

**CHARTER TOWNSHIP OF CLINTON
MACOMB COUNTY, MICHIGAN**

COVID-19

Exposure Prevention and Response Policy

Purpose

In order to ensure employee safety and maintain operations, the Township has developed this COVID-19 Exposure Prevention and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Township and at all job locations.

This Plan is based on information available from the Centers for Disease Control (CDC), Michigan Occupational Safety and Health Administration (MiOSHA), Michigan Department of Health and Human Services (MDHHS) and the Department of Labor (DOL) at the time of its development and is subject to change based on further information provided by those and other public agencies. The Township may also amend this plan based on operational needs as new information regarding the spread of the Coronavirus is known.

Employee Responsibilities & Screening

In order to minimize the spread of COVID-19, the Township is requiring all employees to follow prevention efforts while at work. The Township has instituted various housekeeping, social distancing, and other best practices in buildings and while on jobsites. Specific measures have been developed by departments with unique work environments and physical layouts. All employees are required to follow these measures. In addition, employees are required to report to their supervisors if they are experiencing signs or symptoms of COVID-19 or have been exposed to an individual diagnosed with COVID-19, as described below.

Prior to reporting to their workplace before each shift, employees must perform the following self-assessment:

- Have a temperature of 100.4 degrees Fahrenheit or higher?
- Have potential symptoms of COVID-19? Including: cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, other.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT REPORT TO WORK** and call your healthcare provider and immediate supervisor (unless prevented by illness).

Exposure Situations & Actions

- **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must remain at home for five (5) days since inception of symptoms, is fever-free for twenty-four (24) hours without the use of fever-reducing medications, and other symptoms have improved (e.g., cough, shortness of breath).^{*} Additionally, upon return to work, the employee must wear either a Township issued or self-provided mask for five (5) days in spaces outside of the employee's immediate work area (i.e., office or cubicle) and when potentially encountering other individuals within the six (6) feet social distancing guidelines.

The Township will similarly require an employee who reports to work with COVID symptoms to return home until the criteria for return-to-work outlined in paragraph one above is satisfied.

An employee may return to work at any time if a negative COVID test (PCR) confirms symptoms are not attributable to COVID-19.

* Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

- **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 may return to work when:

- ✓ At least five (5) days have passed since symptoms first appeared; and
- ✓ At least twenty-four (24) hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement of other symptoms^{*} (e.g., cough, shortness of breath); and
- ✓ The employee wears either a Township issued or self-provided mask for five (5) days in spaces outside of the employee's immediate work area (i.e., office or cubicle) and when potentially encountering other individuals within the six (6) feet social distancing guidelines.

An employee who tests positive and has been hospitalized may return to work when directed to do so by a medical care provider. The Township will require an employee to provide documentation clearing his or her return to work.

An employee with a laboratory confirmed positive COVID-19 test and who has not exhibited any symptoms (i.e., asymptomatic) will be excluded from work until five (5) days have passed since the date of the positive test and is required to wear a Township issued or self-provided mask for five (5) days in spaces outside of the employee's immediate work area (i.e., office or cubicle) and when potentially encountering other individuals within the six (6) feet social distancing guidelines.

- **Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

An employee who has come into close contact with an individual who has tested positive for COVID-19 (co-worker) will be directed to self-quarantine for five (5) days from the last date of close contact with that individual. Additionally, upon return to work, the employee must wear either a Township issued or self-provided mask for five (5) days in spaces outside of the employee's immediate work area (i.e., office or cubicle) and when potentially encountering other individuals within the six (6) feet social distancing guidelines. Close contact, for the purpose of COVID-19 prevention, is defined as any individual who was within six (6) feet of an infected person for at least fifteen (15) minutes cumulatively in a 24-hour period, for ten (10) minutes or longer in a single instance, or having direct contact for any length of time with the infectious secretions (e.g., being coughed or sneezed on) of a COVID-19 infected person. The period for identifying a close contact begins two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to positive specimen collection) until the patient is isolated.

If the Township learns that an employee has tested positive, the Township will conduct an investigation to determine if co-workers who may have had close contact with the confirmed-positive employee two (2) days prior to onset of symptoms and three (3) days after such onset and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for five (5) days from the last date of close contact with that employee. Additionally, upon return to work, the employee must wear either a Township issued or self-provided mask in spaces outside of the employee's immediate work area (i.e., office or cubicle) and when potentially encountering other individuals within the six (6) feet social distancing guidelines.

If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert their immediate supervisor of the close contact and self-quarantine for five (5) days from the last date of close contact with that individual. Upon return to work, the employee must wear either a Township issued or self-provided mask in spaces outside of the employee's immediate work area (i.e., office or cubicle) and when potentially encountering other individuals within the six (6) feet social distancing guidelines. For the purposes of this policy, it is presumed that an employee living in the same household as an individual with a confirmed case of COVID-19 has come into close contact with that individual and must self-quarantine.

Fully vaccinated employees, as defined by the Michigan Department of Health & Human Services (MDHHS) as persons who have been boosted with an FDA-approved or authorized COVID-19 vaccine or have completed the primary series of Pfizer or Moderna vaccines within the last six (6) months or completed the primary series of the J&J vaccine within the last two (2) months, are not required to quarantine following an exposure. The employee must wear either a Township issued or self-provided mas in spaces outside of the employee's immediate work area (i.e., office or cubicle) and when potentially encountering other individuals within the six (6) feet social distancing guidelines for ten (10) days after the exposure.

To ensure continuity of operation of essential functions, the Police and Fire departments will follow CDC guidelines and protocols for continuation of work following potential exposure to COVID-19.

* Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

Township Infection Control Protocol **Employee Measures & Responsibilities**

Employees reporting to work must practice the following infection control practices:

- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use a Township provided alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
- Adhere to six (6) foot social distancing guidelines and limit the number of people gathering in a common area, such as an elevator, restroom, break and conference rooms.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Practice personal responsibility – Notify a supervisor and immediately remove oneself from the workplace if not feeling well or have any of the above-described symptoms.

Privacy/Confidentiality

Except for circumstances in which the Township is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Township reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.

Implemented: May 14, 2020

Revisions:

May 27, 2020

November 9, 2020

May 24, 2021

January 6, 2022