

**Williamstown Township COVID-19**  
**Preparedness and Response Plan**  
*May 18, 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. 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”).

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 2020-92, and those that may follow, the Williamstown Township Board of Trustees (“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.

The current Executive Orders suspend all in-person government activities except for critical infrastructure workers, workers permitted to resume work, and workers that are necessary to conduct the minimum basic operations whose in-person presence is strictly necessary. The Township will comply with this and any subsequent Executive Orders.

This Plan designates **Mark Steinberg** (Clerk) as the Township’s WORKPLACE COORDINATOR to oversee and implement the policies of this Plan. **Jill Cutshaw** (Treasurer) is designated as back-up workplace coordinator in the event that Mark Steinberg is absent, sick or otherwise unavailable to oversee and implement the policies of this Plan.

## **1. In-Person Workers**

### **Essential Workers**

Executive Order 2020-92 requires the Township to limit in-person work to only minimum basic operations.

The order states that “[n]o 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.” The order distinguishes between two types of essential worker: “critical infrastructure workers” and workers “necessary to conduct minimum basic operations.”

The Township has identified and informed its critical infrastructure workers or other workers in writing who are necessary to conduct the minimum basic operations of the Township. The Township will continue to identify and inform workers permitted to return to in person work as these categories may be expanded by the Governor. Only these workers/employees are permitted to work on Township premises or complete their job duties away from their homes. All other employees will work remotely or continue on furlough.

### **Critical Infrastructure Workers**

The Township consists of 6 categories of employees 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.<sup>1</sup> These workers include public safety, law enforcement and first responders; wastewater and water officials, public works employees, etc.

### **Workers Necessary to Conduct Minimum Basic Operations**

The Township consists of 9 categories of employees 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, care for

---

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

animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

## **2. Preventative Measures**

### **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 the Workplace Coordinator and go home or not come to work. The Centers for Disease Control and Prevention (“CDC”) describes symptoms for COVID-19 to include:

- Cough
- Shortness of breath or difficult breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- nausea, vomiting, or diarrhea<sup>2</sup>

### **Working Remotely**

All employees are encouraged to work remotely to the extent that they can and have been approved to do so. Those informed they are either critical infrastructure workers or those necessary to conduct minimum basic operations must work in-person as scheduled, unless medically unable to do so. Non-essential employees are not permitted at the Township Offices.

### **Daily screening for workers**

Employees who are sick are required to stay home. The Workplace Coordinator is responsible for measuring an employee’s temperature and screening for the presence of any COVID-19 symptoms before the employee’s shift begins. Employees who do not have a temperature over

---

<sup>2</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

100.4 degrees shall monitor themselves for any COVID-19 symptoms.<sup>3</sup> Employees entering the workplace are required to answer a questionnaire covering the symptoms and suspected or confirmed exposure to people with possible COVID-19 contact or infections. If anyone has a temperature over 100.4 degrees or answers “yes” to any of the question on the form, they will be required to leave until they are symptom free for 72 consecutive hours or until cleared to return by a medical professional (See Section 4). Employees will be required to wear masks while in any public facing area and whenever a six foot distance cannot be maintained and to use hand sanitizer or wash their hands upon entering the office.

### **Self-Monitoring**

Employees must monitor themselves and 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 the Workplace Coordinator 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 the Workplace Coordinator immediately.

### **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.<sup>4</sup> Employees 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. Maintaining this distance may not always be feasible, but every effort should be made to comply. Communication between staff should take place by phone or electronic media whenever possible.

---

<sup>3</sup> “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>.

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

## **Increased Facility Cleaning and Disinfection**

According to the CDC, the spread of COVID-19 occurs most frequently between people who are in close proximity to each other (less than 6 feet).<sup>5</sup> The Township will do its best provide and ensure sufficient hand cleaners, disinfecting supplies and sanitizers. Employees are required to clean and disinfect their workspaces daily. Employees shall clean their work spaces, including phones, keyboards and desk surfaces, with soap and water if disinfectant cleaners are not available.

