



VAN BUREN
CHARTER TOWNSHIP

COVID-19

Preparedness & Response Plan

Implemented: May 4, 2020

COVID-19 PREPAREDNESS AND RESPONSE PLAN

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MODEL COVID-19 PREPAREDNESS AND RESPONSE PLAN

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, we the Charter Township of Van Buren (“Township”) have prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended. Public Safety shall continue to follow General Orders given by Director, Executive Orders and Wayne County Health Department orders specific to their status.

The Governor lifted the Stay Home, Stay Safe Executive Order 2020-110 effective immediately on June 1, 2020. With this order, the Governor finds it reasonable and necessary to move the State to Stage 4 of the Michigan Safe Start Plan attached as Appendix B. As a result, Michiganders are no longer required to stay home. Instead, certain businesses will remain closed and specific activities that present a heightened risk of infection will remain prohibited. Any work that is capable of being performed remotely must be performed remotely.

Protective Safety Measures

1.01 Sick Leave

Employees will have protection in the event of sickness, confirmed exposure to a close contact and taking care of a child and/or family member under Executive order 2020-36, Families First Coronavirus Response Act (FFRCA), Expanded Family Medical Leave and Township leave policies

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-524136--,00.html

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

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

1.02 Remote Work

All employees who are essential to operations, and whose job duties reasonably allow them telework, will fully work remotely.

1.03 Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix C. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state and local jurisdiction in which the business is located. If an employee answers yes to any of the questions or has a fever of 100.4, he or she should not report for work and will not be allowed to return to work under the relevant executive orders or public health orders, such requirements are explained in detailed in the Return to Work Plan, attached as Appendix D.

1.04 Personal Protective Equipment

The Township will provide and make available to all Critical Infrastructure Workers (CIW) personal protective equipment (PPE) such as gloves, face shields, and face masks as appropriate for the activity being performed by the CIW). Any CIW able to medically tolerate a face covering, must wear a covering over their face and mouth when in any enclosed public space.

1.05 Enhanced Social Distancing

The Township intends on following guidelines in Executive Order 2020-110, restricting the number of workers present on premises to no more than is strictly necessary to perform in-person work is permitted. Elected Officials and Department heads will direct employees to perform their work in such a way to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones and tools/equipment. The number of employees permitted in any break room or lunch area shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their designated work areas as much as possible. Employees whose job duties regularly require them to be within six feet of others or to the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure of COVID-19.

1.06 Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to wellness stations to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all entrances and restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

1.07 Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly by both departmental employees as well as building and maintenance personnel using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. If an employee has been in the workplace in the past 14 days tests positive for COVID-19, the work area and/or vehicle will be thoroughly sanitized through fuming/bombing and/or deep cleaned using EPA-approved disinfectants.

1.08 Tools and equipment

The Township limits the sharing of tools and equipment among CIWs; should any sharing of tools be required, staff 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. Disinfectant wipes and other disinfecting products will be provided for this purpose

1.09 Visitors

All visitors entering the building shall be screened prior to entering the building. A screening questionnaire and temperature scan will be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions they will not be allowed into the building. Visitors will be provided a handout regarding what to do if you might have COVID-19. Visitors / public that meets the entrance requirements to the Township shall be given a mask and gloves for their use during their time inside of the facility. Any member of the public medically able to tolerate a face mask must wear a covering of their nose and mouth, such as a mask provided by the Township, a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space. Strict adherence to social distancing and PPE requirements will be followed while in side of the public facility.

Employees with Suspected or Confirmed COVID-19 Cases

2.01 Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family or household member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact (within 6 feet for more than 10 continuous minutes) with someone who has tested positive for COVID-19.

If an employee believes they qualify as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice, and follow-up with their immediate Supervisor and Human Resources.

If an employee qualifies as a Suspected Case, then we will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged continuous period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee, to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

2.02 Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in person operations (at the work place on-site) in the past 14 days and that person tested positive for COVID-19. If an employee believes they qualify as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work by a health care professional. If an employee qualifies as a Confirmed Case, then we will:
 - Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of continuous contact without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy)
 - Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
 - If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
 - Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Business Continuity Plans

The COVID-19 Workplace Coordinators (Selected Administration Directors and/or Human Resources) will: (1) work with department heads to initiate cross-training employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) utilize the communication department to communicate important messages to employees and constituents.

Classification of Workers Exposure

- Following OSHA Standards for classifying workers exposures the Township employees have been categorized as below:
- Police Officers and Fire Fighters while performing their daily routine activities the immediate health risk is high.
- Director of Public Safety, Police and Fire Chief are considered medium risk
- All other Township employees are considered medium risk.

Emergency Communication Plan

All communications will be funneled through the Supervisors office to be directed to the Township's Communications department.

Please note, the Township's response will be fluid as information comes in via the Federal & State governments.

Update to Residents:

In response to COVID-19 (Coronavirus), All Senior Center, Parks & Rec. programs and events have been postponed until further notice. All Township events have been canceled until July 5, 2020.

For emergencies, such as a water main breaks, please contact the Van Buren Township Dispatch at 734-699-8930. For non-emergencies, government services and/or general questions (building permits, assessing services, taxes/Treasury Department, Focus Hope, Meals on Wheels, etc.) please call 734-699-8910 and leave a message. A staff member will return your call in a timely manner.

We encourage residents to follow the hygiene recommendations by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/>

We appreciate your understanding and patience during this time.

ASSESSING: Property Transfer Affidavits, Principal Residence Exemption forms, and all other assessing form designated for the Assessing Office should be deposited in the drop box.

Contact info: 734-699-8946 lstevenson@vanburen-mi.org

CLERK'S OFFICE: Encouraging everything to be dropped off in the drop box. Contact info: 734-699-8909 lwright@vanburen-mi.org

PARKS & RECREATION: All programming cancelled until further notice. For landfill passes please call 734-699-8926 and leave a detailed message with your name, address and phone number. A pass will be mailed to you in a timely manner.

Contact info: 734-699-8926 jawright@vanburen-mi.org

PUBLIC SAFETY (POLICE & FIRE): Will continue to be open 24 hours a day and respond when called upon. Our Public Safety Dispatchers will screen all calls for service and depending on the severity, a report may be taken over the phone in certain situations by an officer. The Fire Department stations will be operational, but not open to the public. Contact info: 734-699-8930

PUBLIC SERVICES (BUILDING & PLANNING): Emergency appointments only. Residents and contractors are strongly encouraged to mail in permits and payment instead of dropping them off at Township Hall. Blank permits are available to download off Van Buren Township's website under "Planning & Economic Development." Building, Mechanical, Plumbing, and Electrical inspections in occupied residential properties will

be done remotely. More information can be found here: <https://vanburen-mi.org/planning-economic-development/>

Contact: mbest@vanburen-mi.org

SENIOR CENTER: All programs (classes, workshop, special events) are canceled until further notice. Open for essential services only such as TEFAP & Meals on Wheels.

