

## **Algoma Township, Kent County, MI**

### **COVID-19 Preparedness and Response Plan for Workplace**

In accordance with applicable public health orders and rules, Algoma Township, Kent County, MI (“the Township”) institutes this revised COVID-19 Preparedness and Response Plan (“Plan”). This Plan supersedes and replaces the Plan first implemented by the Township on May 19, 2020, and later amended on June 15, 2020.

The Township designates the Township Clerk (HR) to serve as its primary COVID-19 coordinator to implement, monitor, and report on this Plan. In the event the Township Clerk is absent, the Township Supervisor will act as the Township’s back-up COVID-19 coordinator. In the event the Township Clerk and Township Supervisor are both absent, the Township Treasurer will act as the Township’s COVID-19 coordinator.

The Township has made this Plan readily available to employees and their representatives. This Plan is maintained and posted at the Township’s offices and is available electronically on the Township’s website: [algotatwp.org/public\\_notices](http://algotatwp.org/public_notices).

Employees with questions regarding this Plan are encouraged to contact the Township Clerk (HR) via phone at (616) 433-1428 (office) or (616) 318-8945 (cell) and/or email at [clerk@algotatwp.org](mailto:clerk@algotatwp.org).

#### **1. Worker Exposure Classification**

Township employees’ “worker exposure” is classified as lower risk by the Michigan Occupational Safety and Health Administration’s (MIOSHA’s) rules because their job tasks and procedures are those that do not require contact with people known to be or suspected of being infected with COVID-19 nor frequent close contact with the general public. Lower risk employees have minimal occupational contact with the public and other coworkers.

Given this classification, the Township has implemented the following controls and prevention measures.

#### **2. Prevention Efforts and Workplace Controls**

##### **a. In-Person Work Restriction**

The Township prohibits in-person work for employees to the extent that their work activities can feasibly be completed remotely. Employees who believe that their work can feasibly be completed remotely should contact the Township Clerk to discuss the Township’s teleworking procedures.

##### **b. Cleanliness, Social Distancing, and PPE**

For employees who perform in-person work, the Township has implemented the following controls and requirements:

- To reduce congestion at entrances, employees are assigned the following dedicated entry point(s): **Front office** employees are to use the Main entry door at the front (east) side of the office. **Clerk's office** employees are to use the south entry door.
- The Township has provided visual indicators of appropriate spacing for employees and visitors inside the Township building's public areas, in case of congestion.
- Physical barriers have been installed on all public counter spaces.
- Non-medical grade face coverings have been and will be provided by the Township to employees. The Township ensures that this PPE is: properly fitted and worn; used consistently; regularly inspected, maintained, and replaced, as necessary; and properly removed, cleaned, and stored or disposed of to avoid contamination of employees, others, or the work environment. Face masks have been provided by the Township Clerk and are available at the Clerk's office. When done being used, paper face masks must be disposed of in available trash receptacles.
- Employees are required to wear face coverings when they cannot consistently maintain 6 feet of separation from other individuals in the workplace, during all gatherings, and in shared spaces (including during in-person meetings and in restrooms and hallways). Employees who are not able to wear a face covering for medical reasons must contact the Township Clerk to discuss accommodations.
- Face shields are available to employees and should be used when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Gatherings are minimized whenever possible; staff meetings must allow for social distancing or be held remotely.
- Gatherings are prohibited unless the individuals (including employees) in attendance wear a face mask (subject to the face mask requirement exceptions set forth in the applicable Michigan Department of Health and Human Services (MDHHS) order(s)).
- Unless one of the applicable MDHHS order's face mask requirement exceptions applies, the Township denies entry or service to all persons refusing to wear face masks while gathered.
- To the maximum extent possible, employees are required to maintain at least six (6) feet of physical distance from other individuals in the workplace, even when on break, as well as before and after working hours, and when reporting to work and leaving work.
- Lunch breaks must be taken at employees' workstations or in a meeting room (with tables spaced to permit employees to maintain at least six feet of separation from others). Additionally, employees may leave the work premises to take a lunch break at home, but may only take the allowable time allotted per the Township's Employment Policies. No lunch breaks are to be taken in the lunch room, although employees may prepare their lunches there if needed.
- Employees' workstations are spaced no less than six feet apart.
- The Township may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site.
- Employees' interactions with the general public have been modified to allow for additional physical space between parties or the placement of sneeze guard barriers.

In addition, the Township has instituted the following cleanliness measures:

- Performing increased cleaning and disinfection of high-touch surfaces and common areas, using Environmental Protection Agency (EPA)-approved disinfectants that are expected to

be effective against COVID-19 based on data for harder to kill viruses. The Township follows manufacturer's instructions for use of cleaning and disinfection products.

- Providing workers and visitors with soap and a place to wash their hands.
- When available, providing hand sanitizer or sanitizing wipes in high-traffic areas.
- Posting signs encouraging people to stay away from the workplace when sick, cough and sneeze etiquette, and proper hand hygiene practices.

In addition to above requirements, employees are required to minimize COVID-19 exposure by:

- Cleaning workstations at the end of each shift.
- Cleaning any shared counter space directly after use.
- Propping doors open where possible to avoid cross contamination of door handles.
- Not using other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Frequently washing hands with soap and water for at least 20 seconds.
- Utilizing hand sanitizer when soap and water are unavailable.
- Avoiding touching their faces with unwashed hands.
- Avoiding handshakes or other physical contact.
- Avoiding close contact with sick people.
- Practicing respiratory etiquette, including covering coughs and sneezes.
- Immediately reporting unsafe or unsanitary conditions on the Township premises.
- Complying with the Township's daily health screening process for all employees.
- Complying with self-isolation or quarantine orders.
- Utilizing PPE and hand sanitizer on public transportation.
- Not reporting to work if sick and following the below procedures, if applicable.

