



Grand Haven Charter Township COVID-19 Preparedness and Response Plan

Date Implemented: May 4, 2020

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**Grand Haven Charter Township
COVID-19 Preparedness and Response Plan
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COVID-19 PREPAREDNESS AND RESPONSE PLAN

GRAND HAVEN CHARTER TOWNSHIP (“Township”) takes the health and safety of our employees seriously. With the spread of COVID-19 and the need for certain employees to continue in-person work, either because they are critical infrastructure workers or they are needed to conduct minimum basic operations for the Township, the Township is committed to reducing the risk of exposure to COVID-19 at the Township’s workplace(s) and to providing a healthy and safe workplace for our employees.

This Plan is based on information and guidance from the Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Township may also amend this Plan based on operational needs.

The Township has identified the following potential sources to spread COVID-19 in the workplace:

- The general public
- Customers/clients/patients/residents
- Co-workers
- Vendors/visitors

Our employees fall into one or more the following categories:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19 but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).
- High exposure risk (first responders moving known or suspected COVID-19 patients into enclosed vehicles).

COVID-19 WORKPLACE COORDINATOR

The Township has designated the following individual as its COVID-19 Workplace Coordinator: Andrea Dumbrell, Human Resources Director. The Coordinator is responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the Township’s workplace. The Coordinator is also responsible for reviewing human resources policies and practices to make sure that they are consistent with this Plan and existing federal, state and local requirements. If the Coordinator is unavailable, another designee will be communicated to staff. The Coordinator can be reached at the following:

Phone numbers: 616.604.6309, 616.215.2082

Email address: adumbrell@ght.org

RESPONSIBILITIES OF DEPARTMENT DIRECTORS AND SUPERVISORS

All department directors and supervisors must be familiar with this Plan and be ready to answer questions from employees. Department directors and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Department directors and supervisors must encourage this same behavior from all employees. Due to the varying work of Township employees, this plan cannot cover all work situations an employee may encounter on a daily basis. Therefore, it is a shared responsibility of the department directors, supervisors, and COVID-19 Workplace Coordinator to address concerns that may arise and determine appropriate solutions to ensure employee safety.

RESPONSIBILITIES OF EMPLOYEES

The Township is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the impact of COVID-19 at our worksite(s), everyone must play their part. As set forth below, the Township has instituted various housekeeping, social distancing, and other best practices at our workplace(s) to minimize exposure to COVID-19 and prevent its spread in the workplace. All employees must follow these best practices at all times for them to be effective. Beyond these best practices, the Township requires employees to report immediately to their department directors or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If employees have a specific question about this Plan or COVID-19, they should ask their department director, supervisor or contact the Human Resources Department.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- While there is community spread of COVID-19, maintain appropriate social distance of six feet to the greatest extent possible.

In addition, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough, and/or
- Shortness of breath or difficulty breathing.

Individuals with COVID-19 may also have early symptoms such as:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher),
- Chills or repeated shaking with chills,
- Muscle pain,
- Sore throat,

- Headache, and/or
- New loss of taste or smell.

If employees develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not to report to work, notify their supervisor immediately, and consult their healthcare provider. Likewise, if employees come into close contact with someone showing these symptoms, without CDC recommended Personal Protective Equipment (PPE), they must notify their supervisor immediately and consult their healthcare provider. The Township will also work to identify any employees who have close contact with individuals with COVID-19 symptoms.

“Close contact” is not brief or incidental contact with a person with COVID-19 symptoms. Instead, the CDC defines “close contact” as either:

- Being within approximately six feet of a COVID-19 infected person or a person with any COVID-19 symptom(s) for a “prolonged period of time;” or
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

There is no precise definition of “prolonged period of time.” CDC estimates range from 10 to 30 minutes. To protect employees, the Township uses the lower end of this range and considers a prolonged period to be 10 to 15 minutes of exposure.

COVID-19 PREPAREDNESS AND RESPONSE PLAN

In order to respond to the current state of emergency related to COVID-19 and to comply with relevant state and local orders related to COVID-19, the Township has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

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

Executive Order 2020-77 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers), to conduct minimum basic operations, or permitted to perform resumed activities. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020, guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Order 2020-77.

Under Executive Order 2020-77, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers”, employees required to conduct minimum basic operations, employees permitted to resume work activities, and employees who are necessary to support the work of employees allowed to work under Executive Order 2020-77 may perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order.

All Grand Haven Charter Township employees are considered “critical infrastructure workers”, unless directed otherwise.

PROTECTIVE SAFETY MEASURES

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and the Township’s applicable vacation, sick and personal time policies. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably to allow them telework, will work remotely.