Contact info: 734-699-8918 ljordan@vanburen-mi.org

TREASURER'S OFFICE: Encourages "alternative payment solutions" as much as possible until further notice and waiving all dog license late fees. Please keep the old license on your pet until you can purchase a new one. When Township Hall reopens, you can pick up dog licenses at the Treasury desk and will not be charged a late fee. Dog licenses will expire on May 31.

Alternative payment solutions include:

- Tax and utility payments via debit, credit card or Echeck at <https://bsaonline.com/Home/WelcomePage>
 - Sign up for automated debit for your utility bill payments with this form: https://vanburen-mi.org/Forms/Automatic_Water_Bill_Payment.pdf
 - Drop box in front of Township Hall – checked daily (checks only please)
 - Drop box located in Public Safety Lobby – checked daily
 - Mail in personal checks and/or money orders to: 46425 Tyler Rd.
- **Please note, when paying online you will be charged a processing fee.

Mail personal checks and/or money orders.

Contact info: 734-699-8902 sbudd@vanburen-mi.org

WATER & SEWER: Emergency appointments only. Beginning March 16th, all non-emergency customer service calls requiring entry into residences or businesses will be temporarily suspended until further notice. For Water & Sewer billing questions please call 734-699-8925 and leave a detailed message.

This includes meter installations, testing, inspections, and all other routine services. Emergency calls are classified only as those types of situations that could potentially result in a danger to the public health and/or property damage.

Contact info: 734-699-8925 jtaylor@vanburen-mi.org

Changes are temporary and subject to change.

APPENDICIES

Appendix A
Charter Township of Van Buren
COVID-19
Preparedness and Response Plan
and Instructions

Created for MMRMA Member Use by:

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Revised June 1, 2020 for Charter Township of Van Buren Use by:

Nicole Sumpter, Human Resource Director

COVID-19

Preparedness and Response Plan

STEP 1: Review Executive Order 2020-110 and any other relevant local-level orders.

- Governor Whitmer's Executive Order 2020-110 lifted the Safer at Home effective June 1, 2020.
- Wayne County may issue their own executive orders or public health orders that contain additional restrictions or requirements.
- Executive Order 2020-59 Rescinded
- Executive Order 2020-70 Rescinded
- Executive Order 2020-77 Rescinded
- Executive Order 2020-92 Rescinded
- Executive Order 2020-96 Rescinded

STEP 2: Restrict the workers permitted to perform in-person work to no more than is necessary to perform the business's or operation's critical infrastructure functions or to conduct minimum basic operations.

- The Township has determined the following positions are essential employees as they support critical infrastructure workers and conduct basic operations to support those operations that are necessary to sustain or protect life in times of an emergency:
 - Law Enforcement Officers
 - Director of Public Safety, Police/Fire Chief
 - Fire Fighters
 - Medical First Responders
 - Supervisor, Clerk and Treasurer
 - Payroll, Accounts Payable, Accounts Receivables,
 - Department Directors and Human Resources
 - Department of Water and Sewer:

- All employees identified as “critical infrastructure workers” and / or necessary to conduct “minimum basic operations” were notified of their status verbally and in writing as required and were provided remote access for computer and telephone operations to work from home.
- Non-essential travel has been discontinued.
- In the event of an emergency those staff members not deemed to be “critical infrastructure workers” and/or those required to conduct minimum basic operations were placed in an On- Call status.

STEP 3: For those critical infrastructure workers who must perform in-person work, identify how each different job classification at each worksite might be exposed to COVID-19.

- Each position’s interaction with the public, customers, and coworkers has been assessed.
- Each position’s level of interaction with sick individuals has been assessed.
- Acknowledge non-occupational risk factors in employees’ homes and community settings.
- Consideration to personal risk factors that further increase workers’ risk of developing more serious complications from COVID-19 (e.g., older age; presence of chronic medical conditions, including asthma and immunocompromising conditions; pregnancy) has been assessed. The Township has several full-time employees that are considered in the high-risk category based on personal risk factors.

STEP 4: Implement controls and policies necessary to address those risks.

- The number of workers present on premise is limited to only those strictly necessary to perform the business’s or operation’s critical infrastructure functions or to maintain minimum basic operations.
- The number of workers present should not exceed one person per office space.
- All staff are fully encouraged to complete work remotely possible.
- The Township promotes regular hygiene and cleaning.
- Access to places to frequently wash hands, access to hand sanitizer, and the provision of tissues and disinfect/ sterilizing wipes has been provided to all staff members.

- Employees have been instructed on proper hand washing methods, to cover their coughs and sneezes with tissue, and to avoid touching their faces.
- Signs have been posted in restrooms regarding proper hand washing methods.
- The Township has increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using cleaning chemicals with EPA-approved disinfectant labels with claims against emerging viral pathogens.
- Where possible, staff members are instructed to avoid shared use of offices, telephones, desks, and tools/equipment.
- Disposable disinfectant wipes have been provided and are accessible so that all commonly used surfaces can be wiped down by employees before each use.
- Screening procedures have been implemented through Director of Public Safety General Orders, before permitting Law Enforcement and Fire Personnel to enter the workplace, with employee(s) wearing personal protective equipment (PPE) in charge of screening.
- Take employees' temperatures (and /or ask employee if they have a fever) and require employees to confirm whether they are experiencing any of the principal COVID-19 symptoms (fever, atypical cough, or atypical shortness of breath), and whether they have been exposed to anyone with COVID-19.
- If an employee has or develops temperature of 100.4 degrees Fahrenheit or above, or exhibits symptoms, immediately separate him/her from other employees, customers, and visitors and send home.
- Use Employee Screening Questionnaire.
- Signs have been placed on doors limiting visitors; and requiring appointments for certain services.
- If an employee is confirmed to have COVID-19, the Township will 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") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")), and instruct fellow employees about how to proceed based on the Center for Disease Control and Prevention ("CDC") Public Health Recommendations for Community-Related Exposure.
- The Township will immediately deep clean and professionally disinfect facilities when there is confirmed case in the workplace.
- Staff members are actively encouraged to stay home if they are sick, or if their household members are sick.

