



Township Policy and Procedure

CHATER TOWNSHIP OF CLINTON COVID-19 Preparedness and Response Plan

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Introduction

In accordance with Executive Order 2020-97, the Charter Township of Clinton (“Township”) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

The Township’s goal is to protect its workforce by enacting all appropriate prevention efforts. This Plan was created in an effort to standardize requirements and recommendations needed to ensure the safety of all Township employees. It is not exhaustive as to the measures the Township has chosen to implement in response to COVID-19 in the workplace and/or to seek to protect employees and the public served. The Township reserves the right and discretion to implement, either generally, departmentally, or on a case-by-case basis such measures deemed prudent, permitted or required by law, and/or suggested or mandated by future guidance.

The Township designates the following worksite supervisors/employees to implement, monitor, and report on this Plan: department heads, assistant department heads, middle managers and command officers in the police and fire departments. The Township may designate additional individuals as needed.

Prevention Efforts and Infection Control

1. Enhanced Social Distancing

The Township abides by the recommended six (6) foot social distancing standard and other safety measures and establishes the following:

- Gatherings where social distancing cannot be maintained are prohibited;
- Staff meetings are to be held via teleconference or video conference;
- To the extent allowed by law, in-person consultations shall be moved to teleconference or video conference;
- Social distance standards are to be maintained even when on break or at lunch;
- Social distance standards are to be maintained when reporting to work and leaving work;
- Ground markings, signs, and physical barriers, as appropriate, will be utilized to further facilitate social distancing;
- Employees’ work stations are to be six feet apart when possible;
- Physical barriers, where possible and appropriate, shall be utilized for additional separation of work stations and areas;
- Visual indicators of appropriate spacing for employees and guests shall be marked throughout the premises;
- All water fountains will be turned off.
- Employees’ interactions with the general public and delivery personnel are modified to allow for social distancing and additional physical space between parties; and
- Non-essential travel and in-person visits are postponed or cancelled.

2. Employee Screening

Per the Township's COVID-19 Exposure Prevention and Screening Policy, all employees shall complete a COVID-19 Passive Health Screening Questionnaire prior to commencing in-person work at Township facilities and locations at the beginning of each shift.

3. Remote Work

Employees who are able to perform their essential duties remotely either intermittently or full-time may be permitted to work from home in accordance with approved telework arrangements.

4. Personal Protective Equipment (PPE)

All township employees reporting to work on-site will wear appropriate personal protective equipment whenever required and in accordance with the township's COVID-19 Exposure Prevention and Screening Policy.

The township will provide appropriate face coverings to employees required to conduct in person work. Employees may also bring in their own face coverings if they prefer. Acceptable face coverings include a homemade mask, scarf, bandana, handkerchief, or a non-medical grade disposable mask.

Other forms of PPE may be assigned at the discretion of an employee's department head based on the employee's occupational exposure risk.

5. Enhanced Cleaning, Disinfecting & Hygiene

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly in public commons areas. Employees will be provided with access to sanitizer and/or 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 fourteen (14) days tests positive for COVID-19, the applicable area(s) will receive complete and thorough disinfecting.

Employees are expected to:

- Regularly sanitize their work areas using Township provided disinfectants.
- Avoid, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently clean and disinfect tools and equipment;
- Frequently wash hands with soap and water for at least 20 seconds;
- Utilize hand sanitizer (township provided) when soap and water are unavailable;
- Avoid touching their faces with unwashed hands;
- Avoid handshakes or other physical contact;
- Practice proper respiratory etiquette, including covering coughs and sneezes;

- Immediately reporting unsafe or unsanitary conditions on Township premises to their supervisor;
- Comply with the Township’s daily screening processes.

6. Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act (“FFCRA”) and applicable Township paid time off policies.

Conclusion

This Plan responds to the challenges of providing a safe work place to all employees at all times during the COVID-19 outbreak. As this pandemic progresses, the Township will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by the Township and in accordance with guidance from state and federal health officials.