

Sands Township

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Prepared: June 2, 2020; Revised: May 6, 2021; June 9, 2021; July 16, 2021

Approved by Sands Township Board – July 21, 2021

MIOSHA Rules in effect for 6 months (December 17, 2021)

Contents	Page
Overview	2
Workplace Supervisors	2
Definitions	3
Workplace Safety Practices	3
Suspected or confirmed case of COVID-19	4
Recordkeeping	5
Emergency Medical Personnel	5
Public and Recreational Facilities	7
COVID-19 Prevention Guidelines and Symptoms	Appendix 1

COVID-19 PREPAREDNESS AND RESPONSE PLAN OVERVIEW

Sands Township takes the health and safety of our employees seriously as we in Michigan and the Upper Peninsula experience the COVID-19 pandemic. We are committed to reducing the risk of exposure to COVID-19 and to providing a healthy and safe workplace for our employees, residents and visitors.

Our plan is based on information and guidance from the Michigan Occupational Health and Safety Administration (MIOsha), Michigan Department of Health and Human Services (MDHHS); Michigan Townships Association; and Centers for Disease Control (CDC). Because the COVID-19 situation frequently changes, the need to modify this Plan may occur based on further guidance provided by these public officials. Sands Township may amend this Plan based on changing requirements and the needs of our employees and residents.

Sands Township is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place when such limitations are appropriate or required;
2. Sanitizing workplace areas;
3. Requiring appropriate personal protection equipment (PPE), including masks. Additional equipment, such as gloves, is necessary for sanitation and custodial functions. Fire and EMS are required to use the personal gear typically used by their respective units.

The potential for spreading COVID-19 in the workplace can come from several sources, including:

- Co-workers;
- Residents who conduct business at the Township office complex;
- Members of the general public who use or visit our facilities.;
- Delivery and service providers who need to enter or work on the premises.

Most of our employees fall into the Lower Exposure risk category as defined by MIOsha:

- Lower exposure risk: the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact (e.g., within 6 feet) with the general public.

Fire and EMS personnel fall into the High Exposure risk category:

- High Exposure Risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include first responders and medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.

Source: *Guidance on Preparing Workplaces for COVID-19* (OSHA 3990-03 2020) Pgs 1.9, 2.0; and MIOsha *General Rules - Emergency Rules Coronavirus Disease 2019 (COVID-19)*, Filed with MI Secretary of State on October 14, 2020, Rule 3 – Exposure Determination.

COVID-19 WORKPLACE SUPERVISORS

Sands Township designates the Township Supervisor as the primary COVID-19 supervisor. The primary supervisor is responsible for staying up-to-date on federal, state, and local guidance.

Darlene Walch, Township Supervisor

Fire and EMS supervisors are:

Andrew Sicotte, Fire Department Chief

Lyn Nelson, EMS Coordinator

DEFINITIONS

- 1) “Close contact” means close contact as defined by the latest United States Centers for Disease Control and Prevention (CDC) guidelines at the time of contact.
- 2) “COVID-19” means a viral respiratory illness characterized by symptoms defined by the CDC.
- 3) “Known cases of COVID-19” means persons who have been confirmed through diagnostic testing to have COVID-19.
- 4) “SARS-CoV-2” means the novel coronavirus identified as SARS-CoV-2 or a virus mutating from SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2), the virus which is the causative agent of COVID-19.
- 5) “Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or unvaccinated persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.
- 6) “Fully vaccinated persons” means persons for whom at least 2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine

Source: Michigan Occupational Safety and Health Administration, General Rules – Emergency Rules Coronavirus Disease 2019 (COVID-19), May 21, 2021

https://www.michigan.gov/documents/leo/Final_MIOSHA_Rules_705164_7.pdf

WORKPLACE SAFETY PRACTICES

Sands Township supervisors, managers and employees must be familiar with this Plan and we expect everyone to set a good example by following this Plan.

Measures to reduce and help prevent employee exposure are as follows.

- a. Engineering controls
 1. Use of ventilation, air exchange, or air handling/air conditioning where available
- b. Administrative controls
 1. Encourage and monitor staff vaccination
 - Vaccines are available through Marquette County Health Department
 - Vaccines from all approved manufacturers (e.g., Moderna, Pfizer, Johnson & Johnson) are available and acceptable to Sands Township
 - Seek vaccination verification from staff to retain in confidential personnel file.
- c. Basic infection prevention measures
 1. Employees experiencing COVID-19 symptoms should not report to work or must work in an isolated area.
 2. Encourage routine practices such as handwashing and use of hand sanitizer (60% alcohol) when water is not readily available. Have hand sanitizer available to employees and visitors at entrances and high traffic areas, including recreational areas.

3. Maintain facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles, security keypads), paying special attention to parts, products, and shared equipment (e.g., copiers, printers, tools, machinery, vehicles).
- d. Personal protective equipment (optional for most employees as of June 17, 2021; see section regarding Emergency Medical Personnel)
 1. Have face masks available. N95 masks/surgical masks are reserved for Fire and EMS.
 2. Provide gloves for sanitation and maintenance staff.
- e. Health surveillance
 1. If an employee is ill or has been exposed to COVID-19 (i.e., close contact), he/she should **not** report to work. The employee must report the potential illness or exposure to the township office by calling 906-249-9169 (may leave a message) OR by sending email to office@sandstowship.org.
 2. Employees observing an unsafe working condition should report the situation to the Township Supervisor (office: 906-249-9169; email: supervisor@sandstowship.org; cell: 906-362-3989). Specific details including the day, location, type of work being done and the unsafe condition should be included in the report.