Employee Screening Before Entering the Workplace

Employees should not report to the workplace, if he/she displays any of the symptoms. A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees within 30 minutes of entering the workplace for the start of work each day and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Once the screening questionnaire is completed, the employee should report to the department’s designated temperature check station. Any individual taking another employee’s temperature will be required to wear gloves and a mask covering his/her mouth and nose. If an employee fails the screening process, he or she will be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate PPE or physical barriers commensurate with their level of risk of exposure to COVID-19.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to

tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking, or other physical contact, is also prohibited to ensure good hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed at a minimum of once a day using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes and/or cleaning products so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the work area and/or vehicle will be thoroughly sanitized, using EPA-approved disinfectants and/or CDC guidelines.

Personal Protective Equipment (PPE)

Due to the varying nature of the Township's employees' work, the PPE provided to employees will be dependent on the recommendations of their Department Director and the COVID-19 Workplace Coordinator. At the minimum, the Township will provide gloves and cloth masks to employees who are identified as low-risk and medium-risk to COVID-19 exposure; and, employees will be advised to wash the cloth masks in between each daily use. Employees with the potential of a high-risk exposure to COVID-19 (i.e. first responders) will be provided N95 masks, Nitrile gloves, face shield or goggles, and gown or Tyvek suits.

Visitors

No visitors should be allowed in the workplace, beyond the lobby, unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the workplace shall be screened, in the lobby, by the COVID-19 Workplace Coordinator or designee, prior to entering the workplace. A screening questionnaire should be utilized to decide if the visitor can enter the workplace. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the workplace. Provide visitor handout with staff contact information and information regarding what to do if you might have COVID-19.

The number of visitors in the lobby will be limited to practice safe social distancing. Six-foot distances will be marked in the lobby where visitors might gather/wait. Face-to-face contact with visitors will be limited by promoting the use of drop boxes, emails and phone calls.

EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.
- They have been exposed to a COVID-19 positive person, meaning:

- An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
- In the last 14 days, the employee came in close contact, (being within approximately six feet for a prolonged period of time without CDC recommended PPE) with someone who has tested positive for COVID-19.

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

- Immediately notify supervisor and/or Human Resources;
- If they are experiencing symptoms, they should self-quarantine for 7 days after symptoms first started; and 72 hours after a fever has resolved without the use of fever-reducing medicines and symptoms have improved, whichever is longer.
- Seek immediate medical care or advice.
- If not experiencing symptoms, they may continue working but must continue to self-monitor their symptoms, adhere to social distancing guidelines, wear a mask and disinfect/clean their workspace. If an employee starts to have symptoms during the workday, they will be sent home immediately.

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

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without CDC recommended PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

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

- Immediately notify supervisor and/or Human Resources of his/her diagnosis; and,
- Remain out of the workplace until they are cleared to return to work by Human Resources, following the Employee Return to Work Plan in Appendix C.

If an employee qualifies as a Confirmed Case, then Grand Haven Charter Township will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and,

- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

BUSINESS CONTINUITY PLANS

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

Classification of Workers Exposure

Following OSHA Standards for classifying workers exposures the Township's employees have been categorized as below:

- Fire Chief, Fire Captain, Lieutenants, Firefighter/Paramedics, Crew Leaders, and Part-Time Firefighters: While performing their daily routine activities the immediate health risk is high.
- Asst. Director of Public Services, Public Services Foreman, Public Services Worker, and Public Services Coordinator; Building Official and Building Inspector; Admin. Asst. – Accounting and Finance Clerk, Admin. Asst. – Community Development/Admin.; Deputy Clerk/Admin. Asst., Election Inspectors, and Election workers: While performing their daily routine activities, the immediate health risk is medium.
- All other Grand Haven Charter Township Employees: Are considered low risk.

Emergency Communication Plan

The Township Superintendent/Manager is the Public Information and Communication officer and all communications will be funneled through the Township Superintendent/Manager's office.

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020, [2020 CISA Guidance Document](#), critical infrastructure workers include some workers in each of the following sectors:

1. Health care and public health.
2. Law enforcement, public safety, and first responders.
3. Food and agriculture.
4. Energy.
5. Water and wastewater.
6. Transportation and logistics.
7. Public works.
8. Communications and information technology, including news media.
9. Other community-based government operations and essential functions.
10. Critical manufacturing.
11. Hazardous materials.
12. Financial services.
13. Chemical supply chains and safety.
14. Defense industrial base.

For purposes of Executive Order 2020-77, critical infrastructure workers also include¹:

¹ Under Executive Order 2020-77, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, building inspections, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-77. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of critical infrastructure workers, workers who conduct minimum basic operations, workers who perform necessary government activities, or workers who perform resumed activities. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
- b. Workers at suppliers, distribution centers, or service providers, as described below.
 - 1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - 4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences or motor vehicles,

including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.

