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

***Adopted June 16, 2020***

***Revision 1 adopted 11-17-20***

***Revision 2 adopted 3-15-22***

**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.[[1]](#footnote-1) As the CDC and MDHHS revise their recommendations to reflect current prevalence and community spread of this disease, 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 and adapt to changing conditions in the state, region, and local workplace.

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. This Plan has been updated pursuant to the MDHHS document Isolation & Quarantine Guidance for Michiganders in Recovery Phase as updated 3-11-22 and will be understood to incorporate current CDC and/or MDHHS guidelines by reference.

This Plan designates the Supervisoras the Township’s Workplace Coordinator to oversee and implement the policies of this Plan. Trustee Caseis designated as back-up Workplace Coordinator in the event that the Supervisoris 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.

Moving forward, the COVID-19 response cycle can be broken down in to three key phases:

* RESPONSE – implementation of a local or state rapid response to a surge, which may require increased masking, testing, and/or social distancing.
* RECOVERY – post-surge conditions with no immediate resurgence predicted.
* READINESS – a surge in cases is expected; monitoring and communication to the public are increased in preparation for action which may be 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).**

# 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.

**Preventative Measures In Recovery and Readiness Phase**

**Working Remotely**

Employees are not required to work remotely unless isolation or quarantine are necessitated because of illness or exposure.

**Travel**

No restrictions except in the case of recommended isolation or quarantine.

# Screening for workers and public

Employees who are sick must stay home and self-isolate or quarantine per current CDC guidelines.

Any employee, contractor, or member of the public who tests positive for COVID 19, displays COVID-19 symptoms, or has been informed of a recent COVID-19 exposure may not enter the facility. Employees or contractors may not return to work until current public health recommendations have been fulfilled.

# 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. Employee 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

The CDC defines “social distancing” to mean keeping space (recommended six feet) between yourself and other people outside your home.[[2]](#footnote-2) Employees should practice social distancing in situations with a higher risk of exposing vulnerable individuals or in congregate settings, or if requested by a member of the public with whom they are interacting.

# 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.[[3]](#footnote-3) 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 should 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 avoid using 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

# 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 are not required to wear masks when working indoors except when requested to do so by other persons present in the workspace.
* Ground markings, signs, and barriers will be installed if such are deemed necessary to enforce social distancing and channel traffic.

# 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.

# 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 current CDC or MDHHS guidelines 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 guidance for all employees on COVID-19 preparedness through this 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.

# Sick Employees Returning to Work.

Employees shall follow current CDC or MDHHS guidelines regarding isolation and quarantine.

**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 changing local situations when determining whether to remain open with more stringent restrictions or to close facility.

**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.

* A plexiglass barrier shall be installed between the librarian’s desk and the public checkout area.
* 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.
* The Workplace Coordinator shall reevaluate safety in the event of increased community spread to determine whether facility may remain open or reinstate additional safety protocols.

**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.

* The chalet shall remain closed to the public for the 2021-2022 season except for emergency purposes. Reopening the chalet will be considered for the 2022-2023 season depending on conditions.
* 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.
* 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.
* Hall will be cleaned by township staff prior to a scheduled event. Renters are responsible for basic post-event cleaning.
* 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 Coordinatorfor the purpose of implementing these rules on site and maintaining screening records.

* 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.
* No maintenance or cleaning will be conducted during the off season (October-May).

**NOTE: Under current guidelines, screening is not required in order to access Township facilities. Should changing conditions dictate, the form below will be used to screen employees and public prior to entry.**

**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)?

If you answer ‘Yes’ 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.

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

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

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

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

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

1. EO 2020-97. [↑](#footnote-ref-1)
2. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html> [↑](#footnote-ref-2)
3. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning->

   [disinfection.html?CDC\_AA\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-](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) [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) [↑](#footnote-ref-3)