

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Lake Township, Huron County, Michigan

1. Purpose

This COVID-10 Preparedness and Response Plan (“Plan”) is adopted and updated in compliance with Michigan Governor Gretchen Whitmer’s Executive Order 2020-114.

2. Workplace Considerations

Lake Township’s workplace consists of a township hall that is primarily an office setting that does not adequately allow for separate offices for in-person workers and a Transfer Station that is an outdoor drop off site for trash and recyclables. The only anticipated exposure to workers is from other workers, the public and vendors. The Township considers its in-person workers to be at “lower exposure risk” under OSHA’s Guidance on Preparing Workplaces for COVID-19 (“OSHA Guidance”) which is defined as follows:

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e. within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

The Township Transfer Station Attendant requires more close contact with the public and may likely be considered a medium risk exposure under OSHA’s Guidance which is defined as follows:

Medium risk jobs are those that require frequent/close contact with people who may be infected, but who are not known to have or suspected of having COVID-19. Workers in this category include:

- Those who may have frequent contact with travelers who return from international locations with widespread COVID-19 transmission.
- Those who may have contact with the general public (e.g., in schools, high population density work environments, and some high-volume retail settings).

3. Basic Infection Prevention Measures and Safe Work Practices

- a. To the maximum extent possible, the township encourages its officials to work as much as possible from home conducting township business via telephone or email. To protect its in-person workers, The Township will:

1. Require in-person workers to comply with the social distancing practices described in EO 2020-110 which includes keeping workers at least six feet from one another to the maximum extent possible and restricting the number of workers present in the workplace to no more than is necessary to perform operations.
 2. Promote frequent and thorough hand washing and hand sanitizing with hand sanitizer provided by the Township.
 3. Require workers to stay home if they are sick.
 4. Encourage respiratory etiquette, including covering coughs and sneezes.
 5. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
 6. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and other elements of the work environment.
 7. Direct that face-to-face meetings should be replaced with virtual meetings to the greatest extent possible.
 8. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce the total number of employees in the facility.
 9. Provide tissues, hand soap, hand sanitizer, gloves and disposable towels for workers.
 10. Sheri Stanton is designated as the "worksite supervisor" as defined in Section 1(b) of EO 2020-114.
 11. The Township will provide necessary PPE equipment to the Transfer Station Attendant (i.e. gloves, masks, sanitizer, face shield).
4. Identification and Isolation of Ill Workers; Response:
- a. The Township will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other communicable illness.
 - b. The Township will prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19, which will include asking workers to disclose any symptoms or illness, exposure to persons with COVID-19 and recent travel. The Township may

also require workers to take their temperature and record the result in writing before working.

5. Personal Protective Equipment (“PPE”)

- a. Pursuant to EO 2020-147 any individual able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana, or handkerchief, when in public.
 1. For staff at the Township Hall, this should be read as requiring a face covering when any member of the public is in the building. When more than one staff member is in the building, masks should be worn and social distancing observed as much as possible. The Township shall provide masks for staff and the public, as needed.

6. Public Access Protocols

- a. Individuals entering the Township hall or the Township Transfer Station are required to wear a face covering, maintain social distancing and may be required to complete a health screening questionnaire.
- b. No more than two (2) members of the public shall be allowed in the Township Hall at one time.
- c. To ensure a smooth transition and to help protect the health and safety of the public and staff, the following schedule for opening the Township Hall to the public is as follows:
 1. From July 21, 2020 through August 17, 2020, the Township Hall shall remain closed to the general public with the exception of the July Board of Review meeting, required election hours, as set by law, and the August 4th Primary Election. Appointments with Township Officials can be made during this time as long as requirements in 6a and 6b are met.

This plan is subject to revision as needed by the Township Board.

July 20, 2020