- Social distancing practices are in place to increase the physical distance between employees and those they interact with so that, whenever possible, employees do not regularly come within six feet of other individuals at work.
- This includes telecommuting, staggered shifts, and decreased number of employees to report for in-person work, decreased face-to-face interactions, and limited number of non-employees entering the facilities.
- Where face-to-face interaction is necessary, staff has been provided with and instructed to use PPE including but not necessarily limited to: face shields, N-95 Masks, gloves, disposable gowns and disinfectant.
- Human Resources, Emergency Manager and DPS Director will monitor and adopt any other social distancing practices and mitigation measures recommended by the CDC.
- Employees have been all been provided with PPE—including gloves, face shields and face masks—to employees in higher risk categories, and employees have been trained how to put PPE on, use/wear it, and take it off correctly.
- The Township will possibly start considering improving the building ventilation system by increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system. Changing the building ventilation is not an option currently.
- The Township has adopted relevant and appropriate controls recommended by the Occupational Safety and Health Administration (OSHA).
- When staff members are required to pick up supplies for operations, they may only travel to the supply location with one employee per vehicle and practice social distancing while picking up supplies and completing the transaction.
- Employees are equipped with appropriate PPE while picking up and then delivering supplies to your facilities/operation locations.

STEP 5: Put business continuity plan in place.

- The workplace coordinators who will be responsible for COVID-19 issues in the workplace are Human Resources, Emergency Manager and the DPS Director.
- Alternative supply chains for critical goods and services have been identified.
- Critical functions will be continued if absenteeism spikes as a result of increases in sick employees, and those who stay home to care for sick family members and children without care. Those functions will be continued through cross training and abilities of current staff in a manner not to violate any collective bargaining agreements.
- Employees have been cross-trained to perform essential functions so the workplace can operate even if key employees are absent and to cover screening stations for employees and visitors prior to entering the building.
- A plan must be implemented if essential employees are out. At this time designated employees will fill in as needed.
- Employees who experience symptoms are not allowed to return to work until either:

1. They receive a negative COVID-19 test

or

2. Both 3 days have passed since their symptoms have resolved, and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result.

- Employees who have been in “close contact” (being within approximately six feet for a prolonged period) with an individual who tests positive for COVID-19 and who display one or more of the principal symptoms of COVID-19 are NOT allowed to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual;

