



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 doctor's return to work note.

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 being within six (6) feet of a COVID-19 infected person for ten (10) minutes or longer, **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.

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.

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 Township issued 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.

Confidentiality/Privacy

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

Last Revised: May 27, 2020



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COVID-19 Passive Health Screening Questionnaire

All Township employees are **required** to complete this pre-shift COVID-19 screening daily.

Date: _____

Employee's Name: _____

Department: _____

Location: _____

1. Do you have symptoms of fever (100.4 or above), cough (without known/ chronic cause), shortness of breath, muscle aches, sore throat, nausea/diarrhea, chills, shaking, or loss of smell/taste? If so, list: _____ Yes No

2. Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine? Yes No

3. Have you been in close contact* with anyone who has tested positive or has a probable case of COVID-19 in the past fourteen (14) days? Yes No

I attest that all answers to the questions in this questionnaire are accurate to the best of my knowledge.

Signature: _____ Date: _____

If the answer is “yes” to any of the questions, do not report to work and notify your supervisor immediately.

*Close contact is defined as being within six (6) feet of a COVID-19 infected person for ten (10) minutes or longer, **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, as defined in the Township's COVID-19 Exposure and Response Policy.
