



# 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 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), Michigan Department of Health and Human Services (MDHHS) 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, MDHHS, 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](mailto: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. 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.

The CDC defines “close contact” as:

- Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define “close contact;” however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors).

## 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.

### 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**

In compliance with the Michigan Occupational Health and Safety Administration (MIOSHA) Emergency Rules, GHCT is temporarily permitting remote work for employees whose work activities can feasibly be performed remotely.

*Assessment.* GHCT will determine whether or not employees can feasibly perform their job responsibilities remotely, in full or in part. For some positions, that determination can be made without significant review. For example, employees who must work on machines or equipment that is present in the workplace, have direct contact with customers or other members of the public and/or are responsible for direct oversight of on-site operations generally cannot feasibly work remotely. If it is not clear whether or not an employee can feasibly work remotely, GHCT will conduct a case-by-case assessment. Considerations related to feasibility of remote work include, but are not limited to: impact on customer relationships/residents’ demands; costs to GHCT for coordination of remote work; impact on operations; impact on co-workers; history of poor job performance that shows a need for direct oversight; confidentiality concerns; availability of technology resources (including appropriate security measures) and availability of a conducive remote work environment.

*Expectations.* Employees who are working remotely must comply with all personnel policies and safety standards. These include, but are not limited to, GHCT’s time and attendance policy (including following all procedures for late starting time, early leaving time, or absence), the policies against unauthorized overtime work, and those concerning confidentiality.

GHCT will ask employees to complete a Remote Work Request form, employees must sign a Remote Work Agreement, and employees must abide by all rules and stipulations listed in the Agreement.

To the extent possible, an employee’s job duties and responsibilities will not change due to temporary remote work. Professionalism in performance of job duties, work output and productivity, and service to the employee’s department, residents, or customers (internal and external), and related communications, must be maintained by the standards set by GHCT and the employee’s supervisor.

Due to the uncertainty of the length and severity of the COVID-19 pandemic, all temporary remote work arrangements will continue to be evaluated on an ongoing basis. For employees who have been previously approved for an ongoing remote work arrangement (unrelated to the COVID-19 pandemic), policies and arrangements applicable to that arrangement will remain in effect.

*On-site work.* In the event an employee approved for temporary remote work has a legitimate need to be present at the worksite, the employee is required to follow all GHCT's COVID-19 protocols while on-site. Such protocols include but are not limited to adherence to GHCT's COVID-19 Preparedness and Response Plan, completion of GHCT's daily entry self-screening protocols, and adherence to GHCT's requirements related to face masks and social distancing.

The safety of GHCT's employees is critically important. If, after GHCT's determination on an employee's remote work decision, you believe your work can feasibly be performed remotely and the request was denied, please notify the COVID-19 Workplace Coordinator.

### **Meetings**

Face-to-face meetings should be replaced with virtual communications to the extent possible.

### **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 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, vehicles, 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.

Workers are discouraged from using other workers' vehicles, phones, desks, offices or other work tools and equipment when possible. If sharing such items or spaces is not possible, then workers should wipe down any and all items and spaces prior to sharing it with another worker.

### **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 the MIOSHA Emergency Rules dated October 14, 2020, face coverings must be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, if the employees can medically tolerate a face covering. Face coverings must be worn in shared spaces, including during in-person meetings and in breakrooms, restrooms, hallways, and vehicles, if the employee can medically tolerate a face covering.

### **Visitors**

When the lobby is open, 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**

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 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 10 days after symptoms first started; and 24 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 and exposed to a COVID-19 positive person, local health department quarantine guidelines of 14 days will be followed.

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

- Notify all employees who may have come into close contact 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, 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**

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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 the MIOSHA Emergency Rules dated October 14, 2020, Public Act 238, and CDC guidelines, employees who:

- are subject to a recommendation to isolate or quarantine consistent with CDC guidance; or,
- have been instructed to remain home by a health or public health professional; or,
- who are awaiting a COVID-19 test; or,
- the results of a COVID-19 test after having symptoms of COVID-19

must not be present in a gathering at work until the employee is advised by a health or public health professional that they may return to work, or the following conditions are met:

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 had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person. However, employees who have had close contact with someone with COVID-19 and who meet the following criteria do NOT need to stay home:

- Had COVID-19 illness within the previous 3 months; and,
- Has recovered; and,
- Remains without COVID-19 symptoms (for example, cough, shortness of breath); or,
- Serves in the following employment class: law enforcement, firefighter, and/or paramedic

**APPENDIX C**  
**COVID-19**  
**VISITOR HEALTH SCREENING**

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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 cumulative total of 15 minutes or more, over a 24-hr. time period) 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.

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Township Employee: \_\_\_\_\_

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Spoke to: \_\_\_\_\_

**APPENDIX D**  
**Remote Work Agreement**

By signing below the employee agrees to all of the following:

