

FIRST-AMENDED SPAULDING TOWNSHIP COVID-19 PREPAREDNESS AND RESPONSE PLAN

Preliminary Statement

Due to the increased risk of exposure to Coronavirus/COVID 19 (hereinafter COVID-19), and pursuant to Executive Order No. 2020-77 issued by Governor Whitmer on May 7, 2020, Spaulding Township (hereinafter “the Township”) has adopted the following COVID-19 Preparedness and Response Plan (“hereinafter the Plan”). In adopting this Plan the Township Board has considered the aforesaid Executive Order as well as all other applicable previous Executive Orders, all Health Department Orders, all applicable statutes and regulations, and the Guidance on Preparing Workers for COVID-19, which has been promulgated by the Occupational Health and Safety Administration. Said guidance is attached to this Plan as **Exhibit A** and is incorporated herein by reference as though same were fully restated herein. This Plan is subject to change at any time at the discretion of the Township Board, and it will remain in place and effective until further notice.

Purpose

The purpose of the Spaulding Township COVID-19 Preparedness and Response Plan is to save lives, minimize and mitigate damage, enhance the efficiency of efficacy of Township governmental operations, enhance emergency response operations and enhance and protect the lives of the Township’s employees, citizens, residents and property owners. It is imperative that we all play a role in containing and slowing the spread of the virus so that emergency and health officials can prepare for an eventual outbreak and protect the Township residents from the worst of the disease and illness. The Township will remain proactive while responding to the threat in a calm and rational manner. The Township will continue collaborating with its government partners and health officials to coordinate responses, and it will respond to developments accordingly.

COVID-19 General Information

A. The most-common symptoms for individuals infected with COVID-19 include:

- a. Fever
- b. Cough
- c. Breathing difficulties

B. Who is most at risk of becoming infected or suffering severe health implications?

- a. Individuals with recent travel history, especially by plane.
- b. Those over the age of 60.
- c. Individuals with compromised immune systems or suffering from other underlying medical conditions.

C. What should I do if I think I've been infected?

- a. If you have mild symptoms, call your healthcare provider. Stay home and isolate yourself.
- b. If you have severe symptoms, call 911 or go to the nearest emergency department or urgent care.

D. How can I help prevent catching or spreading COVID-19?

- a. Follow all applicable Executive Orders, including Governor Whitmer's "Stay Home, Stay Safe" Executive Order.
- b. In particular, if you are in the high risk group in (I)(B), limit your movements in public.
- c. If you exhibit any symptoms, contact your healthcare provider, stay home and quarantine yourself for at least 14 days.
- d. Wash hands frequently with soap or use hand sanitizer containing at least 60% alcohol.
- e. Do not share personal items with others.
- f. Avoid touching your face, especially your mouth, eyes and nose.
- g. Cough or sneeze into a tissue or the sleeve of your shirt and dispose of used tissues appropriately in a sanitary manner.
- h. Avoid crowded areas.
- i. Observe and implement social-distancing practices when around other individuals.
- j. Follow all recommended and required State and Federal directives.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order No. 2020-77 (as well previous Executive Orders and any and all applicable subsequent Executive Orders), prohibits governmental entities from performing many of the activities that would otherwise be performed in the normal course of business. Workers are prohibited from leaving their home to perform governmental operations except to the extent that said workers are necessary to sustain or protected life (i.e., are critical infrastructure workers) or to conduct minimum basic operations. Moreover, even where critical infrastructure workers are present, or workers are performing minimum basic operations, social-distancing measures and mitigation efforts required under any applicable Executive Order or Public Health Order must be performed.

Protective Safety and Mitigation Measures

Leave

Employees who are sick or think they may be sick should *not* enter any Township property or building. Employees are permitted to take leave consistent with the Families First Coronavirus Response Act and the Township of Spaulding's applicable vacation, sick and personal time policies. Any onsite employee who is observed to have symptoms of COVID-19 will be separated from other employees and sent home. Any employee who believes that he or she may be infected with COVID-19 or may be exhibiting symptoms associated with COVID-19 should *not* report to work or any other Township property or building.

Remote Work

All employees who are not deemed to be critical infrastructure workers or workers who are necessary to perform minimum basic operations should work remotely where reasonably possible. Remote work shall hereby be promoted to the fullest extent possible.

Employee Screening before Entering the Workplace

Spaulding Township's Employee Wellness Screening Policy and Attestation are attached hereto as **Exhibits B and C**, respectively. The attached Attestation should be completed by an employee before said employee is permitted to enter or access any workplace or Township property or building. All employees should comply with any required screening procedures required by the State or local jurisdiction.