or

2. The symptomatic individual receives a negative COVID-19 test.

Appendix B



MI SAFE START

**A PLAN TO RE-ENGAGE
MICHIGAN'S ECONOMY**

Governor Gretchen Whitmer

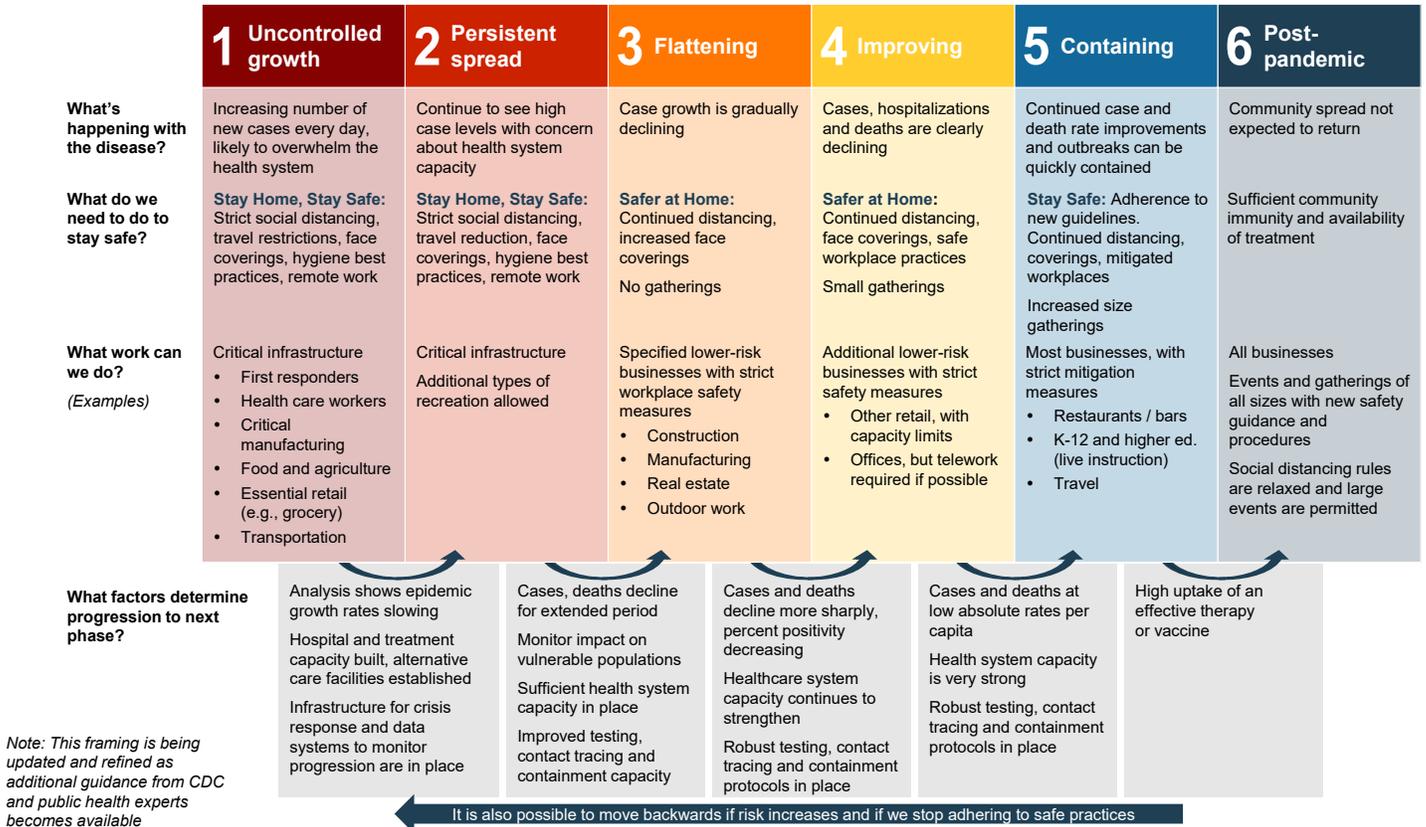
May 7, 2020

GEORGE W. ROMNEY BUILDING - 111 SOUTH CAPITOL AVENUE - LANSING, MICHIGAN 48909

www.michigan.gov

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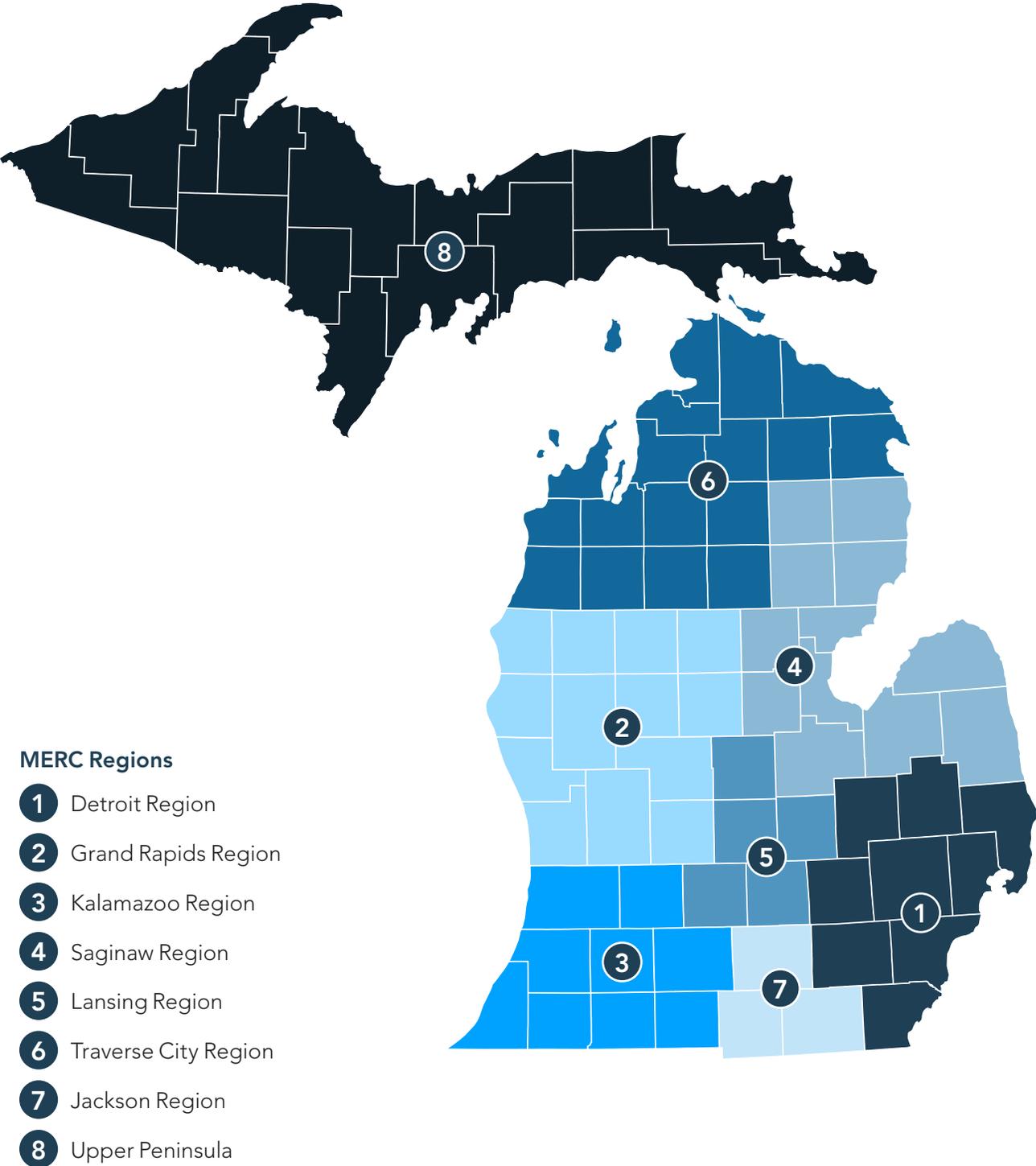
MI SAFE START PLAN



Note: This framing is being updated and refined as additional guidance from CDC and public health experts becomes available



MICHIGAN ECONOMIC RECOVERY COUNCIL REPORTING REGIONS



INTRODUCTION

We have made tremendous progress in fighting COVID-19 in Michigan. Our medical workers, first responders, and other critical workers have put their lives on the line for us every day, and we owe it to them to do whatever we can to stop the spread of the virus.

All of us know the importance of getting the economy moving again. We have already loosened some restrictions on landscaping, construction, and manufacturing. But the worst thing we could do is open up in a way that causes a second wave of infections and death, puts health care workers at further risk, and wipes out all the progress we've made.

We will keep listening to experts and examining the data here in Michigan to reduce deaths, keep our healthcare system from collapsing, and protect those working on the front lines.

Together, we will move forward.

Governor Gretchen Whitmer's MI Safe Start Plan outlines how we will begin to re-engage while continuing to keep our communities safe. Re-engagement will happen in phases. Those businesses that are necessary to protect and sustain life are already open. As we move into lower-risk phases, additional business categories will re-open and the restrictions on public gatherings and social interactions will ease.

As always, we will be guided by the facts in deciding whether to transition from one phase to another. We are looking at data every day to understand where we are: data that tells us where the epidemic is spreading, whether our hospitals and other health-care providers can safely cope with any surge in infections, and whether our public health system is up to the task of suppressing new outbreaks.

We need to keep working to expand testing and require people who test positive, or are close contacts of those who do, to self-isolate. Moving too fast without the tests we need could put Michigan at risk of a second wave of infections. The most important thing right now is to listen to the experts and follow the medical science.

We are also looking at the best available evidence on the risks that different business sectors present and the steps that can be taken to mitigate those risks and protect workers. Our Safe Start Plan has been guided by the state's top public health and university experts, and is based on input from a wide range of experts, including the CEOs of major Michigan companies, labor and union leaders, and small business owners around Michigan.

We must reopen gradually and safely. By proceeding incrementally, we can evaluate the effects of our decisions. If cases start to surge, we may need to tighten up again. If the disease is contained, we can keep relaxing. The MI Safe Start Plan will re-engage our economy carefully and deliberately to avoid a second wave of infections.

This will be a long process. Our ability to move forward depends on all of us and on our collective commitment to protecting ourselves and others—whether at home, at work, or anywhere else we go. We will always put the health and safety of Michiganders first.



