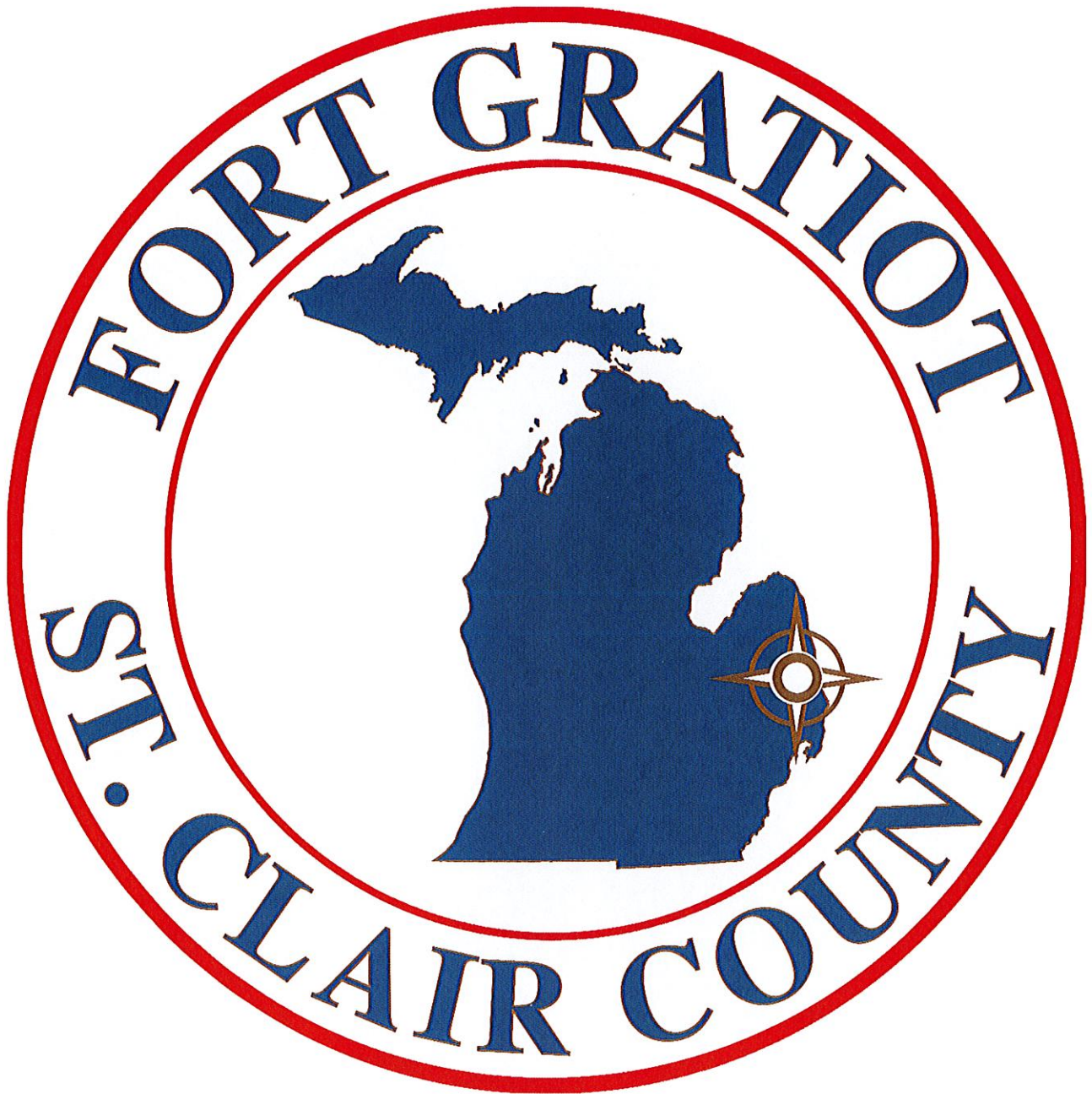


## **COVID-19 Preparedness and Response Plan**



**Date Implemented: April 30, 2020**  
**Date Updated: February 17, 2021**

# **Fort Gratiot Township**

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

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

In order to respond to the current emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Fort Gratiot 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. This Plan will be made readily available to employees via hard copy and electronic copy.