- g. Workers at laundromats, coin laundries, and dry cleaners.
- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

For purposes of this order, workers who perform resumed activities are defined as follows:

- a. Workers who process or fulfill remote orders for goods for delivery or curbside pick-up.
- b. Workers who perform bicycle maintenance or repair.
- c. Workers for garden stores, nurseries, and lawn care, pest control, and landscaping operations, subject to the enhanced social-distancing rules described in section 11(h) of this order.
- d. Maintenance workers and groundskeepers who are necessary to maintain the safety and sanitation of places of outdoor recreation not otherwise closed under Executive Order 2020-69 or any order that may follow from it, provided that the places and their workers do not provide goods, equipment, supplies, or services to individuals, and subject to the enhanced social-distancing rules described in section 11(h) of this order.
- e. Workers for moving or storage operations, subject to the enhanced social-distancing rules described in section 11(h) of this order.
- f. Effective at 12:01 am on May 7, 2020, and subject to the enhanced social-distancing rules described in section 11(h) of this order, workers who perform work that is traditionally and primarily performed outdoors, including but not limited to forestry workers, outdoor power equipment technicians, parking enforcement workers, and similar workers.
- g. Effective at 12:01 am on May 7, 2020, workers in the construction industry, including workers in the building trades (plumbers, electricians, HVAC technicians, and similar workers), subject to the enhanced social-distancing rules described in section 11(i) of this order.
- h. Effective at 12:01 am on May 7, 2020, workers in the real-estate industry, including agents, appraisers, brokers, inspectors, surveyors, and registers of deeds, provided that:
 - 1. Any showings, inspections, appraisals, photography or videography, or final walk-throughs must be performed by appointment and must be limited to no more than four people on the premises at any one time. No in-person open houses are permitted.
 - 2. Private showings may only be arranged for owner-occupied homes, vacant homes, vacant land, commercial property, and industrial property.

- i. Effective at 12:01 am on May 7, 2020, workers necessary to the manufacture of goods that support workplace modification to forestall the spread of COVID-19 infections.

APPENDIX B

**COVID-19
WORKPLACE HEALTH SCREENING**

Employee Name: _____

Date: _____ Time in: _____

In the past 24 hours, have you experienced:

New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Subjective fever (felt feverish)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills or repeated shaking with chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore Throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New loss of taste or smell:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:	_____	

If you answer “yes” to at least two of the symptoms listed above, or your temperature is 100.4 degrees Fahrenheit or higher, do not go into work. Self-isolate at home and contact your primary care physician’s office for direction. See Appendix C - Employee Return to Work Plan.

- You should isolate at home for a minimum of seven days since symptoms first appear.
- You must also have three days without fever and improvement in respiratory systems, to return to work.

In the past 14 days, have you:

Been made aware you had close contact with an individual diagnosed with COVID-19? Yes No

Travelled internationally or domestically via plane, bus, and/or train? Yes No

If you answer “yes” to either of these questions, do not go into work (unless exempt). Self-quarantine at home for 14 days.

After completing this form each day, submit it to Human Resources for record and placement in your medical file.

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result or,
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual or,
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX D
COVID-19
VISITOR HEALTH SCREENING

Department visiting: _____

Visitor's name: _____

Appointment date: _____ Time in: _____

In the past 24 hours, have you experienced any of the following symptoms:

Fever (100.4 degrees Fahrenheit or higher)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:	_____	

In the past 14 days, have you:

Been made aware that you had close contact (within approximately six feet for a prolonged period of time) with an individual diagnosed with COVID-19?

Yes No

Travelled internationally or domestically via plane, bus, and/or train?

Yes No

If the visitor answered “**yes**” to any of these questions, the visitor is not allowed access to the Township workplace. Visitor will be handed the CDC Handout: Sick with COVID-19 Fact Sheet.

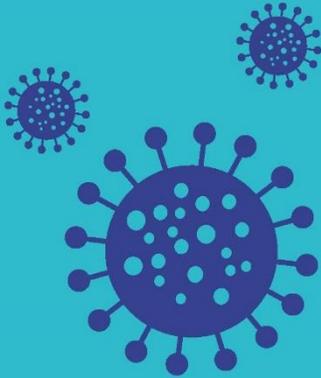
Township Employee: _____

Contacted Human Resources and informed them the visitor was not allowed into the workplace.

Date: _____ Time: _____ Spoke to: _____

APPENDIX E

SIGN FOR BUILDINGS



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS



RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*
If your symptoms are life-threatening, call 911.

*Free screening available for all individuals in the state of Michigan.

For more information visit spectrumhealth.org/covid19.

X23507 RMD5458 © Spectrum Health 3.10.2020

APPENDIX F

OTHER RESOURCES

Governor Whitmer's Executive Order 2020-77:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-528460--,00.html

FAQs from Governor Whitmer on Executive Order 2020-77:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-528528--,00.html

Governor Whitmer's Executive Order 2020-36:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-524136--,00.html

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

**APPENDIX G
GRAND HAVEN CHARTER TOWNSHIP
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed Grand Haven Charter Township's COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

- 1) It complies with Michigan Executive Order #2020-77 dated Thursday, May 7, 2020.
- 2) The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
- 3) The plan is available on Grand Haven Charter Township's website www.ghc.org and at each Grand Haven Charter Township facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Grand Haven Charter Township

Signature:

Name of Official: William Cargo

Title: Township Superintendent/Manager

Date: May 13, 2020