STAGES OF OUR RESPONSE

In Governor Whitmer's Safe Start Plan, we evaluate where the state and each of its regions are across six phases of this epidemic:

1. **Uncontrolled growth:** Increasing number of new cases every day, likely to overwhelm the health system. Only critical infrastructure remains open.
2. **Persistent spread:** Continue to see high case levels with concern about health system capacity. Only critical infrastructure remains open, with lower-risk recreational activities allowed.
3. **Flattening:** Epidemic is no longer increasing and health system capacity is sufficient for current needs. Specified lower-risk businesses can reopen given adherence to strict safety measures.
4. **Improving:** Epidemic clearly decreasing and health system capacity is strong with robust testing and contact tracing. Additional businesses can reopen given adherence to strict safety measures.
5. **Containing:** Epidemic levels are extremely low and outbreaks can be quickly contained. Health system capacity is strong with robust testing and tracing. Most businesses can reopen given adherence to strict safety measures.
6. **Post-pandemic:** Community spread is not expected to return (e.g., because of a vaccine) and the economy is fully reopened.

Assessing which phase we are in involves a comprehensive review of the facts on the ground. Guided by our experts, we are closely monitoring data that allows us to answer three questions:

- A. Is the epidemic growing, flattening, or declining?
- B. Does our health system have the capacity to address current needs? Can it cope with a potential surge of new cases?
- C. Are our testing and tracing efforts sufficient to monitor the epidemic and control its spread?

We have also worked with our best public health experts and the business community to assess the infection risks posed by workplaces across every sector of the economy. In general, those businesses that are likely to re-open sooner are those that present lower levels of infection risk and whose work cannot be performed remotely. We have also evaluated risk mitigation strategies to minimize the chance that any infection will spread at the workplace. Within each phase, businesses may reopen in a staggered manner to ensure safety. Finally, as our understanding of this disease improves, our assessments of what is appropriate in each phase could change to match the latest scientific evidence.

We are also establishing working groups to advise the state on how we can safely re-engage child care and summer camps, as well as businesses such as restaurants and bars, travel and tourism, and entertainment venues, so that when it is safe, there are best practices established for how to partially open in a low-risk manner.

The following sections outline our approach for moving between phases as well as details on each phase of the MI Safe Start Plan.



When do we move between phases?

Guided by our public health experts, we are carefully evaluating the best available data to understand the degree of risk and readiness in Michigan. We are complementing that analysis with an understanding of the on-the-ground contextual realities. This comprehensive assessment is a critical input into whether we are prepared to move to the next phase and – just as importantly – whether the disease is surging and we need to adjust our approach.

It is crucial that we monitor the impact of each set of re-engagement activities before moving into the next phase. New transmission can take some time to become visible, and we need to understand any impact of previous re-engagement activities on new disease spread before evaluating a transition to the next stage. As we move into later phases, or if our progress stalls out, it may take longer to move from one phase to another.

Furthermore, it is important to evaluate indicators together: even though some may point to a lower level of risk, others may not. For example, if cases are declining but the health system does not have capacity to address a sudden uptick in cases, the degree of overall risk may still be high.

We will also examine whether different regions within Michigan may be at different phases. That inquiry, too, must be holistic: a region with a low rate of infection may have limited hospital capacity, for example, which puts it at relatively greater risk if an outbreak occurs. Where appropriate, however, regional tailoring makes sense for a state as large and diverse as ours.

Examples of the evidence reviewed for each of the three questions is described below:

A. Is the epidemic growing, flattening, or declining?

Evidence analyzed includes:

- **The number of new cases per million:** low levels of new cases can suggest limited continued transmission; high levels of new cases can suggest continued transmission activity.
- **Trends in new daily cases:** sustained decreases may suggest that there has not been new takeoff of the disease; increases would provide concern that there has been new takeoff.
- **% positive tests:** if testing levels are high, a low proportion of positive tests is further evidence of declining spread, and also suggests that we have a good understanding of the state of the epidemic. If there is a high proportion of positive tests, it could suggest further disease spread, or that we have a poor understanding of the true extent of the epidemic.



B. Does our health system have the capacity to address current needs as well as a potential increase, should new cases emerge?

Evidence analyzed includes:

- **Hospital capacity:** if hospitals are able to surge to accommodate a higher case load, it suggests that, if a small uptick in new cases occurred during additional re-engagement, our health system would not be overwhelmed. If hospitals are not able to surge in this way, any new case spread could threaten our health system.
- **PPE availability:** if hospitals have sufficient PPE to manage increased caseloads, it suggests health system capability to handle a small uptick in new cases.

C. Are our testing and tracing efforts sufficient to monitor the epidemic and control its spread?

Evidence analyzed includes:

- **Testing capacity:** if we are able to ensure that the individuals at risk in each re-engagement phase have access to testing when needed, we will be able to give individuals the information they need to stay safe and, at the same time, allow us to closely track the impact of re-engagement activities on our case growth. If we do not have this testing capacity, it will be harder to give our people and our decision-makers the information they need.
- **Tracing and containment effectiveness:** if we are able to quickly follow up on any newly identified cases and associated contacts, and if those individuals effectively self-isolate, we can more successfully contain any new increase in disease spread. Otherwise, transmission is likely to be higher, increasing our risk.

As new guidance continues to be provided by the CDC and other public health experts, our assessment will adjust to be continually informed by the best available science.



PHASE 1: UNCONTROLLED GROWTH

What does it look like



The number of daily new cases increases by a constant rate every day, which leads to an increasingly accelerating case curve. If a community remains in this phase for an extended period of time, healthcare facilities could quickly be overwhelmed. Because unmitigated behavior contributes to the exponential growth, communities can slow the growth rate and exit this phase by introducing social distancing practices and wearing masks when in public.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Only work that is necessary to protect or sustain life will be permitted

- **Retail:** Limited to grocery stores and other critical retail (e.g., pharmacies)
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Critical manufacturing only
- **Construction:** Only permitted for critical infrastructure projects
- **Food & Agriculture:** Permitted
- **Offices:** Closed to all non-critical workers during this phase
- **Education & Child Care:** Remote learning in K-12 and higher education, child care for critical workers

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from others when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Not permitted
- **Outdoor Recreation:** Walking, hiking, biking permitted
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population



PHASE **2**: PERSISTENT SPREAD

What does it look like



This phase occurs after the Uncontrolled Growth phase, but when the epidemic is still expanding in the community. There are still high case levels, but the growth rate might gradually decrease. Within this phase, the epidemic is widespread in a community and source of infection is more difficult to trace. Even though the growth rate of new cases is decreasing, high volumes of infected individuals mean that health systems could become overwhelmed, leading to higher mortality rates. During this phase, it is important to maintain social distancing practices in order to slow the spread to a level that health systems can handle as they are continuing to build capacity.