SUSPECTED OR CONFIRMED CASE OF COVID-19

Sands Township will treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same. When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:

1. The local public health department, and
2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

Employees with a confirmed or suspected case of COVID-19 may return to work only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (CDC).

The following steps will be taken when a case of COVID-19 is suspected or confirmed:

1. If the source of infection is known, identify if it was at the workplace or outside.
2. If the infection was contracted inside the workplace, notify workers’ compensation carrier;
3. Place the employee on appropriate leave (with pay); consider employee benefit plans that may be available including FMLA, PTP, paid sick leave.
4. Ask employee if he or she grants permission to disclose that the employee is infected.
5. Disclose identity of employee to any required notification to OSHA or the health department.
6. Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
7. DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.

8. Notify known customers, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
9. Respond to inquiries by CDC or public health authorities as received.
10. Workspaces used by the employee should be disinfected.

RECORDKEEPING

Sands Township will maintain records for:

1. COVID-19 employee training
2. Employee vaccination information and verification (confidential personnel file)
3. Records of required notifications of COVID-19 exposure

Records will be maintained for 6 months from the time of generation.

EMERGENCY MEDICAL PERSONNEL

The following procedures, established by MIOSHA Emergency Rules dated June 18, 2021 and derived from OSHA standards, apply to Sands Township Emergency Medical Services (EMS) and Fire Department (FD) personnel.

Healthcare services, as defined by OSHA, include emergency medical personnel and emergency medical response (29 CFR 1910.502b).

Personal protective equipment (PPE)

[1910.502\(f\)\(1\)](#)

Facemasks.

[1910.502\(f\)\(1\)\(i\)](#)

Employers must provide, and ensure that employees wear, facemasks that meet the definition in paragraph (b) of this section; and

[1910.502\(f\)\(1\)\(ii\)](#)

The employer must ensure a facemask is worn by each employee over the nose and mouth when indoors and when occupying a vehicle with other people for work purposes. The employer must provide a sufficient number of facemasks to each employee to comply with this paragraph and must ensure that each employee changes them at least once per day, whenever they are soiled or damaged, and more frequently as necessary (e.g., patient care reasons).

[1910.502\(f\)\(1\)\(iii\)](#)

The following are exceptions to the requirements for facemasks in paragraph (f)(1)(ii) of this section:

[1910.502\(f\)\(1\)\(iii\)\(A\)](#)

When an employee is alone in a room.

[1910.502\(f\)\(1\)\(iii\)\(B\)](#)

While an employee is eating and drinking at the workplace, provided each employee is at least 6 feet away from any other person, or separated from other people by a physical barrier.

[1910.502\(f\)\(1\)\(iii\)\(C\)](#)

When employees are wearing respiratory protection in accordance with § 1910.134 or paragraph (f) of this section.

[1910.502\(f\)\(1\)\(iii\)\(D\)](#)

When it is important to see a person's mouth (*e.g.*, communicating with an individual who is deaf or hard of hearing) and the conditions do not permit a facemask that is constructed of clear plastic (or includes a clear plastic window). In such situations, the employer must ensure that each employee wears an alternative to protect the employee, such as a face shield, if the conditions permit it.

[1910.502\(f\)\(1\)\(iii\)\(E\)](#)

When employees cannot wear facemasks due to a medical necessity, medical condition, or disability as defined in the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), or due to a religious belief. Exceptions must be provided for a narrow subset of persons with a disability who cannot wear a facemask or cannot safely wear a facemask, because of the disability, as defined in the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), including a person who cannot independently remove the facemask. The remaining portion of the subset who cannot wear a facemask may be exempted on a case-by-case basis as required by the Americans with Disabilities Act and other applicable laws. In all such situations, the employer must ensure that any such employee wears a face shield for the protection of the employee, if their condition or disability permits it. Accommodations may also need to be made for religious beliefs consistent with Title VII of the Civil Rights Act.

[1910.502\(f\)\(1\)\(iii\)\(F\)](#)

When the employer can demonstrate that the use of a facemask presents a hazard to an employee of serious injury or death (*e.g.*, arc flash, heat stress, interfering with the safe operation of equipment). In such situations, the employer must ensure that each employee wears an alternative to protect the employee, such as a face shield, if the conditions permit it. Any employee not wearing a facemask must remain at least 6 feet away from all other people unless the employer can demonstrate it is not feasible. The employee must resume wearing a facemask when not engaged in the activity where the facemask presents a hazard.

Masking requirements DO NOT apply in the following situations:

[1910.502\(a\)\(2\)\(iv\)](#)

Well-defined hospital ambulatory care settings where all employees are fully vaccinated and all non-employees are screened prior to entry and people with suspected or confirmed COVID-19 are not permitted to enter those settings;

[1910.502\(a\)\(4\)](#)

In well-defined areas where there is no reasonable expectation that any person with suspected or confirmed COVID-19 will be present, paragraphs (f), (h), and (i) of this section do not apply to employees who are fully vaccinated.

PUBLIC AND RECREATIONAL FACILITIES

Sands Township cannot guarantee that facilities and equipment are germ and virus free. Therefore, we encourage individuals to use prevention strategies to help keep themselves and other people who use our facilities healthy and safe.

We also expect anyone who is ill to stay home and contact their health care provider if COVID-19 is suspected.

APPENDIX 1: COVID-19 PREVENTION GUIDELINES AND SYMPTOMS

OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Symptoms

Everyone should familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as diarrhea, nausea/vomiting, and runny nose.