except during posted office hours or public meetings.
- Township business shall be conducted remotely by mail, phone, or email if possible.

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<sup>5</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

<sup>6</sup> *Id.*

<sup>7</sup> *Id.*

- Internal customer visits (including contractors) must participate in answering health questions and signing in through an employee designated entrance.
- If appointments are made or deemed necessary, confirm health status with customer/client ahead of time. Use of face masks and hand sanitizer is required when meeting with the public.

## **6. Outdoor Workers**

The following precautions shall apply to all employees working outside of the Township office:

- All gatherings where social distance measures of 6 feet cannot be observed are prohibited.
- In-person interaction between employees and the public must be limited, and are not allowed when social distancing cannot be observed.
- PPE will be used by all employees, such as gloves, goggles, and face coverings appropriate for the activity being performed.
- Shared tools and equipment shall be thoroughly disinfected after each use.
- NO on-site visits to customers without first determining health concerns within the customer's household. Ask health questions using Visitor Questionnaire. Disinfect high-touch surfaces after visit.

## **7. Public Access to Township Services and Facilities**

### **General Policy:**

- The Township shall obey current Emergency Rules regarding opening or reopening of facilities, but shall evaluate local situation when determining whether to remain open with more stringent restrictions or to close facility.
- All members of the public accessing township buildings shall complete a screening questionnaire prior to entering. Entrance shall be denied if symptoms or exposure warrant.
- Persons conducting in-person business with the township must wear a mask if medically feasible and maintain 6-foot distancing.

### **Facility-Specific Employee Designation and Operations Policy:**

All general policies outlined above shall be followed by employees and public engaged in Township operations or using Township facilities. In addition, the following specific policies shall be applied to the facilities listed below.

### **Library:**

The librarian is designated Lower Risk due to minimal facility traffic and adequate space to allow 6-foot social distancing.

The librarian shall function during library hours as Safety Coordinator and be responsible for implementing these rules on site and collecting and retaining screening forms.

- A plexiglass barrier shall be installed between the librarian's desk and the public checkout area.
- A touch-free book drop box shall be used to receive returns. Books shall be allowed to remain untouched for minimum three (3) days before being handled by the librarian.
- Library computer desk and tables shall be disinfected immediately after use by patrons, utilizing spray disinfectant or wipes as appropriate to the equipment.
- Librarian shall inform Workplace Coordinator if disinfecting supplies or PPE are lacking. Librarian may obtain supplies and be reimbursed upon presentation of receipts, or ask Coordinator to obtain them.
- Patrons shall be encouraged to enter via the main library door and exit via the north hall door.
- Additional or more-stringent precautions which may in the future be adopted by the Munising Public Library shall be incorporated into this policy by reference. This may include closure of the library in the event of increasing regional caseload or testing positivity.
- The Workplace Coordinator shall reevaluate safety in the event of increased community spread to determine whether facility may remain open.

#### **Ski Hill:**

The Ski Hill Manager and Assistant Manager are designated Lower Risk due to minimal traffic and outdoor nature of activities.

The Ski Hill Manager or Assistant Manager shall function as Safety Coordinator during ski hill hours of operation and be responsible for implementing this policy on site and collecting and retaining screening forms.

- No food or drink shall be provided or consumed in the indoor chalet.
- All employees and patrons must complete a screening form or be asked screening questions before utilizing the ski hill.
- The chalet shall remain closed to the public for the season except for emergency purposes.
- If it becomes necessary to use the chalet for emergency assistance, masks must be worn at all times inside the chalet and social distance must be maintained.
- Ski hill patrons shall maintain social distance on the tow rope and slopes
- If the 7-day average of positivity rates for diagnostic tests in Alger County surpasses 20%, the ski hill shall be closed. These figures should be obtained from [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus).
- The ski hill may also be closed at the discretion of the Ski Hill Manager.
- Ski Hill Manager or Assistant Manager shall disinfect high-touch surfaces at the facility and outdoor toilets at the end of each day that the hill is open.

#### **Township Hall:**



The cleaning person for the township hall is classified as Lower Risk due to minimal if any contact with the public.