What work can we do

What do we need to do to stay safe

Businesses and organizations

Only work that is necessary to protect or sustain life will be permitted

- **Retail:** Limited to grocery stores and other critical retail (e.g., pharmacies), plus curbside or delivery for nonessential retail
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Critical manufacturing only
- **Construction:** Only permitted for critical infrastructure projects
- **Food & Agriculture:** Permitted
- **Offices:** Closed to all non-critical workers during this phase
- **Education & Child Care:** Remote learning in K-12 and higher education, child care for critical workers

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Not permitted
- **Outdoor Recreation:** Walking, hiking, biking permitted. Additional recreation allowed, including golfing and motorboating
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population



PHASE 3: FLATTENING

What does it look like



This phase occurs when daily new cases and deaths remain relatively constant over a time period. Often, this occurs because communities have started to use social distancing practices and transmission rates have fallen to manageable levels. Because new cases are not constantly increasing, health system capacity has time to expand to epidemic needs and is not typically overwhelmed. During this phase, testing and contact tracing efforts are ramped up statewide. To prevent each infected individual from spreading the virus unchecked, rapid case investigation, contact tracing, and containment practices are necessary within a community.

What work can we do

What do we need to do to stay safe



Businesses and organizations

Non-critical businesses that pose lower risk of infection are able to open with increased safety measures during this phase:

- **Retail:** Limited to grocery stores and other critical retail (e.g., pharmacies), plus curbside or delivery for nonessential retail
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Permitted with additional safety measures and guidelines
- **Construction:** Permitted with additional safety measures and guidelines
- **Food & Agriculture:** Permitted
- **Offices:** Closed to all non-critical workers
- **Education & Child Care:** Remote learning in K-12 and higher education, child care for critical workers and anyone resuming work activities
- **Outdoor work:** Permitted with additional safety measures and guidelines

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Not permitted
- **Outdoor Recreation:** Walking, hiking, biking, golfing, boating permitted
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population



PHASE 4: IMPROVING

What does it look like



This phase occurs when the number of new cases and deaths has fallen for a period of time, but overall case levels are still high. When in the Improving phase, most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing. Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels. Though a community might be in a declining phase, the overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

What work can we do

What do we need to do to stay safe



Businesses and organizations

Most business and organizations will be open throughout this phase under strict safety measures. These include:

- **Retail:** Permitted with additional safety measures and guidelines (e.g., limited capacity)
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Permitted with additional safety measures and guidelines
- **Construction:** Permitted with additional safety measures and guidelines
- **Food & Agriculture:** Permitted
- **Offices:** Open (remote work still required where feasible)
- **Education:** Remote learning in K-12 and higher education, summer programs in small groups
- **Outdoor work:** Permitted with additional safety measures and guidelines

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Limited to small groups with social distancing
- **Outdoor Recreation:** Walking, hiking, biking, golfing, boating permitted. Activities permitted in small groups with social distancing
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population



PHASE 5: CONTAINING

What does it look like



During the Containing phase, new cases and deaths continue to decrease for an additional period of time. At this point, the number of active cases has reached a point where infection from other members of the community is less common. With widespread testing, positivity rates often fall much lower than earlier phases. Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall. However, if distancing and other risk mitigation efforts are not continued, infections could begin to grow again because a permanent solution to the epidemic has not yet been identified.

What work can we do

What do we need to do to stay safe



Businesses and organizations

Most business and organizations will be open throughout this phase under strict safety measures

- **Retail:** Permitted with additional safety measures and guidelines (e.g., limited capacity)
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for dine-in with additional safety measures and guidelines
- **Manufacturing:** Permitted with additional safety measures and guidelines
- **Construction:** Permitted with additional safety measures and guidelines
- **Food & Agriculture:** Permitted
- **Offices:** Open with additional safety measures and guidelines
- **Education:** Live instruction in K-12 and higher education
- **Outdoor work:** Permitted with additional safety measures and guidelines

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required wherever possible
- **Gatherings:** Increased but still limited-sized groups with social distancing
- **Outdoor Recreation:** All outdoor recreation allowed
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population



PHASE **6**: POST-PANDEMIC

What does it look like



Reaching this phase would mean that community spread is not expected to return, because of sufficient community immunity and availability of treatment. Because of this, the number of infected individuals falls to nearly zero and the community does not typically experience this strain of the epidemic returning. All areas of the economy reopen, and gatherings of all sizes resume.

What work can we do

What do we need to do to stay safe



Businesses and organizations

All businesses and organizations open with some lasting safety requirements

Personal and social

Minimal to no lasting limitations on personal and/or social activities

CONTROLLING SPREAD IN THE WORKPLACE

There are best practices workplaces should follow, with different levels of importance depending on the industry. The proper implementation of these best practices will mitigate risk in the workplace and allow for a safe and sustained return to work. If workplaces fail to follow some or all of these guidelines, it may curb the state-wide progress toward the revitalization phase and result in a re-instating of stricter social limitations.

These best practices fall into five categories:

A. Access control: Implementing best practices to quickly identify and catalogue potential introductions of COVID-19 into the workplace

- Daily symptom diaries (mandatory questionnaires self-attesting to symptoms and contacts)
- On-site temperature checks
- Rapid diagnostic testing protocols
- Intake procedures for visitors
- Guidelines for delivery areas

B. Social distancing: Minimizing levels of close contact within the workplace to limit the spread of COVID-19 among workers

- Remote work (standards for who can work in person, social distancing guidelines for work from home)
- Restrictions on common instances of non-essential close contact (e.g., crowded conference rooms, cafeterias)
- Restriction on in-person meeting size
- Physical barriers between workspaces

C. Sanitation / Hygiene: Increasing both the frequency and vigor of common cleaning practices as well as implementing new ones to reduce the amount of time COVID-19 can live on surfaces

- Frequent disinfection / cleaning (facilities and equipment)
- Local exhaust ventilation
- HEPA filters on HVAC units
- Availability of hand-washing facilities
- Restrictions on shared tooling / machinery



D. PPE: Ensuring all employees have access to personal protective equipment to keep them from both contracting and transmitting the COVID-19 virus

- Masks to be worn whenever workers cannot consistently maintain six-feet of separation
- Gloves as necessary
- Face shields as necessary

E. Contact tracing / Isolation: Designing and imparting to employees important procedures and protocols on what occurs if an employee is suspected to have and/or diagnosed with COVID-19

- Isolation protocols
- Notification protocols (HR, first responders, government authorities)
- Investigation standards
- Facility cleaning / shutdown procedure
- Quarantine and return-to-work guidelines



Appendix C
EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In an effort to reduce the risk of COVID-19 exposure to others, employees must complete the following screening questions via a confidential employee link and quick temperature scan by the Personnel Management Kiosk.

Date will be time stamped upon login
 Employee name

SCREENING QUESTIONS	YES	NO
Have you traveled internationally or domestically or been in close contact with anyone who has traveled within the last 14 days?		
Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 24 hours (fever, new or worsening cough, shortness of breath, sore throat, diarrhea or other respiratory problem)?		

