



WINDSOR CHARTER TOWNSHIP

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WINDSOR CHARTER TOWNSHIP COVID-19 Preparedness and Response Plan

Introduction

The novel coronavirus (“COVID-19”) pandemic is a respiratory infection that has spread throughout the United States, including Michigan, bringing thousands of deaths, resulting in tens of thousands of confirmed cases, and deeply disrupting this state’s economy, homes, educational, civic, social, and religious institutions.¹ At this time, there is no known vaccine to treat COVID-19 and Executive Orders issued by the Governor require governmental agencies that remain open for in-person work to develop a COVID-19 preparedness and response plan consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”).²

Pursuant to Executive Order 2020-77, the Windsor Charter Township Board of Trustees (“Township”) has adopted this Preparedness and Response Plan (“Plan”) to promote the health, safety and general welfare of its workers and public offices in order to reduce the impact of COVID-19 infections at the workplace.

This Plan designates **Lisa Rumsey** as the Township’s WORKPLACE COORDINATOR to oversee and implement the policies of this Plan in respect to workers necessary to conduct minimum basic operations. **Sue Fritts** is designated as back-up in Lisa’s absence. For Critical Infrastructure Workers, Chief Phillip Miller is designated as the WORKPLACE COORDINATOR to oversee and implement the policies of the attached Windsor Township Emergency Services Covid-19 Preparedness and Response Plan. Assistant Chief William Fabijancic Jr. is designated as back-up in Chief Miller’s absence.

1. Symptoms of COVID-19:

Workers of the Township should familiarize themselves with the symptoms for COVID-19 for self-monitoring purposes. The Centers for Disease Control and Prevention (“CDC”) describes symptoms for COVID-19 to include:

¹ EO 2020-77.

² EO 2020-77. See paragraph 11(a).

- ✓ Cough
- ✓ Shortness of breath or difficult breathing
- ✓ Fever
- ✓ Chills
- ✓ Muscle Pain
- ✓ Sore Throat
- ✓ New loss of taste or smell
- ✓ Nausea, vomiting, or diarrhea³

Essential Workers

Executive Order 2020-77 requires the Township to restrict the number of workers present on the premises to no more than those strictly necessary to perform in-person work.

The order states that “no person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are necessary to sustain or protect life, to conduct minimum basic operations, or to perform a resumed activity within the meaning of this order.”⁴ The order distinguishes between two types of essential worker: “critical infrastructure workers” and workers “necessary to conduct minimum basic operations.”

Critical Infrastructure Workers

The Township has identified the workers who are classified as critical infrastructure workers. The order lists these workers as those in conformance definitions provided by the Director of the U.S. Cybersecurity and Infrastructure Security Agency.⁵ These workers include public safety, law enforcement and first responders; wastewater and water officials, public works employees, etc⁶. These workers shall follow Windsor Township Emergency Services Covid-19 Preparedness and Response Plan attached to this plan.

Workers Necessary to Conduct Minimum Basic Operations

The Township has identified the workers who are classified as workers necessary “to conduct the minimum basic operations, and whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”⁷

³ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

⁴ Executive Order 2020-77; section 4.

⁵ <https://www.cisa.gov/sites/default/files/publications/CISA-Guidance-on-Essential-Critical-Infrastructure-Workers-1-20-508c.pdf>

⁶ Executive Order 2020-77; section 8.

⁷ Executive Order 2020-77; paragraph 4(b)

The Township has identified and informed its critical infrastructure workers or other workers who are necessary to conduct the minimum basic operations of the Township. Only these workers are permitted to work on Township premises or complete their job duties away from their homes. All other employees will work remotely.

2. Preventative Measures

Health screening for employees/public

Workers/Public who are sick are encouraged to stay home. Workers/Public who do not have a temperature over 100.4 degrees shall monitor themselves for any COVID-19 symptoms.⁸ Pursuant to Executive Order 2020-77, anyone entering the Township buildings are required to answer a questionnaire covering the symptoms and suspected or confirmed exposure to people with possible COVID-19 contact or infections.

The Workplace Coordinator shall ask every worker/public entering Township buildings the following questions:

1. Do you have symptoms of respiratory infection?
2. Do you have any shortness of breath?
3. Do you have a temperature over 100.4 degrees?
4. Do you have a Cough or Sore Throat?
5. Have you been exposed in the last 14 days with a confirmed case of COVID-19?