- The Township Hall may be rented for events that comply with all current restrictions on public gatherings.
- Events may be cancelled by the Township if public health guidelines change due to increased COVID-19 rates. In such a case, deposits will be refunded, assuming no damage due to renter preparation has occurred.
- All persons renting the hall must obtain screening forms for all attendees and provide them to the Township after the event.
- Hall will be cleaned by township staff prior to a scheduled event. Renters are responsible for basic post-event cleaning.
- Cleaning person(s) shall wait three days after the event to enter and disinfect the hall in order to minimize risk.
- Renters must agree to comply with all current COVID-19 emergency rules, or the hall will not be rented to them.

**Fire Hall:**

The Fire Chief and volunteer emergency personnel are classified as High Risk due to potential exposure to known or suspected sources of COVID-19 in the course of emergency response.

The Fire Chief or next in command shall function as Safety Coordinator for the purpose of implementing these rules on site and maintaining screening records.

- Emergency responders must wear facial coverings when more than one person is riding in a vehicle.
- Vehicles shall be disinfected after use, focusing on high-touch surfaces.
- High-touch surfaces within the fire hall must be disinfected after use.
- The Fire Chief shall verify attendance at any emergency call via call records, which are maintained the Fire Hall and shall be accessed if contact tracing must be initiated.

**Centennial Park:**

Persons doing mowing and maintenance at Centennial Park are classified as Lower Risk due to outdoor nature of work and minimal public contact.

- Benches and picnic tables shall be arranged so as to encourage social distancing.
- Restrooms will be disinfected biweekly or when mowing is done.
- No maintenance or cleaning will be conducted during the off season (October-May).

## EMPLOYEE AND VISITOR SCREENING QUESTIONNAIRE (Appendix A)

In order to access this township facility, each person entering must complete this questionnaire. A form must be completed each day that the person enters the premises.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT PHONE OR EMAIL: \_\_\_\_\_

TEMPERATURE: \_\_\_\_\_ TIME OF VISIT: \_\_\_\_\_

Please fill in 'Yes' or 'No' for each question.

Within the past 24 hours, have you experienced either of these primary symptoms:

\_\_\_\_\_ Atypical cough

\_\_\_\_\_ Atypical shortness of breath

Or at least TWO of the following secondary symptoms:

\_\_\_\_\_ Fever of 100 degrees Fahrenheit (37.8 degrees Celsius) or above

\_\_\_\_\_ Chills/repeated shaking

\_\_\_\_\_ Muscle pain

\_\_\_\_\_ Sore throat

\_\_\_\_\_ Headache

\_\_\_\_\_ New loss of taste or smell

If you answer 'Yes' to any of the primary symptoms or two of the secondary symptoms listed above, you will not be permitted to enter. Please self-isolate at home for a minimum of 7 days or until you have minimum three days without fever and with improvement of respiratory symptoms. Contact your primary care physician for directions.

Within the past 14 days, have you:

\_\_\_\_\_ Had close contact (within 6 feet for 15 minutes or more) with a known case of COVID-19 (a person with a positive diagnostic test) or a suspected case of COVID-19 (displaying symptoms but not confirmed through diagnostic testing)?

\_\_\_\_\_ Traveled internationally or domestically?

If you answer 'Yes' to either of these questions, you are not permitted to enter. Self-quarantine at home for 14 days.

**Employee COVID-19 Training Verification (Appendix B)**

\_\_\_ I have received a copy of the Rock River Township COVID-19 Policy.

\_\_\_ I have been instructed in sanitation procedures for my workplace and have access to sanitation supplies.

\_\_\_ I have received appropriate PPE (Personal Protective Equipment) and instruction in how to use it.

\_\_\_ I have been informed of symptoms of COVID-19 and the procedure for notifying the Workplace Coordinator in the event of a suspected or confirmed diagnosis of COVID-19 in myself or a recent patron.

\_\_\_ I have been informed of the procedure for reporting unsafe working conditions.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Workplace Coordinator Name: \_\_\_\_\_

Workplace Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

