



**Morton Township COVID-19
Response and Preparedness Plan
Revised December 8, 2020**

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 Michigan Occupational Health and Safety Administration (“MIOSHA”).²

The Department of Labor (“DOL”) and OSHA have stated that it is important to plan now for potential COVID-19 outbreaks in order to reduce the impact of these outbreaks at the workplace. Pursuant to Executive Order 2020-97, the Morton Township Board (“Township”) has adopted this Preparedness and Response Plan (“Plan”) to promote the health, safety and general welfare of its employees and public offices in order to reduce the impact of COVID-19 infections at the workplace.

This Plan designates that the Township Supervisor representing the Board and designated department heads will oversee and implement the policies of this Plan. Morton Township Board of Trustees may appoint such others as needed.

¹ EO 2020-97.

² EO 2020-97. See paragraph 1(a)

1. Symptoms of COVID-19:

Employees of the Township should familiarize themselves with the symptoms for COVID-19 for self-monitoring purposes. Any employee experiencing COVID-19 symptoms should immediately inform their direct supervisor and go/stay home. The Centers for Disease Control and Prevention (“CDC”) describes symptoms for COVID-19 to include:

Employees with any of the following symptoms (new/different/worse from baseline of any chronic illness) should be excluded from work and encouraged to follow up with their healthcare provider:

ONE of the following:

- Shortness of breath or difficult breathing
- Cough
- Fever

OR TWO of the following:

- Chills
- Muscle Pain for unknown cause
- Sore Throat
- New loss of taste or smell
- Congestion or runny nose
- Headache
- nausea, vomiting, or diarrhea³

2. Preventative Measures

Daily screening for workers

Employees who are sick must stay home. Pursuant to Executive Order 2020-97, any employee or contractor prior to entering the workplace is required to answer a questionnaire covering the symptoms and suspected or confirmed exposure to people with COVID-19 contact or infections.

The Township shall ask or provide a questionnaire to every worker or contractor entering Township work buildings the following questions:

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

1. Are you feeling sick?
2. Are you experiencing any COVID-19 symptoms?
3. In the past 72 hours did you have a fever?
4. Have you been exposed to anyone who is a confirmed case of COVID- 19?

Any employee or contractor wanting to enter any of the Township buildings who answers “yes” to any of these questions shall be screened further before entry and should/shall not return to work until the provisions of Section 4, “Sick Employees Returning to Work” are satisfied.

Self-Monitoring

Employees should monitor themselves and are required to self-report if they are exposed to COVID-19 and/or are experiencing any symptoms. Employees experiencing COVID-19 symptoms shall leave work immediately. Employees shall immediately disclose to their direct supervisor if s/he was exposed to COVID-19. Any employee who knowingly comes in contact with COVID-19 or is experiencing COVID-19 symptoms must inform his/her employer in a timely fashion.

Social Distancing

Employees 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.⁴ Employees should stay at least **six (6)** feet away from other people whenever possible with consideration of duties and shall not gather in groups where social distancing standards cannot be satisfied. Ground markings, signs, and barriers will be installed to direct and remind employees as appropriate. Employees who need to work closely with other employees and the public because of the task required will increase PPE levels to include approved N-95 mask, Eye protection, Face shields and protective garments provided for the task.

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

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).⁵ The Township shall provide all PPE and ensure sufficient hand cleaners, disinfecting supplies and sanitizers. Employees are required to clean and disinfect their workspaces daily. Employees shall clean their workspaces with soap and water if disinfectant cleaners are not available.

In the event of a positive COVID-19 case extra measures shall be taken to clean and disinfect the premises before employees are allowed to return, including disinfection of every surface, especially public area and those surrounding the workspace of the infected employee. The township will designate based on the situation someone or contract an agency to do the sanitization based on health department guidelines.

Proper Workplace Hygiene Etiquette

Employees must wash hands regularly with soap and water for at least 20 seconds and use alcohol-based hand sanitizers when available. Employees should not use co-workers' telephones, workspaces or other personal items unless sanitized. Employees must disinfect their workspaces daily.

Classifying Department Risks

The Township Board shall examine every department and employee's job description according to the worker exposure risk to COVID-19 pursuant to the Occupation Risk Pyramid developed by MIOSHA:

⁵ 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 employees based on the individual occupational risk.

Personal Protection Equipment (“PPE”)

Employees 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 2020-97 states that employees are required to wear masks where the work environment is such that they cannot consistently maintain six (6) feet of separation from other people.

Travel

All employee travel shall be restricted unless that travel is essential to the conducting of Township business. The Township encourages all employees to use PPE while on public transportation while traveling to and from the Township office.