Any worker/public entering a Township building who answers “yes” any of these questions shall be sent home and may not return to work until the provisions of Section 4, “Sick Worker Returning to Work” are satisfied.

Self-Monitoring

Workers must monitor themselves and self-report if they are exposed to COVID-19 and/or are experiencing any symptoms. Workers experiencing COVID-19 symptoms shall leave work immediately. Workers shall immediately disclose to the Workplace Coordinator if s/he was exposed to COVID-19. Any worker who knowingly comes in contact with COVID-19 or is experiencing COVID-19 symptoms must inform his/her employer immediately.

⁸ “CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater, or feels warm to the touch, or gives a history of feeling feverish.” See, <https://www.cdc.gov/quarantine/air/reporting-deaths-illness/definitions-symptoms-reportable-illnesses.html>.

Social Distancing

Workers/Public shall comply with social distancing standards defined by the Centers for Disease Control and Prevention (“CDC”). The CDC defines “social distancing” to mean keeping space between yourself and other people outside your home.⁹ Workers are required to stay at least **six (6)** feet away from other people and shall not gather in groups where social distancing standards cannot be satisfied.

Increased Facility Cleaning and Disinfection

The spread of COVID-19 occurs most frequently between people who are in close proximity to each other (less than 6 feet).¹⁰ The Township shall provide and ensure sufficient hand cleaners, disinfecting supplies and sanitizers. Workers are required to clean and disinfect their workspaces daily.

Proper Workplace Hygiene Etiquette

Workers should wash hands regularly with soap and water for at least 20 seconds and use alcohol-based hand sanitizers when available. Workers should not use co-workers’ telephones, workspaces or other personal items.

Classifying Department Risks

The Elected officials in conjunction with Emergency Services Chief shall examine every department and worker’s job description according to the worker exposure risk to COVID-19 pursuant to the Occupation Risk Pyramid developed by OSHA:



⁹ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

¹⁰ https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html

The Township will provide the appropriate Personal Protection Equipment to workers based on the individual occupational risk.

Personal Protection Equipment (“PPE”)

Workers are encouraged to wear PPE to prevent exposure to contaminated surfaces. PPE includes gloves, protective eyewear, face shields, masks and respirators. PPE will be provided to workers who are at greater risk to exposure. Executive Order 2020-77 states that workers are required to wear masks where the work environment is such that they cannot consistently maintain six (6) feet of separation from other people.

3. Suspected or Confirmed COVID-19 Cases.

“Suspected COVID-19 Case” means workers who experiences COVID-19 symptoms or was exposed to COVID-19.

- ✓ A Worker who experiences COVID-19 symptoms or has been exposed to an infected person shall immediately notify the Workplace Coordinator.
- ✓ The infected worker’s name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- ✓ A Worker who experience COVID-19 symptoms or become sick must go home immediately.
- ✓ The Workplace Coordinator shall ensure the infected worker’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- ✓ A Worker who is a “Suspected of COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied.

“Confirmed COVID-19 Cases” means a worker who has tested positive for COVID-19.

- ✓ Any worker who tests positive for COVID-19 shall inform the Workplace Coordinator immediately and must go home immediately.
- ✓ A worker who is a “Confirmed COVID-19 Case” shall immediately disclose the names of other employees or workers s/he came in contact with during the past 14 days to the Workplace Coordinator.

- ✓ The infected worker’s name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- ✓ The Workplace Coordinator shall ensure the infected worker’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- ✓ A worker who is a “Confirmed COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied.

4. Sick Workers Returning to Work.

This Plan adopts recommendations from the CDC regarding when a worker may return to work if s/he is a suspected or confirmed case of COVID-19. The CDC has developed two acceptable strategies to help determine when a worker with a suspected or confirmed case of COVID-19 may return to work¹¹:

1. *Symptom-based Strategy*: Worker will be excluded from work until: at least three (3) days or seventy-two (72 hours) have passed since the worker has recovered, defined by resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms such as cough or shortness of breath; and, at least 10 days have passed since symptoms first appeared.¹²

Test-Based Strategy: Worker will be excluded from work until: resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms such as cough or shortness of breath; and a Negative result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥24 hours apart.¹³

Conclusion

This Covid-19 Preparedness and Response Plan is in effect until July 31, 2020 or until the Executive Orders have been rescinded.

¹¹ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

¹² <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

¹³ *Id.*