Personal Protective Equipment

All employees who are reporting for on-site work at a Spaulding Township property or building should wear Personal Protection Equipment ("PPE") including gloves and facemasks/shields/covering. The required PPE equipment will be provided by the Township to any employees who report for on-site work. All Personal Protective Equipment should be fitted and periodically re-fitted as applicable; consistently and properly worn; regularly inspected, maintained and replaced when necessary; properly removed, cleaned and stored or disposed of as appropriate to avoid contamination of self, other individuals and the environment. Employees who cannot consistently maintain six feet of separation from other individuals in the workplace shall wear the appropriate PPE described herein. Face shields may be provided to employees when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Social Distancing

All Township employees should perform their work while observing social-distancing practices, including remaining at least 6 feet away from any other individual. The Township will make use of use of ground markings, signs, and physical barriers, as appropriate to the worksite. The number of employees permitted in any breakroom or lunchroom shall be limited to ensure social distancing measures can be followed. Any other social distancing practices and mitigation measures recommended by the Centers for Disease Control and Prevention ("CDC") are hereby adopted by Spaulding Township and are hereby incorporated herein by reference.

Number of On-site Workers Restricted

The number of workers present on any Township premises or in any Township building is restricted to no more than is strictly necessary to perform the in-person work permitted under Executive Order 2020-77, any other applicable Executive Order or Public Health Order or any other applicable statutory requirement. If necessary, the Township may employ staggered work shifts to limit the number of employees that are present in a Township building at any given time.

Enhanced Hygiene

All employees are instructed to wash their hands frequently, to cover all coughs and sneezes with a tissue and to avoid touching their faces. Employees will be provided with access to location to frequently wash their hands or use hand sanitizer. Employees will be provided with access to tissues and with places to properly dispose of said tissues. Hand shaking should also be avoided.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces and equipment will be performed containing products that contain EPA-approved disinfectants. Employees will be provided with access to said disinfectants so that commonly-used surfaces and equipment can be frequently wiped down. Increased cleaning and disinfecting will especially focus on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment. Cleaning supplies shall be made available to employees upon entry and at the worksite, and employees shall be provided with sufficient time to wash hands frequently or to use hand sanitizer.

Tools and Equipment

Spaulding Township limits the sharing of tools and equipment among Critical Infrastructure Workers. If any sharing of a tool or piece of equipment is required, the employee must clean and disinfect any tool or piece of equipment following their use of same.

Official Township Travel Restricted

All official travel of Spaulding Township employees for Township-related business is restricted to include only essential travel.

PPE Equipment and Hand Sanitizer Encouraged

The Township officially encourages employees to use personal protective equipment and hand sanitizer on public transportation.

Office Mitigation Efforts

The Township shall assign dedicated entry point(s) for all employees to reduce congestion at the main entrance to the workplace. Visual indicators of appropriate spacing for employees outside the building in case of congestion shall be provided. The Township will also take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by, where appropriate, staggering start times, adopting a rotational schedule where a reduced number of employees are in the office at a particular time, etc.). The Township will require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways. The Township will promote increased distancing between employees by, where appropriate, spreading out workspaces, staggering workspace usage, restricting non-essential common space usage and providing visual cues to guide movement and activity. The Township will turn off water fountains. Additionally, the Township hereby prohibits all social gatherings and meetings at any Township property, building or workplace that do not allow for social distancing or that create unnecessary movement through the office. As described herein, the Township will provide employees with disinfecting supplies and employees are required to wipe down their workstations at least twice daily. The Township will also post signs about the importance of personal hygiene. Further, as described herein, the Township will disinfect high-touch surfaces in offices and minimize shared items when possible. Additionally, as described herein, cleaning and communications protocols have been instituted in regard to circumstances where employees are sent home with COVID-19 or similar symptoms. The Township will also notify employees if the Township learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19

has visited the office. All non-essential visitors to any Township office, building or property are hereby suspended until further notice.

Visitors

No visitors should be allowed in any Spaulding Township workplace unless they are deemed to be essential to address an issue related to critical infrastructure functions or minimum basic operations. All visitors entering the building shall be screened prior to entering by reviewing the Township's Wellness policy and by signing the Visitor Wellness Attestation, which is attached hereto as **Exhibit D**. Any visitor who presents with COVID-19 symptoms or indicates that they have come into contact with any individual who has been infected with COVID-19 or who has exhibited COVID-19 symptoms, should *not* be permitted to enter any Township property or building. Spaulding Township requires that any visitor who is able to medically tolerate the wearing of a facemask/shield/covering shall wear such a facemask/shield/covering at all times while they are in a Township building. All social-distancing practices must be observed by all visitors (and employees) in any Township building, including remaining at least 6 feet away from any other individual to the maximum extent possible.

