

## **Village of Saranac**

### **COVID-19 PREPAREDNESS AND RESPONSE PLAN**

#### **I. Purpose**

This COVID-19 Preparedness and Response Plan (“Plan”) is adopted in compliance with Michigan Governor Gretchen Whitmer’s Executive Order 2020-114, dated June 5, 2020.

#### **II. Workplace Considerations**

This employer’s workplace is primarily an office building and considers its in-person workers to be at “lower exposure risk” under OSHA’s Guidance on Preparing Workplaces for COVID-19 (“OSHA Guidance”), which is defined as follows:

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

#### **III. Basic Infection Prevention Measures & Safe Work Practices**

To protect its in-person workers, this employer will:

1. Require in-person workers to comply with the social distancing practices described in EO 2020-114, which includes keeping workers at least six feet from one another to the maximum extent possible and restricting the number of workers present in the workplace to no more than is strictly necessary to perform the business’s operations or government agency’s critical infrastructure functions or its minimum basic operations. (Includes Office, DPW Building & Fire Station)
  - Space out chairs & remove excess in break rooms/meeting rooms
  - Lobby spacing (1 person)
  - One person in Vehicles at a time if possible, if not must have face covering on
2. Promote frequent and thorough hand washing, including providing workers with a place to wash their hands. If soap and running water are not immediately available, the employer will provide alcohol-based hand rubs containing at least 60% alcohol.
  - Hand Washing Signage in Bathrooms
  - Hand Sanitizer in Meeting Room and Lobby
3. Require workers to stay home if they are sick.
  - Signage on outside of Village Office door & DPW Building

4. Encourage respiratory etiquette, including covering coughs and sneezes.
  - Require the use of face coverings in Village Office & DPW Building
5. Discourage workers from using other workers' phones, desks, offices, pens, or other work tools and equipment, when possible.
  - No shared office spaces or equipment if possible
  - If sharing, must disinfect before and after use
6. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, the employer will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The employer will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
  - Provide disinfectant
  - Provide hand sanitizer
  - Provide (reasonable quantity) face coverings to employees
  - Cleaning schedule:
    - Bathrooms & common surfaces (door handles, light switches, counter tops, refrigerator or microwave handles, etc.)
      - Public Restrooms - Daily
      - DPW - Daily
      - Office - Daily unless space is not used
    - Meeting rooms will be done by meeting attendees and cleaned upon completion of the meeting
    - Vehicles will be done daily
  - No drinking out of drinking fountains located inside facilities
  - No hand dryer usage in DPW building
  - No communal coffee pots
  - No food buffets - no shared condiments - only individually packaged items
7. Direct that face-to-face meetings should be replaced with virtual meetings.
  - Utilize Zoom or Ring Central if feasible
  - Utilize phone calls or messaging whenever possible

- Office visitors are allow provided they remain in the lobby (office door closed and utilizing the glass shield in place)
  - When face-to-face indoor meetings cannot be avoided, face coverings are required even if 6 feet distance is maintained.
8. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in facility.
  9. Discontinue nonessential travel for workers.
  10. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.
    - Supplies are available in common areas

#### **IV. Identification and Isolation of Ill Workers; Response**

1. The employer will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness.
  - Post self-screening signage at Office, DPW Building & Fire Station
    - Symptoms
    - Contact
    - Temp for Employees Only
  - Visitor screening will use a self-screening questions for Symptoms & Contact
2. The employer will implement policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19, which will include asking workers to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel. The employer may also require workers to take their temperature and record the result in writing before working.
3. Notwithstanding anything in the company's employment policies, no written note from a physician is required for workers who are staying home from work due to illness, nor is a written note required for an employee to return to work.
  - Normal Attendance Policy applies once the States of Emergency and Disaster declared in Executive Order 2020-99 expire, or any subsequently declared States of Emergency or Disaster arising out of the COVID-19 pandemic expire, whichever comes later.

4. Workers in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. If a face mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.
5. All workers may take any leave permitted under federal or state law or the employer's policies, including any leave for which they are eligible and for which they have a qualifying reason under the Families First Coronavirus Response Act.
6. If an in-person worker tests positive for COVID-19, the employer will take additional measures that are reasonable under the circumstances, which may include closing the affected building (or part of the building) to all workers; notifying all workers who interacted with the infected person of the potential exposure; and having the affected building (or part of the building) professionally cleaned and sanitized.

**V. Personal Protective Equipment ("PPE")**

Based on the nature of the workplace, workers are permitted but are not required to wear face coverings while working if a minimum of 6-foot social distancing is maintained. Pursuant to the OSHA Guidance for lower exposure risk workers, workers should continue to use PPE, if any, that they would ordinarily use for other job tasks.

Workers with questions or concerns should contact their supervisor.

**VI. Use of meeting rooms**

Village Council and Planning Commission members who use the Office or Fire Station are required to abide by the protocols outlined in this plan, including face coverings and 6-foot minimum distance requirements.