### **Definitions**

“Close contact” means 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.

“COVID-19” means coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms (as defined by MDHHS) including fever, uncontrolled cough, atypical new onset of shortness of breath, loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, and abdominal pain which may progress to pneumonia, multi-organ failure, and death.

“Known cases of COVID-19” means persons who have been confirmed through diagnostic testing to have COVID-19.

“SARS-CoV-2” means severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19.

“Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

### **Exposure Determination**

The Township has characterized its jobs as follows:

*Lower Exposure Risk Jobs.* These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

*Medium Exposure Risk Jobs.* These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

*High Exposure Risk.* These jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities.

*Very High Exposure Risk.* These jobs are those that require tasks with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Examples of workers could include healthcare workers (doctors, nurses, dentists, paramedics, EMTs) performing aerosol-generating procedures on known/suspected COVID-19 patients, healthcare or laboratory workers collecting or handling specimens from known/suspected COVID-19 patients, or morgue workers performing autopsies on bodies of people who are known/suspected of having COVID-19 at the time of their death.

### **Worksite Safety Coordinator**

The Township designates the Emergency Management Coordinator to implement, monitor, and report on the Township's COVID-19 control strategies (the "COVID-19 Safety Coordinator"). When the COVID-19 Safety Coordinator is not on site, an employee will be designated to perform the COVID-19 Safety Coordinator role.

The COVID-19 Safety Coordinator will also: (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.

### **Engineering Controls**

Engineering controls involve isolating employees from work related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Engineering controls for SARS-CoV-2 implemented by the Fort Gratiot Township include:

- Increased fresh air intake on HVAC Systems
- Increased ventilation rates in the work environment
- Installed physical barriers, such as clear plastic sneeze guards at workstations
- Installed protective glass at all customer service counters
- Utilized drop box for customer service
- Increased cleaning and sanitation schedules throughout facilities
- Installed screening check-in stations for visitors and employees
- Provided PPE to all employees and visitors when entering the building
- Positioned sanitation cleaner at every workstation
- Provided hand sanitizer at each workstation and to all employees

### **Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Township has implemented the following administrative controls.

#### ***Sick Leave***

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Fort Gratiot Township's Personnel Policy. Any onsite employee who appears to have a respiratory illness will be separated from other employees and sent home. The Township will not discharge, discipline, or otherwise

retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19; within reason.

### ***Remote Work***

The Township has reviewed all of its positions and determined that it is not feasible for employees in any position to work remotely at this time. Should remote work become necessary, remote work will be completed consistent with the Remote Work Policy.

### ***Employee Screening Before Entering the Workplace***

A sample Employee Entry Screening Questionnaire is attached as Appendix A. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should be sent home until allowed to return to work under the relevant MIOSHA and MDHHS public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix B.

### **Basic Infection Prevention Measures**

#### ***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 lunchroom 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 personal protective equipment 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 is also prohibited to ensure good hand hygiene.

#### ***Enhanced Cleaning and Disinfecting***

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed daily using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes 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, additional cleaning and/or area access restriction will be conducted at the direction of the Township Supervisor.

#### ***Visitors***

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

### **Personal Protective Equipment**

The Township will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest Guidance.

The Township will provide non-medical grade face coverings (cloth face coverings) or 3-ply disposable surgical mask to employees. The Township will require employees to wear face coverings when they cannot consistently maintain six feet of separation from all other individuals in the workplace, including in all shared spaces.

### **Confirmed Cases**

When an employee is identified with a confirmed case of COVID-19, the Township will notify the local public health department immediately and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, the Township will not reveal the name or identity of the confirmed case.

The Township will allow employees with a confirmed or suspected case of COVID-19 to return to the work place only after they are no longer infectious according to the latest guidelines from the CDC, included in Appendix E.