1. The opportunity to work remotely is not an employee benefit intended to be available to all employees. As such, no employee is entitled to, or guaranteed the opportunity to work remotely.
2. You agree to comply with all existing job requirements and Grand Haven Charter Township's (GHCT) policies as now are in effect at GHCT's premises.
3. The total number of work hours are not expected to change while working remotely and you will be responsible for providing your supervisor with a weekly accounting of your work hours via Timesheets. In the event that you are a non-exempt employee and expect to work more than the standard number of hours, this must be discussed and approved in advance by your supervisor, just as any overtime scheduling would normally have to be approved.
4. Your daily work schedule, for the days when you are working remotely, is subject to GHCT's core hours of 8:00 a.m. until 5:00 p.m. You are required to be accessible via telephone, email, electronic meetings, etc. during these hours. On occasion, if your job duties allow it and your supervisor agrees an occasional change in hours would not impair your ability to be in contact with co-workers, you may be able to vary your hours. Prior approval by your supervisor must be given before a change in work hours.
5. Employee agrees to provide the necessary equipment, such as internet connections, to be able to meet the job requirements.
6. Office supplies as needed will be provided. GHCT will not reimburse you for travel expenses to and from GHCT premises or other work locations on days when you report to that location, nor for any home-related expenses such as construction, renovations, heating/air conditioning, lighting, or electricity.
7. Any software or any other equipment or supplies provided by GHCT are provided for work-related use only. The software and equipment may not be used by other household members.
8. Any work materials removed from the office should be kept in your designated remote work area and not be made accessible to others. In no case will you take proprietary or confidential materials from the office except with the approval of your supervisor.
9. GHCT cares about your health and safety while working remotely just as we are when you are at the office. For this reason, you are required to maintain a separate, designated remote work location. You must also agree to take all steps necessary to safeguard and protect all property and confidential, sensitive, and proprietary information. If you have any questions about the adequacy/safety of your remote work area, we will assist you in this regard. You agree to report to GHCT any instances of loss, damage, or unauthorized access at the earliest reasonable opportunity. You agree to allow GHCT electronic and/or physical access to your remote worksite for the purposes of assessing safety, property maintenance, and security methods, as well as job performance, if needed.

10. We will be responsible for any work-related injuries under Michigan’s Worker’s Compensation laws, but this liability is limited to injuries resulting directly from your work and only if the injury occurs in your designated work area. You agree to report work-related injuries to your supervisor at the earliest reasonable opportunity. Any claims will be handled according to the normal procedure for Worker’s Compensation claims.
11. Non-exempt employees who receive approval to work remotely must comply with all record-keeping requirements and must accurately record all working time using designated time and attendance methods. Employees shall take meal and rest periods in accordance with employer policies. Employees are not exempt from the meal period, rest period, or record-keeping rules solely because they are permitted to work remotely.
12. It will be your responsibility to determine any income tax implications of maintaining a remote work location. We will not provide tax guidance nor will GHCT assume any additional tax liabilities. You are encouraged to consult with a qualified tax professional to discuss income tax implications. Additionally, it is your responsibility to understand conformance with any local zoning regulations.

**I have read and understand this agreement and accept its conditions.**

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

Date \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX E

### SIGNS 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](https://Michigan.gov/MIOSHA) or call the work safety hotline at 855-SAFEC19 (855-723-3219).





COVID-19

# MDHHS EPIDEMIC ORDER **OCT. 29**



## Limits on attendance at residential gatherings.

INDOORS: UP TO 10 PERSONS

OUTDOORS: UP TO 100 PERSONS

- Indoor gatherings of up to 10 persons and outdoor gatherings of up to 100 persons at a residence are permitted (face masks are strongly recommended).



## Limits on attendance at non-residential venues.

INDOORS

- Indoor gatherings occurring at a non-residential venue are permitted only if:
  - FOR FIXED SEATING: No more than 500 persons are gathered, and attendance is limited to 20% of the seating capacity of the venue.
  - WITHOUT FIXED SEATING: No more than **50 persons** are gathered, and attendance is limited to 20 persons per 1,000 square feet in each occupied room.
  - All persons at the gathering wear a face mask.
  - **Only six people are permitted at each table.**



OUTDOORS

- Outdoor gatherings up to 1,000 persons occurring at a non-residential venue are permitted only to the extent that the organizers and venue:
  - FOR FIXED SEATING: limit attendance to 30% of seating capacity.
  - WITHOUT FIXED SEATING: limit attendance to 30 persons per 1,000 square feet, including within any distinct area within the event space.
  - Require that each person at the gathering wear a face mask.

"Gathering" means any occurrence where two or more persons from more than one household are present in a shared space. Incidental, temporary gatherings (such as at a store, airport, or food service establishment) are excepted. All gatherings must include 6 feet of social distance between households.



## Face masks are still required.

Businesses, government offices, schools, child care organizations, operators of public transit, and all other gathering organizers must not allow indoor or outdoor gatherings of any kind unless they require individuals to wear a face mask. These entities may not assume that someone who enters the business without a face mask falls in one of the exceptions; but may accept an individual's verbal representation that they are not wearing a face mask because they fall within a specified exception.

## APPENDIX F

### OTHER RESOURCES

MIOSHA COVID-19 Emergency Rules

[https://www.michigan.gov/documents/leo/Final\\_MIOSHA\\_Rules\\_705164\\_7.pdf](https://www.michigan.gov/documents/leo/Final_MIOSHA_Rules_705164_7.pdf)

Emergency Rules FAQs

[https://www.michigan.gov/leo/0,5863,7-336-100207\\_103271---,00.html](https://www.michigan.gov/leo/0,5863,7-336-100207_103271---,00.html)

MDHHS Epidemic Order – Gatherings Face Mask Order dated October 29, 2020

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-543708--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-543708--,00.html)

MDHHS FAQs Face Masks and Gatherings Order

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-543915--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-543915--,00.html)

Public Act 238 of 2020

<http://www.legislature.mi.gov/documents/2019-2020/billenrolled/House/htm/2020-HNB-6032.htm>

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 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) The plan complies with MIOSHA COVID-19 Emergency Rules dated October 14, 2020.
- 2) The plan complies with Michigan Department of Health & Human Services Epidemic Order dated October 29, 2020
- 3) The plan complies with Public Act 238 of 2020.
- 4) 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.
- 5) The plan is available on Grand Haven Charter Township’s website [www.ghc.org](http://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: November 12, 2020