Communication

The Township wishes to have effective and efficient communication with all employees. The Township will communicate with its employees regarding the cleaning and disinfecting efforts that are being made to clean and disinfect Township buildings, workspaces and equipment. The Township will also communicate regarding any suspected or confirmed COVID-19 cases among the Township's employees while still being cognizant of maintaining the privacy of all employees. Any employee who has questions relating to the Township's COVID-19, response, prevention and mitigation efforts should direct those questions to the Township Supervisor.

Designation of Appropriate Supervisor

The Township hereby designates the Township Supervisor as the Township's on-site supervisor to implement, monitor, and report on the COVID-19 control strategies. The Township further provides the Township Supervisor with the discretion to delegate said supervisory obligations discussed in this paragraph (and otherwise in this Plan) to such other Township personnel as the Township Supervisor deems appropriate.

Employee Training

The Township shall provide COVID-19 training to all Township employees. The training shall be conducted by the Township Supervisor or by such other individual(s) to whom the Township Supervisor delegates this responsibility. This training shall include, at a minimum:

- Workplace infection-control practices
- The proper use of personal protective equipment.
- Steps the employee must take to notify the Township of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

- Any other necessary and desirable practices which will further the Township's goal of mitigating the spread and effects of COVID-19.

Employees with a Suspected or Confirmed COVID-19 Case

An employee will be considered to have a suspected COVID-19 case if:

- They are afflicted with a fever.
- They are afflicted with a continuous cough.
- They are afflicted with respiratory issues or shortness of breath.
- They have come into contact with any individual who has exhibited or been afflicted with any of the above-listed symptoms or who has been afflicted with a confirmed case of COVID-19.

If an employee believes that he/she qualifies as a Suspected Case (as described above), he/she must:

- Immediately notify his/her supervisor, or, if the employee does not have a direct supervisor, the Township Supervisor should be notified.
- Immediately vacate and refrain from re-entering any Township property or building until the subject employee has been cleared to return by a healthcare professional. Under no circumstances will an employee who qualifies as a Suspected Case (as described above) be permitted to return to the workplace unless said employee is no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").
- Self-quarantine for at least 14 days.
- Seek immediate medical care from a healthcare professional.

If an employee qualifies as a Suspected Case, then Spaulding Township will:

- Notify all employees who have come into close contact (being within 6 feet of the employee for a prolonged period of time without Personal Protected Equipment) with the subject employee within the past 14 days (while also not identifying the subject employee in order to maintain the subject employee's privacy).
- Ensure that the subject employee's work area has been thoroughly cleaned and disinfected.

An employee will be considered a Confirmed Case if the employee has been performing on-site operations within the past 14 days, and the employee has tested positive for COVID-19.

If an employee believes that he/she qualifies as a Confirmed Case (as described above), he/she must:

- Immediately notify his/her supervisor, or, if the employee does not have a direct supervisor, the Township Supervisor should be notified.
- Immediately vacate and refrain from re-entering any Township property or building until the subject employee has been cleared to return by a healthcare professional.
- Seek immediate medical care from a healthcare professional. Under no circumstances will an employee who qualifies as a Confirmed Case (as described

above) be permitted to return to the workplace unless said employee is no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”).

- Not return to work until the employee has been cleared by a medical professional to return to work.

If an employee qualifies as a Confirmed Case, then Spaulding Township will:

- Notify the local public health department within 24 hours of the Township learning of the confirmed COVID-19 status of the employee.
- Notify all employees who have come into close contact (being within 6 feet of the employee for a prolonged period of time without Personal Protected Equipment) with the subject employee within the past 14 days (while also not identifying the subject employee in order to maintain the subject employee’s privacy. Such notification will occur within 24 hours of the Township learning of the confirmed COVID-19 status of the employee.
- Ensure that the entire workplace or affected parts thereof (depending on the subject employee’s presence in the workplace), has been thoroughly cleaned and disinfected.
- If necessary, close the work area until the cleaning and disinfecting has been completed.
- Communicate with employees above the presence of a confirmed case, the cleaning/disinfecting plans and when the workplace will reopen.

No Discipline or Retaliation

The Township will at all times comply with the terms of Executive Order 2020-36, and any executive orders that follow same. The Township will under no circumstances discharge, discipline, or otherwise retaliate against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

Records Maintenance and Retention

The Township shall compile, maintain, and retain until further notice, records relating to:

- The training provided to employees under this Plan or otherwise related to COVID-19 response or mitigation efforts.
- The self-screening procedures that are taken by the Township under this Plan or otherwise related to COVID-19 response or mitigation efforts.
- Any employees who test positive for COVID-19

Availability of Plan

This plan shall be made available for review, inspection or copying on the Township’s website and at the Township’s governmental offices located at 5025 East Rd., Saginaw, MI 48601.