### **Training**

The Township shall coordinate COVID-19 training and ensure compliance with all training requirements. The Township will train workers on, at a minimum:

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

### **Recordkeeping**

The Township will maintain records of the following records:

- Training. All COVID-19 employee training. Records should include the name of the employee(s) trained and the date of the training.
- Employees shall sign a receipt acknowledging receiving the updated COVID-19 Preparedness and Response Plan.
- Screening protocols. Screening for each employee or visitor entering the workplace.
- Notifications. Records of when the local public health department was notified when an employee is identified with a confirmed case of COVID-19; as well as notification for any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.



## APPENDIX A

## FORT GRATIOT EMPLOYEE ENTRY SCREENING

QUESTIONNAIRE TODAY'S DATE: \_\_\_\_\_

FORT GRATIOT TOWNSHIP COVID-19 SCREENING QUESTIONNAIRE		
PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
Have you experienced any of the following symptoms in the past 48 hours: <ul style="list-style-type: none"> <li>• fever</li> <li>• uncontrolled cough</li> <li>• atypical new onset of shortness of breath</li> </ul>	YES	NO
Have you experienced at least two (2) of the following symptoms in the past 48 hours not explained by a known physical condition: <ul style="list-style-type: none"> <li>• loss of taste or smell</li> <li>• muscle aches</li> <li>• sore throat</li> <li>• severe headache</li> <li>• diarrhea</li> <li>• vomiting</li> <li>• abdominal pain</li> </ul>	YES	NO
Within the past 10 days, have you been in close physical contact with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19? <i>*Close physical contact is defined as 6 feet or closer for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset or two days prior to test specimen collection.</i>	YES	NO
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	YES	NO
Are you currently waiting on the results of a COVID-19 test?	YES	NO
Did you answer NO to ALL QUESTIONS?	Access to Fort Gratiot Township facility APPROVED.	
Did you answer YES to ANY QUESTIONS?	Access to Fort Gratiot Township facility DENIED.	

Turn this form into the designated Township Representative, your immediate supervisor or drop box.

Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

(Rev. 12-02-2020)

## **APPENDIX B**

### **EMPLOYEE RETURN TO WORK PLAN**

Employees who fail the entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 and display one or more of the principal symptoms of COVID-19 symptoms (as defined by MDHHS including fever, uncontrolled cough, atypical new onset of shortness of breath, loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, and abdominal pain) will not be permitted to return to work until either:

- At least 10 days have passed since symptom onset and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
- Other symptoms have improved.

Employees who test positive for COVID-19 and who never develop symptoms will not be permitted to return to work until 10 days after the day of the first positive COVID-19 test.

Employees\* who have been in “close contact” (meaning 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) 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 10 days have passed since the last close contact with the sick or symptomatic individual..

\*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 C**

**FORT GRATIOT CORONAVIRUS DISEASE (COVID-19) VISITOR**

**HEALTH SCREENING** TODAY'S DATE: \_\_\_\_\_

<b>FORT GRATIOT TOWNSHIP COVID-19 SCREENING QUESTIONNAIRE</b>		
<b>PLEASE READ EACH QUESTION CAREFULLY</b>		<b>PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU</b>
Have you experienced any of the following symptoms in the past 48 hours: <ul style="list-style-type: none"> <li>• fever</li> <li>• uncontrolled cough</li> <li>• atypical new onset of shortness of breath</li> </ul>		<b>YES</b>
Have you experienced at least two (2) of the following symptoms in the past 48 hours not explained by a known physical condition: <ul style="list-style-type: none"> <li>• loss of taste or smell</li> <li>• muscle aches</li> <li>• sore throat</li> <li>• severe headache</li> <li>• diarrhea</li> <li>• vomiting</li> <li>• abdominal pain</li> </ul>		<b>YES</b>
Within the past 10 days, have you been in close physical contact with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19? <i>*Close physical contact is defined as 6 feet or closer for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset or two days prior to test specimen collection.</i>		<b>YES</b>
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?		<b>YES</b>
Are you currently waiting on the results of a COVID-19 test?		<b>YES</b>
Did you answer <b>NO</b> to ALL QUESTIONS?	Access to Fort Gratiot Township facility <b>APPROVED.</b>	
Did you answer <b>YES</b> to ANY QUESTIONS?	Access to Fort Gratiot Township facility <b>DENIED.</b>	

Turn this form into the designated Township Representative, your immediate supervisor or drop box.

Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

(Rev. 12-02-2020)

## APPENDIX D

### SIGNS FOR BUILDINGS

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside workplaces.

<https://www.spectrumhealth.org/covid19/employer-resources>



#### **Only Enter This Building If You:**

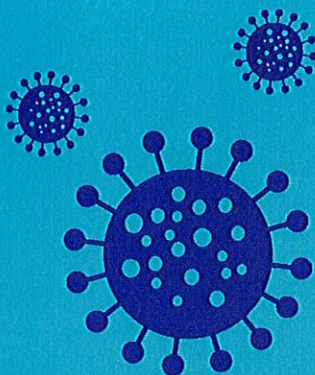
- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

#### **All others:**

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.





## 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

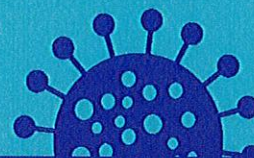


RINSE



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](https://spectrumhealth.org/covid19).

X23507 RMD5458 © Spectrum Health 3.10.2020



The Michigan Department of Labor and Economic Growth employer resources provided these signs, which can be posted at building entrances and/or inside each workplace.

[https://www.michigan.gov/documents/leo/Workplace\\_Safety-Fitness\\_Signage-Sick\\_695099\\_7.pdf](https://www.michigan.gov/documents/leo/Workplace_Safety-Fitness_Signage-Sick_695099_7.pdf)

[https://www.michigan.gov/documents/leo/Workplace\\_Guidelines-Face\\_Coverings\\_V4\\_692430\\_7.pdf](https://www.michigan.gov/documents/leo/Workplace_Guidelines-Face_Coverings_V4_692430_7.pdf)

[https://www.michigan.gov/documents/leo/Workplace\\_Safety\\_Guidelines\\_Poster\\_692022\\_7.pdf](https://www.michigan.gov/documents/leo/Workplace_Safety_Guidelines_Poster_692022_7.pdf)

The CDC employer resources provided these signs, which can be posted at building entrances and/or inside each workplace.

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/85x11webgraphics\\_MaskDOs.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/85x11webgraphics_MaskDOs.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/COVID19-stop-germs-summer-camp-poster.pdf>

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

## **APPENDIX E**

### **OTHER RESOURCES**

MIOSHA Emergency Rules:

[https://www.michigan.gov/documents/leo/leo\\_miosha\\_COVID-19\\_Emergency\\_Rules\\_705296\\_7.pdf](https://www.michigan.gov/documents/leo/leo_miosha_COVID-19_Emergency_Rules_705296_7.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>

## APPENDIX F

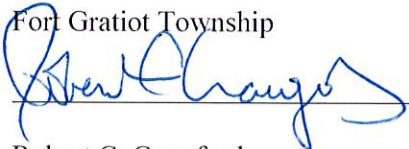
### Fort Gratiot Township COVID-19 PREPAREDNESS AND RESPONSE PLAN

#### Certification by Responsible Public Official

This is to certify that I have reviewed the Fort Gratiot Township COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

- 1.) It complies with the Michigan Occupational Safety and Health Administration Emergency Rules Coronavirus Disease 2019 (COVID-19) dated October 14, 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 the Fort Gratiot Township website [www.fortgratiot.us](http://www.fortgratiot.us) and at each Fort Gratiot Township facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Fort Gratiot Township  
Signature:   
Name of Official: Robert C. Crawford  
Title: Fort Gratiot Township Supervisor  
Date: February 17, 2021

## Appendix G

### Acknowledgement of Employee Receipt of the Fort Gratiot COVID-19 Fort Gratiot Township COVID-19 Preparedness and Response Plan

I have received a written copy of the Fort Gratiot COVID-19 Preparedness and Response Plan.

---

Printed Employee Name

---

Employee Signature and Date

---

Department Head Signature and Date

Detach and return to the Township Supervisor