



# **PENINSULA TOWNSHIP'S CORONAVIRUS ACTION PLAN AND RETURN TO WORK PROTOCOLS**

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The coronavirus (COVID-19) outbreak has impacted businesses across a variety of industries, forcing them to rethink their daily operations to ensure the safety of their employees and the general public. In fact, just one misstep can lead to the quick spread of COVID-19, jeopardizing the well-being of all employees, citizens, customers, and visitors.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily.

To help slow the spread of COVID-19 and safeguard our staff, Peninsula Township has created an action plan for responding to COVID-19 and reopening for business on or about May 28, 2020. This plan, which is based on Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers, employees, and visitors, and outlines the steps Peninsula Township is taking to address COVID-19 and reopening for business.

## **RETURN TO WORK**

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. Peninsula Township will continue to monitor applicable state and local guidance and determine next steps for reopening the office.

## **RESPONSIBILITIES**

For purposes of ensuring a safe workplace during the COVID-19 outbreak, both managers and

employees have their role to play. The following is a breakdown of the responsibilities for Peninsula Township leadership and staff.

### **Managers and Supervisors**

Peninsula Township leadership, including managers and supervisors, should familiarize themselves with the details of the action plan. Above all, leadership must be prepared to answer questions from employees and visitors and set a good example by adhering to the guidance prescribed in the plan. This involves practicing social distancing and CDC recommendations for personal hygiene.

### **Employees**

Employees play a critical role in Peninsula Township's COVID-19 prevention efforts. To protect everyone in the office, Peninsula Township has a number of general best practices employees should follow:

- **Understand the signs and symptoms of COVID-19 and stay home if you are feeling sick**—any employee who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC on seeking medical care.
- **Practice good personal hygiene**—Employees should wash their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and employees should wash their hands with soap and water for at least 20 seconds. In addition, employees should avoid touching their face and cough into their arm.
- **Practice social distancing**—Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness.
- **Staggered and monitored schedules**—Peninsula Township will implement a tracking system for employees to request and record their attendance in the office. Additionally, rotating schedules will be used until all restrictions are lifted to minimize employee contact.
- **Workstation modifications**—Peninsula Township will modify the office layout to create at least 6 feet of distance between employee workstations, and face-to-face desk layouts will be changed. Plastic barriers will be implemented at the front desk and at the accounting office. Further, no more than two residents will be allowed into the office at a time which such residences must wear face mask while address employees.
- **Prohibition of in-person meetings**—Until all social distancing requirements are lifted, Peninsula Township bans in-person meetings. Instead, Peninsula Township should conduct virtual meetings.
- **In addition to the above mentioned protocols, Peninsula Township may issue additional guidance at necessary.**

### **Pandemic Response Team**

The pandemic response team is a cross-functional team that recommends and oversees workplace protocols to control the spread of COVID-19. The team will include the following roles:

- **Senior leadership**—Is responsible for the business’s overall action plan. Robert Manigold, Township Supervisor is responsible leading this team.
- **Virus prevention and protocols lead**—Robert Manigold is responsible for recommending and developing protocols to ensure the wellness of all employees and visitors to the Township. He is tasked with overseeing procedures for isolating employees should they become sick at work.
- **Sanitization and disinfection lead**—Chief of the Fire Department, Fred, manages logistics related to daily and periodic sanitation and disinfection efforts. His responsibilities include ensuring that routine cleanings are completed and that the necessary cleaning supplies are readily available.

**Communication lead**—Township Legal Counsel is tasked with managing any and all pandemic-related communications. Legal Counsel will work with human resources and internal communication stakeholders to ensure COVID-19 training is completed and that employees and their managers understand their role in preventing the spread of the disease.

### **OPERATING PROTOCOLS-RETURN TO WORK PLAN**

In order to keep staff, employees, visitors, and residents safe and prevent the spread of COVID-19, Peninsula Township requires the following workplace protective measures:

#### **General Safety Policies:**

- The Equal Employment Opportunity Commission permits employers to measure employees’ body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned should be treated as confidential medical information—specifically, the identity of worker exhibiting a fever or other COVID-19 symptoms should only be shared with Township Supervisor.
- Peninsula Township employees may be asked to confirm the status of their health as part of working in the office. The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the office and as a response to a confirmed diagnosis. .
- Employees, residents, visitors and vendors who exhibit signs or symptoms of COVID-19 will be asked to leave the office.
- Access to hand-washing stations and alcohol-based hand sanitizers will be provided to employees.