### **Office Procedures:**

Employees will be required to maintain at least a six-foot social distance and abide by the Michigan/CDC social distancing guidelines.

Masks are required to be worn in all public facing areas, when engaging with other staff members, in any area where the six feet distance cannot be maintained, and when in areas that are not individual designated work stations.

Employees will restrict their use of phones and desks to their own. Staff will be required to wipe down their own surfaces and areas before each use. Employees shall clean with soap and water if disinfecting wipes are not available. If staff has used a shared phone or work area they will be responsible for wiping down the space with a disinfected wipe when they arrive and when they leave.

## **Proper Workplace Hygiene Etiquette**

Employees should 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. Employees should 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 OSHA:

---

<sup>5</sup>[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](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 reasonable to the job to be performed. 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 2020-92 states that employees are required to wear non-medical grade face coverings where the work environment is such that they cannot consistently maintain six (6) feet of separation from other people, if medically able to do so. The Township will supply non-medical grade face coverings and gloves. Employees will be responsible for the care of PPE equipment provided.

### **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 the Workplace Coordinator.

- The infected employee’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.
- Employees who experience COVID-19 symptoms or become sick must go home immediately or not come to the work place and not return until the provisions of Section 4 of this Plan are satisfied
- The Workplace Coordinator shall ensure the infected and/or exposed employee’s workspace and any other area s/he came in contact with or is likely to have come in contact with is thoroughly disinfected and cleaned in accordance with CDC guidelines and government directives.
- 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 the Workplace Coordinator immediately and must go home immediately or not come to the work place.
- An employee who is a “Confirmed COVID-19 Case” shall immediately disclose the names of other employees, workers, or public s/he knows 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 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 employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned in accordance with CDC guidelines.
- 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 two acceptable strategies to help determine when an employee with a suspected or confirmed case of COVID-19 may return to work<sup>6</sup>:

##### 1. Suspected COVID-19 Case:

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.<sup>7</sup>

Test-Based Strategy: Employee 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  $\geq 24$  hours apart.<sup>8</sup>

##### 2. Confirmed COVID-19 Case:

Time-based Strategy: Employee will be excluded from work until: at least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the test-based strategy should be used.<sup>9</sup>

Test-Based Strategy: Employee will be excluded from work until: Negative results 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  $\geq 24$  hours apart (total of two negative specimens).<sup>10</sup>

---

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

<sup>7</sup> *Id.*

<sup>8</sup> *Id.*

<sup>9</sup> *Id.*

<sup>10</sup> *Id.*



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

The FFCRA requires the Township in certain circumstances to provide employees with paid sick leave or expanded family and medical leave for certain reasons related to COVID-19.<sup>11</sup> The Township will comply with this Act and any subsequent amendments. While every circumstance is different, as a general matter, the Act provides that employees are eligible for:

- *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.”<sup>12</sup>*

Although advanced notice of leave is not required, employees are encouraged to inform the Workplace Coordinator to address the employee’s individual circumstance and if leave is foreseeable and as soon as possible if leave is needed.

### A. Qualified Reasons for Leave.

The FFCRA provides the following qualifying reasons for leave:

---

<sup>11</sup> <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

<sup>12</sup> *Id.*

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.<sup>13</sup>

#### **B. 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.<sup>14</sup>

**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.<sup>15</sup>

#### **C. 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).<sup>16</sup>

---

<sup>13</sup> <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave#>; see also, FFCRA Section 5102(a)-(6).

<sup>14</sup> *Id.* See also, FFCRA Section 5102(b) Duration of Sick Paid Sick Time, sub-paragraphs (2)(A) and (B).

<sup>15</sup> *Id.*

<sup>16</sup> *Id.*

**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).<sup>17</sup>

**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).<sup>18</sup>

---

<sup>17</sup> *Id.*

<sup>18</sup> *Id.*