An employee answering yes to any of the above questions or a temperature of >100.4 F will not be permitted to work.

Temperature read:

Potential Procedure for Employee Temperature Scanning

The Following plan is a tentative one and could change as we move through the process.

Employees are urged to not come in to work if they are feeling ill. We ask everyone to cooperate in taking steps to reduce the transmission of COVID-19 in the workplace.

It is critical to Stay home when sick. If employees have a new onset of fever (subjective or temperate of >100.4 F*or symptoms of possible COVID -19 syndrome (cough OR shortness of breath OR sore throat), Employees **MUST STAY HOME** and immediately notify a supervisor.

Employees will be asked to complete the screenings via confidential link or the Personnel Management Kiosk prior to entering the building.

The only entrance will be the main employee door at the rear of the Administrative Offices.

Again please note other than for the Water & Sewer Garage, this will be the only employee entrance until further notification. Employees will be required to wear proper facial covering prior to entering the buildings. In the event the employee does not have a facial covering one will be provided to the employee.

If any additional PPE is needed the employee will be directed to speak with their department head.

Employees will need to report directly to their Department Head if they answer yes to any of the questions or has a fever of 100.4. Immediately. Our employees will be given extreme confidentiality.

Appendix D

EMPLOYEE RETURN TO WORK PLAN

Township services including those that are mandated as well as the functions required to support those services will resume operation in accordance with guidance prescribed by the appropriate State entities.

- Social distancing will continue to be a requirement including maintaining 6' distance between workstations, compliance may require staggering shifts.
- The Main employee entrance at the rear of the buildings, will be the only designated entrance and exit throughout the day.
- Each employee entering the building will complete mandatory health screen daily. A yes response to any question on the screening will result in building access denied. The employee will not be able to return to the work place until all contingencies outlined on the screening document have been satisfied.
- Employees are required to daily disinfect horizontal work surfaces, doorknobs, and any high touch areas.
- Masks, gloves and other PPE will be made available to all employees, the use of masks while working inside of any Township facility is required pursuant to the Governors Directive 2020-110.
- It is mandatory that PPE equipment (Facemask) will be worn in common areas of all Township buildings. Business outside of your work area is strongly discouraged.
- Employees will not be allowed in other departments to avoid any relapse that will cause the entire Township hall to shut down for 14 days due to quarantine guidelines.
- No in person meetings should be allowed if proper social distancing is not an option. Virtual meetings via Zoom or other conference call software for two months after the re-opening have commenced is recommended wherever possible. This may continue as a practice where applicable.
- All department to department communications should be done via phone or email.

The following plan is a tentative one and could change as we move through the process.

Appendix E
VISITOR HEALTH SCREENING

Office Visiting: _____ Mask: Yes / No
Visitors Name: _____ Gloves: Yes / No
Appointment Date: _____ Time In: _____ Out: _____

SCREENING QUESTIONS	YES	NO
Have you traveled internationally or domestically or been in close contact with anyone who has traveled within the last 14 days?		
Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 24 hours (fever, new or worsening cough, and shortness of breath, sore throat, diarrhea or other respiratory problem)?		

Temperature read: _____ Time Given: _____

For internal use:

Access to facility (circle one): Approved Denied

Employee/EMT signature: _____ Visitor signature: _____

If visitor answering yes to any of the above questions or has a temperature of >100.4 F will not be permitted access to the building.

***Visitor handed CDC Handout Sick with COVID-19 Fact Sheet. Contact Office and informed them the visitor was not allowed into the building. ***

A Screening Monitor will be placed at the Main Entrance of the Township Hall to hand out questionnaires, scan for a temperature read and hand out PPE from 7:30 am to 4:00 pm.

Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
 - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
 - at least 10 days have passed since your symptoms first appeared.
 - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

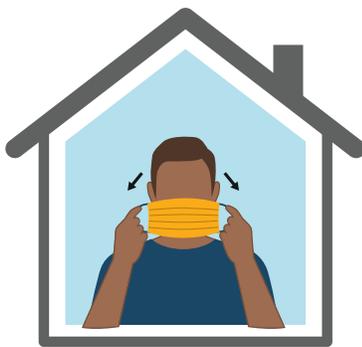


USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

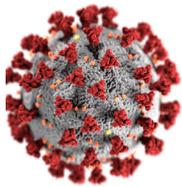


Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



Appendix F
SIGNAGE FOR BUILDINGS

SIGN 1: Township Hall Public Entrance Doors



We're open for business, BUT recommend all business be done remotely by phone, email, fax, dropbox or mail?

If not and you have to enter the building please:

SANITIZE YOUR HANDS

WEAR A FACE MASK

PRACTICE SOCIAL DISTANCING

FOLLOW SPACING MARKERS

AVOID TOUCHING SURFACES

effective: ##/##/####

SIGN 2: Township Hall Public Entrance Doors (INFORMATION)

ONLY ENTER THIS BUILDING IF YOU:

1. Have an appointment
2. Are a Township Employee

ALL OTHERS:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

We're encouraging residents to pay for permits, taxes and water bills online or use the Drop Box:

- Tax and utility payments via debit, credit card or Echeck at <https://bsaonline.com/Home/WelcomePage>
- Sign up for automated debit for your utility bill payments with this form: https://vanburen-mi.org/Forms/Automatic_Water_Bill_Payment.pdf
- Drop box in front of Township Hall – checked daily (checks only please)
- Drop box located in Public Safety Lobby – checked daily.
- Mail in personal checks and/or money orders to: 46425 Tyler Rd.

Please note, when paying online you will be charged a processing fee.



