



Township Policy and Procedure

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 CDC, MiOSHA and the 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 and complete a **COVID-19 Health Screening Questionnaire**:

- Have a temperature of 100.4 degrees Fahrenheit or higher?
- Have potential symptoms of COVID-19?
 - Symptoms may include:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

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 until he or she is symptom free for three (3) full days (72 hours) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The Township will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for three (3) full days (72 hours). An employee may return to work at any time if a doctor confirms the cause of the fever or other symptoms is not COVID-19 related and provides the employee with a return to work note.

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

An employees who tests positive for COVID-19 and has been directed to home care may return to work when:

- ✓ At least three (3) full days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptom (e.g. cough, shortness of breath) and;
- ✓ At least ten (10) days have passed since symptoms first appeared and;
- ✓ Provides a negative Polymerase Chain Reaction (RT-PCR) test result.

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 had any symptoms will be excluded from work until ten (10) days have passed since the date of the positive test.

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

An employees 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 fourteen (14) days from the last date of close contact with that individual. 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 co-workers who may have had close contact with the confirmed-positive employee in the prior fourteen (14) days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for fourteen (14) days from the last date of close contact with that employee.

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 fourteen (14) days from the last date of close contact with that individual. 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 for fourteen (14) days.

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.

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.
- Wear either Township issued or self-provided masks in spaces outside of the employee's immediate work area (i.e. office or cubicle) and when potentially coming into contact with other individuals within the six (6) feet social distancing guidelines.
- 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.

Notifications

To monitor the effectiveness of COVID prevention policies and properly assess risks, the Human Resource Director will report to all employees:

- Any COVID positive cases (not to include the name of the individual) and the department(s) where the employee works, taking all necessary steps to protect medical information of employees.

The Human Resources Director will report the following to all Township Board members:

- Any COVID positive cases (not to include the name of the individual).
- Any COVID exposure cases that require quarantine (not to include name of the individual).
- The department(s) where cases occurred.
- The date of the exposure or positive test.
- Whether it has been determined that the COVID positive or COVID exposure requiring occurred on the job or was external to the employee's duties on behalf of the Township.
- The steps taken to prevent further exposure.

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