



Grand Haven Charter Township COVID-19 Preparedness and Response Plan

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on the Workplace Health Screening Form
September 1, 2020, for EO-153, EO 2020-161, EO
2020-172, and CDC guidelines

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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 employees to continue in-person work, 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, as soon as feasibly possible.

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 and taking complaints of unsafe working conditions. If the Coordinator is unavailable, another designee will be communicated to staff. The Coordinator can be reached at:

Phone numbers: 616.604.6309, 616.212.6280

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. Pursuant to Executive Order 2020-161, each department director and supervisor has been designated as a worksite supervisor and will implement, monitor, and report on COVID-19 control strategies. When not on site, the department director or supervisor will designate an employee as a worksite supervisor. Additionally, in the few cases that an employee is alone at a worksite, that employee is designated as the worksite supervisor and expected to continue the COVID-19 prevention efforts, ask necessary questions, and report any concerns.

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. In the few cases that an employee is alone at a worksite, that employee is designated as the worksite supervisor and expected to continue the COVID-19 prevention efforts, ask necessary questions, and report any concerns. 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:

- Stay home, if you think you have COVID-19 symptoms or tested positive for COVID-19.
- Monitor your health by being alert of COVID-19 symptoms.
- Wear a mask in public settings where staying six feet apart is not possible.
- Maintain at least six feet of distance between you and others.
- 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.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible.

- Clean and disinfect frequently touched objects and surfaces like workstations, keyboards, telephones, handrails and doorknobs.

In addition, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

If employees develop a fever or COVID-19 symptoms, they must not report to work, notify their supervisor and Human Resources immediately, and consult their healthcare provider. Likewise, if employees come into close contact with someone showing these symptoms, they must notify their supervisor and Human Resources 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:

- Someone who was within six feet of an infected person for at least 15 minutes starting from two days before illness onset (or for asymptomatic persons, two days prior to a positive test result) until the time the patient is isolated.
- Persons with direct physical contact with a probable or confirmed case, direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment, and other situations as indicated by local risk assessments.

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.

All Grand Haven Charter Township employees are considered “critical infrastructure workers” and “essential 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 COVID-19 related symptoms 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 and Board Member Screening Before Entering the Workplace

Employees and Board Members should not report to the workplace, if he/she displays any COVID-19 related symptoms. An Employee Entry Screening Questionnaire is attached as Appendix A. A screening questionnaire should be completed by all employees and board members 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 workplace 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 B.

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 twice a day using products containing EPA-approved disinfectants. Depending on the availability of products containing EPA-approved disinfectants or employees' medical reasons, other cleaning products may be permitted by the COVID Workplace Coordinator. 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.

Per CDC guidelines, employees should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Employees are required to consult the Material Safety Data Sheets (MSDS) prior to first use of any cleaning or disinfection product to determine the proper handling, mixing, transportation and use of the product. Any required PPE will also be identified within the MSDS. MSDS documents are on file with the Fire\Rescue Department. Gloves and gowns should be removed carefully to avoid contamination of the wearer the surrounding area and equipment; and, hands should be washed with soap and water, or use hand sanitizer, immediately after removing gloves.

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 gowns or Tyvek suits.

Under Executive Order 2020-161, face coverings should be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. Additionally, face coverings should be worn in shared spaces, including during in-person meetings and in breakrooms, restrooms and hallways, if the employee can medically tolerate a face covering.

Visitors

The number of visitors in the lobby will be limited to practice safe social distancing. Visitors, over the age of five, who can medically tolerate face coverings will be required to wear face coverings in the lobby. 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.

Board Members, who only enter the lobby and do not enter into the workplace, do not need to complete a health screening.

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 the visitor a handout with staff contact information and information regarding what to do if you might have COVID-19.

Training

Pursuant to Executive Order 2020-161, training will be provided to employees that covers workplace infection-control practices, 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 and how to report unsafe working conditions.

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 principal COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - uncontrolled 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 15 minutes or more) 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 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; and,
- 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 Human Resources of his/her diagnosis; and,
- Remain out of the workplace until they are cleared to return to work by the Ottawa County Public Health Department and 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 Ottawa County Public Health Department;
- Within 24 hours, notify all employees who may have come into close contact with the employee (being within approximately six feet for more than 15 minutes 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

**COVID-19
WORKPLACE HEALTH SCREENING**

Employee Name: _____

Date: _____ Time in: _____

In the past 24 hours, have you experienced any ONE of the following not explained by a known medical or physical condition:

- New or worsening cough
- Shortness of breath or difficulty breathing
- Subjective fever (felt feverish)

Yes No

In the past 24 hours, have you experienced any TWO of the following not explained by a known medical or physical condition:

- Chills or repeated shaking with chills
- Fatigue, muscle, or body aches
- Headache
- Sore throat, congestion, or runny nose
- Nausea, vomiting, diarrhea, or abdominal pain
- New loss of taste or smell

Yes No

Current temperature: _____

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

In the past 14 days, have you:

Been made aware you have had close contact with an individual diagnosed with COVID-19?

Yes No

If you answer “yes” to this question, do not go into work (unless exempt). Self-quarantine at home and contact Human Resources for further instructions.

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

APPENDIX B

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Orders 2020-161 and 2020-172, 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:

1. 24 hours have passed since the resolution of fever without the use of fever-reducing medications;
2. 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result;
3. Other symptoms have improved;
4. They are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention; and,
5. They are released from any quarantine or isolation by the public health department.

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 individual displaying COVID-19 symptoms receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers, provided that their employers’ rules governing occupational health allow them to go to work: 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, emergency medical technicians); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; workers at adult foster care facilities; and, workers at correctional facilities.

APPENDIX C
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 15 minutes or more) with an individual diagnosed with COVID-19?

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 D

SIGN FOR BUILDINGS

PREVENT THE SPREAD OF COVID-19 WORKPLACE SAFETY GUIDELINES

Use these guidelines and safety tips to limit potential exposure to COVID-19 and to help keep yourself and co-workers safe and healthy while returning to work.



**Stay home
if you're sick**



**Practice
good hygiene**



**Stay 6 feet
from others**



**Wear a
face covering**

Follow these hygiene tips



- ✓ **Avoid touching** eyes, nose or mouth with unwashed hands.
- ✓ **Wash hands frequently** with soap and water for at least 20 seconds between fingers, back of hand and fingernails.
- ✓ **Use hand sanitizer** when soap and water are unavailable.
- ✓ **Cover your mouth** and nose when coughing or sneezing.
- ✓ **Clean and disinfect** frequently touched objects and surfaces.

Stay home if you have these abnormal/new symptoms



Coughing



**Runny
nose**



Sneezing



Fever



**Shortness
of breath**

For other workplace safety guidelines and resources visit Michigan.gov/MIOSHA or call the work safety hotline at 855-SAFEC19 (855-723-3219).



APPENDIX E

OTHER RESOURCES

Governor Whitmer's Executive Order 2020-161:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535196--,00.html

Governor Whitmer's Executive Order 2020-172:

https://content.govdelivery.com/attachments/MIEOG/2020/08/27/file_attachments/1528008/EO%202020-172%20Emerg%20order%20-%20workers%20protections%20-%20reissue.pdf

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>

LocalGovU login page for Township COVID-19 Training:

<https://olt.localgovu.com/login/#login>

**APPENDIX F
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 #2020-161 and #2020-172 dated July 29, 2020, and August 27, 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: September 1, 2020