VAN BUREN
CHARTER TOWNSHIP

Implemented XX/XX/XXX



VAN BUREN
CHARTER TOWNSHIP

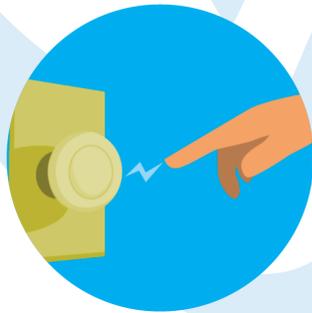
Welcome back! We are excited to start opening up Township Hall but are still concerned for your safety. As you enter, we recommend you do the following:



**SANITIZE YOUR HANDS/
WORKSTATIONS**



**WEAR A FACE
MASK**



**AVOID TOUCHING
SURFACES**



**PRACTICE SOCIAL
DISTANCING**

effective: ##/##/####

APPENDIX G

OTHER RESOURCES

Governor Whitmer's Executive Order 2020-42:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

Governor Whitmer's Executive Order 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

Governor Whitmer's Executive Order 2020-70

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-527847--,00.html

Governor Whitmer's Executive Order 2020-77

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-528460--,00.html

Governor Whitmer's Executive Order 2020-92

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-529476--,00.html

Governor Whitmer's Executive Order 2020-96

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-529860--,00.html

Governor Whitmer's Executive Order 2020-110

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-530620--,00.html

Michigan Safe Start Plan

https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

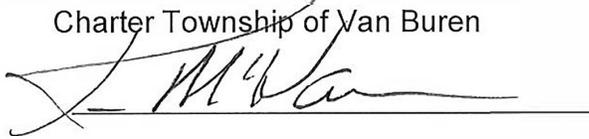
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

Appendix H
Charter Township of Van Buren
COVID-19 Preparedness and Response Plan

This is to certify that I have reviewed the Charter Township of Van Buren's COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with the Michigan Executive Order 2020-110 dated Monday, June 1, 2020.
2. The plan is consistent with the guidance from U.S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance in Preparing Workplace for COVID-19.
3. The plan is available on the Charter Township of Van Buren's website www.vanburen-mi.org and at each of the Charter Township of Van Buren's facilities where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Charter Township of Van Buren
Signature: 
Name of Official: Kevin McNamara
Title: Township Supervisor
Date: June 8, 2020

Appendix I

Public and Private Employee Restrooms

We are currently looking at the options of separating the restrooms for visitors use and for our employee's private usage as an extra precautionary measure.

Cleaning and Disinfecting

Employee Rights

Employees have the right to working conditions that do not pose a risk of serious harm and to receive information and training about workplace hazards, methods to prevent them, and the OSHA standards that apply to their workplace. You also have the right to review records of work-related injuries and illnesses and file a complaint asking OSHA to inspect our workplace if you believe there is a serious hazard or that the Township is not following OSHA's rules. Further, you have the right to exercise your rights without retaliation, including reporting an injury or raising health and safety concerns with the Township or OSHA. If you have been retaliated against for exercising your rights, you must file a complaint with OSHA as soon as possible, but no later than 30 days.

OSHA Regulations and Standards

OSHA requires employers to provide all workers with sanitary and immediately available toilet facilities (restrooms). The sanitation standards ([29 CFR 1910.141](#), [29 CFR 1926.51](#) and [29 CFR 1928.110](#)) are intended to ensure that workers do not suffer adverse health effects that can result if toilets are not sanitary and/or are not available when needed.

Employers must provide at least the minimum number of toilet facilities, in toilet rooms separate for each sex (see the table in [29 CFR 1910.141\(c\)\(1\)\(i\)](#)), and prompt access to the facilities when needed. Restroom access frequency needs may vary significantly from worker to worker, and may be affected by medications, fluid intake, air temperature and other factors.

Other OSHA standards that may apply:

[1915.88\(a\)\(2\)](#)

The employer shall establish and implement a schedule for servicing, cleaning, and supplying each facility to ensure it is maintained in a clean, sanitary, and serviceable condition.

[1915.88\(d\)\(1\)\(iii\)](#)

The employer shall establish and implement a schedule to ensure that each toilet is maintained in a clean, sanitary, and serviceable condition.

[1915.88\(e\)\(2\)\(ii\)](#)

If the facility uses soap and water, it is supplied with clean, single-use hand towels stored in a sanitary container and a sanitary means for disposing of them.

[1915.88\(i\)\(1\)\(iv\)](#)

Each receptacle is emptied as often as necessary to prevent it from overflowing and in a manner that does not create a hazard for employees.

Appendix J
EEOC/ADA Compliance During a Pandemic
Employee and Employer Rights

Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
UPDATED IN RESPONSE TO COVID-19 PANDEMIC – March 21, 2020

NOTE ABOUT 2020 UPDATES: The EEOC is updating this 2009 publication to address its application to coronavirus disease 2019 (COVID-19). Employers and employees should follow guidance from the Centers for Disease Control and Prevention (CDC) as well as state/local public health authorities on how best to slow the spread of this disease and protect workers, customers, clients, and the general public.

The ADA and the Rehabilitation Act do not interfere with employers following advice from the CDC and other public health authorities on appropriate steps to take relating to the workplace. This update retains the principles from the 2009 document but incorporates new information to respond to current employer questions.

INTRODUCTORY INFORMATION

This technical assistance document provides information about Titles I and V of the [Americans with Disabilities Act](#) (ADA) and Section 501 of the Rehabilitation Act and pandemic planning in the workplace.⁽¹⁾ This document was originally issued in 2009, during the spread of H1N1 virus, and has been re-issued on March 19, 2020, to incorporate updates regarding the COVID-19 pandemic. It identifies established ADA principles that are relevant to questions frequently asked about workplace pandemic planning such as:

How much information may an employer request from an employee who calls in sick, to protect the rest of its workforce when an influenza pandemic appears imminent?

When may an ADA-covered employer take the body temperature of employees during a pandemic?

Does the ADA allow employers to require employees to stay home if they have symptoms of the pandemic influenza virus?

When employees return to work, does the ADA allow employers to require doctors' notes certifying their fitness for duty?

In one instance, to provide a complete answer, this document provides information about religious accommodation and Title VII of the Civil Rights Act of 1964.

BACKGROUND INFORMATION ABOUT PANDEMIC INFLUENZA AND OTHER PANDEMICS

A "pandemic" is a global "epidemic."⁽²⁾ The world has seen four influenza pandemics in the last century. The deadly "Spanish Flu" of 1918 was followed by the milder "Asian" and "Hong Kong" flus of the 1950s and 1960s. While the SARS outbreak in 2003 was considered a pandemic "scare,"⁽³⁾ the H1N1 outbreak in 2009 rose to the level of a pandemic.⁽⁴⁾

On March 11, 2020, the coronavirus disease (COVID-19) was also declared a pandemic.

The U.S. Department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC), and the World Health Organization (WHO) are the definitive sources of information about pandemics. The WHO decides when to declare a pandemic.⁽⁵⁾ Pandemic planning and pandemic preparedness include everything from global and national public health strategies to an individual employer's plan about how to continue operations.⁽⁶⁾

The new information added to this EEOC technical assistance document in 2020 about COVID-19 focuses on implementing these strategies in a manner that is consistent with the ADA and with current CDC and state/local guidance for keeping workplaces safe during the COVID-19 pandemic. This document recognizes that guidance from public health authorities will change as the COVID-19 situation evolves.

For full EEOC and ADA information please visit:

<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>