

COVID- 19 ORANGEVILLE TOWNSHIP

**Preparedness Plan for
Re-Opening of Township
Facilities and Resumption of
Non-Essential Services**

Re-Opening of Orangeville Township Facilities

To achieve a safe re-opening of Orangeville Township facilities requires a comprehensive approach that includes the following elements:

A. Assuring Social Distancing:

- Occupants in the lobby area of township offices must maintain 6-foot distancing. To achieve that; any time multiple visitors to the office cannot maintain that distance, they will be directed to overflow area in office meeting area where 6-foot distancing seating is established.

B. Protecting the Health of Employees:

- Designated workplace COVID-19 coordinator will be the township clerk, who will report to the supervisor regarding any/all issues relating to COVID-19 necessary precautionary measures and actions.
- Employee Education – Employees will receive direct communications on how to protect themselves and others in the workplace from the potential for transmission of COVID-19. Employees directed to: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Health Monitoring – Every township employee reporting for work will complete a health screening that includes a health assessment questionnaire and temperature check. Employees with an elevated temperature (100.4 degrees) are directed to notify the workplace COVID-19 coordinator and will not be allowed to enter the offices.
- Personal Protective Equipment – Employees will be provided with personal protective equipment, including gloves, and masks, appropriate to their job activities. A mask must be worn, if the employee is able to medically tolerate a face covering, whenever an employee enters, moves around, and exits a Township facility and whenever dealing with a member of the public or where social distancing of six feet is not possible. Masks are optional when sitting at a desk or workstation, only. Gloves are optional if you are exchanging money, documents, or articles with a member of the public.
- Barriers – Sliding glass windows are in place at counters and remain closed unless exchanging money, documents, or articles with a member of the public. Other non-permanent barriers will be installed when necessary. Social distancing and face covering will be followed in areas where barriers are not present to as a precaution to prevent person-to-person transmission of COVID-19.
- Hand Sanitizer Dispensers – Township facilities will be outfitted with multiple hand sanitizer dispensers for use by employee and visitors.
- Enhanced Cleaning/Disinfecting of Facilities
- Cleaning/Disinfecting of Tools and Equipment - Should any sharing of tools be required; employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Disinfecting wipes and other disinfecting products will be supplied to employees for this purpose.
- Visitors – For the protection of employees, all visitors are required to wear a mask while inside a township facility if they are able to medically tolerate a face covering. Gloves will be optional for visitors.

C. Employee Suspected or Confirmed as a COVID-19 Case

- An employee will be considered to have a Suspected Case of COVID-19 if:
 - (i) The employee is experiencing any of the following COVID-19 symptoms: fever, shortness of breath, and/or continuous cough; or
 - (ii) The employee is experiencing at least two of the following COVID-19 symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or loss of taste or smell.
 - (iii) An immediate family member or a person who the employee is residing with has tested positive for or exhibited symptoms of COVID-19; or,
 - (iv) In the last fourteen (14) days, the employee has been exposed to a person who has tested positive for COVID-19.
- An employee suspected as a COVID-19 Case is required to:
 - (i) Immediately notify the workplace coordinator.
 - (ii) Self-quarantine for fourteen (14) days;
 - (iii) Seek immediate medical evaluation and care.
- If an employee qualifies as a suspected COVID-19 case, the Township will:
 - (i) Notify all employees who may have come into close contact (defined as being within six feet for a prolonged period of time without personal protection equipment) with the employee in the past fourteen (14) days; and,
 - (ii) Ensure that the employee's work area is thoroughly disinfected.
- An employee will be considered to have a Confirmed Case of COVID-19 if the employee has been working on-site in the past fourteen (14) days and tested positive for COVID-19.

An employee suspected as a COVID-19 Case is required to:

 - (i) Immediately notify the workplace coordinator; and,
 - (ii) Remain off work until cleared to return in accordance with the requirements of this plan.

If an employee qualifies as a suspected COVID-19 case, the Township will:

 - (i) Notify all employees who may have come into close contact (defined as being within six feet for a prolonged period of time without personal protection equipment) with the employee in the past fourteen (14) days;
 - (ii) Ensure that the employee's work area is thoroughly disinfected.
 - (iii) If necessary, close the work area until all necessary disinfecting is completed; and,
 - (iv) Communicate with employees about the presence of a confirmed COVID19 case and the disinfecting plan, including when the work area will be available.
- Employee Return to Work – An employee who is suspected or confirmed as a COVID-19 case is prohibited from returning to work until:

In the case of a suspected case of COVID-19, the employee will be permitted to return to work if:

 - (i) Fourteen (14) days have lapsed since the employee was quarantined; or,
 - (ii) The employee has had no fever for at least 72 hours (i.e. 3 full days of no fever without the use of medicine that reduces fevers), other symptoms have improved, and at least 7 days have passed since symptoms first appeared; or,

(iii) The employee receives a negative COVID-19 test.

The Township reserves the right to require a COVID-19 test as a condition of return to work.

In the case of a confirmed case of COVID-19, the employee will be permitted to return to work if the employee no longer has a fever (without the use of medicine that reduces fevers), other symptoms have improved, and the employee tests negative on two COVID-19 tests administered 24 hours apart following CDC guidelines.

Return to work rules for firefighters will be administered in accordance with Center for Disease Control (CDC) guidelines for first responders, as amended.

D. Township Departments & COVID-19 Risk Factor

- Clerk/Deputy Clerk: Low risk
- Treasurer/Deputy Treasurer: Low risk
- Supervisor: Low risk
- Assessor: Low risk
- Fire Department Personnel: Medium/High risk
- Trustees: Low risk
- Board of Review: Low risk

The Re-Opening Schedule

Subject to Governor Whitmer's decision on whether to allow non-essential government operations to resume after June 12. The Township of Orangeville will abide by Governor Whitmer's Executive Orders and MI Safe Start Plan (phased openings)

- A. Township Offices; will open upon Governor Whitmer's decision allowing operation to resume
 - Visitors at the counter must maintain social distancing and follow outlined Protection of Health to Employees
- B. Parks & Recreation: Will be subject to Governor Whitmer's Executive Order regulations regarding allowed activities and safety guidelines.
- C. Community Center will be subject to Governor Whitmer's Executive Orders regarding allowable gathering sizes and safety guidelines.
- D. Meetings will be conducted via Zoom until In-person meetings are allowable under Governor Whitmer's Executive Orders. In-person meetings will follow required guidelines as established by the Governor.
- E. Guidance signage will be displayed at the entrances of the building.

COVID – 19 EMPLOYEE HEALTH SCREENING QUESTIONNAIRE: If you answer yes to any of these questions, you are to notify the township supervisor and follow guidelines.

1. Do you have any of the following?

☐ Fever

• Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

☐ Shortness of breath (not severe)

☐ Cough (not allergy, asthma)

☐ Chills

☐ Repeated shaking with chills

☐ Muscle pain

☐ Headache

☐ Sore throat

☐ New loss of taste or smell

2. Are you ill, or caring for someone who is ill?

• Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.

• If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

3. In the last 14 days have you done any of the following?

☐ Have contact with someone diagnosed with COVID-19?

☐ Live in or visit a place where COVID-19 is spreading?