3. Suspected or Confirmed COVID-19 Cases.

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

- An employee who experiences COVID-19 symptoms or has been exposed to an infected person shall immediately notify their direct supervisor.

- The infected employee's name shall remain confidential and all employees or workers who came in contact with the infected person shall be informed that they might have been exposed to COVID-19.

- Employees who experience COVID-19 symptoms or become sick must go/stay home immediately.
- The Township will ensure the infected employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- An employee 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 an employee who has tested positive for COVID-19.

- Any employee who tests positive for COVID-19 shall inform their direct supervisor in a timely fashion and must go/stay home immediately. They shall not return until they are no longer infectious according to CDC guidelines.
- An employee 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 employee’s name shall remain confidential and the Supervisor/Department head shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19. The Supervisor/department head shall notify the public health department of the infection within 24 hours.
- The Township will ensure the infected employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- An employee who is a “Confirmed COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied.

4. Sick Employees Returning to Work

This Plan adopts recommendations from the CDC regarding when an employee may return to work if s/he is a suspected or confirmed case of COVID-19. The CDC has developed the acceptable strategies to help determine when an employee with a suspected or confirmed of case COVID-19 may return to work:⁶

Symptom-based Strategy: Employee will be excluded from work until: at least three (3) days or seventy-two (72 hours) have passed since the employee 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.⁷

This should be ten (10) days from when the symptoms first appeared and at least twenty-four (24) hours with no fever without fever-reducing medication and symptoms have improved.

Close Contact - Fourteen (14) days (or current CDC guidelines) from last close contact with a confirmed positive case.

Positive test- Home isolation for at least ten (10) days from when symptoms first appeared and at least twenty-four (24) hours with no fever without fever-reducing medication and symptoms have improved.

5. Office Criteria

The Township office will assign entry and exit points for all employees and visitors and will use visual spacing markers to denote 6 feet of space for those waiting in line.

Face coverings shall be worn by everyone in public areas; so long as they can be medically tolerated.

Social gatherings in public areas are prohibited while stay home orders are in place.

Signs regarding proper personal hygiene shall be posted.

Employees shall be notified if the Township discovers any visitors have tested positive for COVID-19.

⁶ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

⁷ *Id.*

Drop box use for payment receiving is mandatory.

If appointments are made or deemed necessary, confirm health status with customer/client ahead of time. Use of face masks and hand sanitizer is required when meeting with the public.

a. Outdoor Workers

The following precautions shall apply to all employees working outside of the Township office:

All gatherings where social distance measures of 6 feet cannot be observed are prohibited.

In person interaction between employees and the public must be limited, and are not allowed when social distancing cannot be observed.

Township provided PPE will be used by all employees, such as gloves, goggles, and face coverings appropriate for the activity being performed.

Tools and equipment shall be thoroughly disinfected after each use and daily/routine cleaning of company vehicle is required

NO on-site visits to customers without first determining health concerns within the customer's household. Ask health questions!!

Each person is to travel to job sites/task individually in their own company vehicle. Firefighters and first responders are exempt from this requirement.

Maintain PPE in each company vehicle.

b. Critical Infrastructure Employees

Defined for Morton Township shall include

- Firefighters and First Responders
- Any contractor or agency that supports the above

6. **Families First Coronavirus Response Act (“FFCRA”): Employee Paid Leave Rights.**

The FFCRA requires the Township to provide employees with paid sick leave or expanded family and medical leave for certain reasons related to COVID-19.⁸ Employees are entitled to the following benefits provided by the FFCRA:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.”⁹*

An employee may choose to substitute any accrued vacation leave, personal leave or medical/sick leave for the first two weeks of partial paid leave.¹⁰ Although notice of leave is not required, employees are encouraged to inform the Workplace Coordinator if leave is foreseeable.

⁸ <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

⁹ *Id.*

¹⁰ *Id.* See also, FFCRA, Section 110. Public Health Emergency Leave, sub-section (b)(1)(B).

Qualified Reasons for Leave.

The FFCRA provides the following qualifying reasons for leave:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.¹¹

A. Duration of Leave.

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.¹²

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.¹³

¹¹ <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave#>; see also, FFCRA Section 5102(a)-(6).

¹² *Id.* See also, FFCRA Section 5102(b) Duration of Sick Paid Sick Time, sub-paragraphs (2)(A) and (B).

¹³ *Id.*

B. Calculation of Pay.

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).¹⁴

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).¹⁵

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).¹⁶

¹⁴ *Id.*

¹⁵ *Id.*

¹⁶ *Id.*