### **3. Health Surveillance**

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by applicable local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

#### **a. Employees' Self-Monitoring**

The following employees must **not** report to work and must immediately contact the Township Clerk if any of the following apply:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat,

muscle aches, severe headache, new loss of smell or taste, and/or gastrointestinal problems, including diarrhea and vomiting.

Such employees will be removed from the regular work schedule upon notification to the Township and may only resume in-person work upon meeting all return-to-work requirements, defined below.

### **b. Daily Screenings**

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the Township has implemented a daily screening for all employees performing in-person work.

Before entering the worksite, employees must conduct self-screening protocol by asking themselves the following questions:

1. Am I currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, muscle aches, severe headache, new loss of smell or taste, and/or gastrointestinal problems, including diarrhea and vomiting?
  - a. Temperature check performed.
  - b. If yes, the Township Clerk (HR) is alerted, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with COVID-19 or experiencing the symptoms of COVID-19?
  - a. If yes, the Township Clerk (HR) is alerted, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

Employees who answer “yes” to any of the questions on the daily screening are prohibited from entering the workplace and must contact the Township’s COVID-19 coordinator. The Township Clerk maintains documentation related to daily screenings in a secure manner, and for at least one year from the date of generation.

### **c. Notification of Employee’s COVID-19 Diagnosis and/or Symptoms**

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 (fever, cough, shortness of breath, sore throat, muscle aches, severe headache, new loss of smell or taste, and/or gastrointestinal problems, including diarrhea and vomiting) must notify the Township’s COVID-19 coordinator and if such employees are in the workplace, will be immediately isolated and removed from the workplace.

When the Township learns of an employee or visitor with a known case of COVID-19, the Township will:

- Immediately notify the local public health department;

- Within 24 hours, notify all co-workers or members of the public who may have come into contact with the person with a known case of COVID-19; and
- If applicable, conduct deep cleaning of the diagnosed/symptomatic employee’s workstation, as well as those common areas potentially infected by the employee or visitor.

All employees who had close contact with the diagnosed/symptomatic individual (i.e., those employees who worked within 6 feet of the diagnosed/symptomatic individual for 15 minutes or more within a 24-hour period) in the 48-hours prior to the diagnosed/symptomatic individual’s symptom onset or, if the diagnosed/symptomatic individual does not display symptoms, in the 48-hours prior to the test that resulted in the positive diagnosis, will be directed to leave the workplace and remain away from the workplace until the return-to-work requirements, defined below, are met.

#### **4. Return-to-Work Requirements**

##### **a. Employees Diagnosed with COVID-19**

Employees who are diagnosed with COVID-19 may not return to work until all of the following criteria are met:

1. If the employee has a fever, 24 hours have passed since the fever has stopped without the use of fever-reducing medications;
2. Ten days have passed since either of the following, whichever is later: (i) the date the employee’s symptoms first appeared, or (ii) the date the employee received the test that yielded a positive result for COVID-19; and
3. The employee’s principal symptoms of COVID-19, if any, have improved.

##### **b. Employees with Symptoms of COVID-19**

Employees who are experiencing symptoms of COVID-19 may not return to work until:

1. All criteria contained in Section 4.a., above, have been met; or
2. The employee receives a medical determination that they do not have COVID-19.

##### **c. Employees Who Have Had Close Contact with a Symptomatic/Infected Individual**

“Close contact” means being within approximately 6 feet of an individual for 15 minutes or more in a 24-hour period, with or without face coverings.

Employees who were, within the 48-hours prior to the diagnosed/symptomatic individual’s symptom onset or, if the diagnosed/symptomatic individual does not display symptoms, in the 48-hours prior to the test that resulted in the positive diagnosis, in close contact with, or live with, an individual with a confirmed COVID-19 diagnosis or experiencing symptoms of COVID-19 may not return to work until:

1. 14 days have passed since the employee last had close contact with the symptomatic/diagnosed individual; or

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.

The Township may accept written statements from employees confirming all the factors supporting their release.

The Township reserves the right to implement different, and possibly longer, return-to-work timelines, if guidance and requirements from relevant health officials and/or agencies change or differ from the above requirements.

## **5. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19**

Employees who are not able to work for COVID-19 related reasons may be eligible for paid and/or unpaid leaves of absence.

Employees may be permitted to utilize available paid-time off provided under the Township's policies concurrently with or to supplement any approved leave.

### **a. FFCRA**

Prior to and including December 31, 2020, employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act ("FFCRA").

Under the Emergency Paid Sick Leave Act ("EPSLA"), employees may seek up to two weeks (i.e., 10 business days) of paid leave ("EPSL") for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked by the employee in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Emergency Paid Sick Leave is in addition to, and will not count against, an employee's available paid-time off provided under the Township's policies.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Additional information regarding FFCRA leaves is available from the Department of Labor (DOL) website: [www.dol.gov/agencies/whd/pandemic](http://www.dol.gov/agencies/whd/pandemic).

#### **b. Public Act 238 of 2020, Effective October 22, 2020**

Employees who do not have EPSL available and who require leave because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Public Act 238 of 2020, effective October 22, 2020, until they are permitted thereunder to return to work.

#### **6. Plan Updates, Expiration, and Training**

This Plan responds to the COVID-19 outbreak. As this pandemic develops, the Township will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by the Township and in accordance with guidance from local, state, and federal health officials.

Employees are trained on the information contained within this Plan, as well as the CDC's "How to Protect Yourself and Others," "Stop the Spread of Germs," and "How to Safely Wear and Take Off a Mask" posters, which are displayed on-site in the primary languages common in the employee population. The Township Clerk maintains documentation related to employee trainings for at least one year from the date of generation.