- Employees may report COVID-19 concerns by email or orally to the Township Supervisor.
- Peninsula Township will consider establishing flexible work practices as warranted.
- Peninsula Township will place hand sanitizers in multiple locations to encourage hand hygiene.
- Peninsula Township will display posters encouraging proper hand hygiene to help stop the spread of the coronavirus at the entrance to the workplace and in other work areas where they are likely to be seen.
- Peninsula Township may decrease open business hours to perform more frequent cleanings.
- Peninsula Township will limit the number of visitors/residents in the office at any one time to two visitors/residents. This will protect the visitor and residents.
- Peninsula Township is aware that some employees may be at higher risk for serious illness, such as older adults and those with underlying chronic medical conditions. To safeguard employees at-risk, we will take steps to ensure they have minimal contact with others. The steps may include creation of plastic barriers, flexible work schedules, or other mitigating efforts.
- Peninsula Township is prepared to change our business practices if needed to maintain critical operations.
- Peninsula Township has contingency plans in place should absenteeism spike as a result of COVID-19. This plan involves hiring of part-time employees, reduction in office hours, and working remotely from home.
- Peninsula Township will ensure there's a minimum of 6 feet of space between all desks and workspaces.
- Peninsula Township will modify the flow of traffic to minimize potential close contact with others.
- Peninsula Township will encourage the use of digital files, to ensure staff will not have to exchange frequently touched paper documents.
- Understand the signs and symptoms of COVID-19 and stay home if you are feeling sick—any employee who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC on seeking medical care.
- Practice good personal hygiene—Employees should wash their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and employees should wash their hands with soap and water for at least 20 seconds. In addition, employees should avoid touching their face and cough into their arm.

## Protocols for Workers

To ensure safety at Peninsula Township facilities, employees will be asked to:

- Notify their supervisor and stay home if they are experiencing COVID-19 symptoms (e.g., fever, cough or shortness of breath). Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with health care providers and state and local health departments. When self-quarantining, employees should:
  - Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
  - Not allow visitors.
  - Wear a face mask if they have to be around people.
  - Avoid sharing household items, including drinking cups, eating utensils, towels or bedding.
  - Clean high-touch surfaces daily.
  - Continue monitoring their symptoms, calling their health care provider if their condition worsens.
- Notify their supervisor and follow CDC-recommended precautions if they are well but have a sick family member at home with COVID-19.
- Take additional preparations in the event they are traveling:
  - Check the CDC's Traveler's Health Notices for the latest guidance and recommendations.
  - Be mindful of COVID-19 symptoms of COVID-19. If you start experiencing symptoms (e.g., fever, cough or shortness of breath), notify your supervisor and refrain from traveling. Promptly call a health care provider for advice if needed.
- Stagger lunches to limit the number of individuals congregating in break areas. Peninsula Township may stagger staff work schedules to reduce the number of employees in the office at a given time.
- Limit close contact with others, maintaining a distance of at least 6 feet when possible. All employees are encouraged to remind clients and vendors to maintain at least 6 feet of distance from employees and each other, and avoid job tasks that require face-to-face contact with others where possible. If this is unavoidable, employees will be provided with face masks, physical barriers and other workplace controls to ensure their safety.
- Wear face masks where other social distancing measures are difficult to maintain.
- Take care when attending meetings and gatherings:

- Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.
  - Consider canceling or postponing large work-related meetings or gatherings that can only occur in-person.
- Refrain from sharing equipment. In instances where this is unavoidable, Peninsula Township will provide alcohol-based wipes and other cleaning materials that employees can use to clean equipment.
- Clean and disinfect frequently touched surfaces, including workstations, door handles, tables and countertops on a regular basis.
- Practice proper hand hygiene. Wash your hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can also be used. Employees should clean their hands:
  - Before eating food
  - After using the restroom
  - After blowing their nose, coughing or sneezing
  - After putting on, touching or removing face masks
  - Before and after work shifts
  - Periodically throughout the day
  - Before and after work breaks
- Avoid touching your eyes, nose and mouth whenever possible.
- Avoid physical contact with others whenever possible (e.g., handshakes).
- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.

### **Protocols for Visitors**

In order to protect Peninsula Township visitors (e.g., clients and vendors), we will:

- Limit visitors to the facility to two (2) persons at a time.
- Screen visitors to the offices. Supervisors or other key personnel may ask targeted questions to visitors regarding their current health before they enter Peninsula Township offices. If they answer yes to the following questions, supervisors may ask them to go home and not return to the Peninsula Township office until further notice:
  - Have you been in contact with a person who has tested positive or is in the process of being tested for COVID-19?

- Have you or anyone you've been in contact with traveled outside of the United States recently?
- Has a medical professional told you to self-quarantine?
- Are you having trouble breathing, or have you had flu-like symptoms within the past 48 hours (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue)?
- Communicate our safety protocols and why we are taking specific precautions. This will be done using signage, social media and other available communication channels. This also will include posting these protocols on the doors of Peninsula Township.
- Require visitors to practice social distancing when in the facility. Visitors will be asked to maintain at least 6 feet of distance from staff via written signage or instructions provided prior to their visit and to wear masks at all times while in the facility.
- Place hand sanitation stations and wipes throughout the facility.
- Update messaging on our websites to educate visitors on facility precautions and hours.
- Encourage the use of face masks where other social distancing measures are difficult to maintain.

## **CLEANING AND DISINFECTING PROCEDURES**

- Surfaces and equipment will be disinfected at the end of each shift, before and after use, or—for frequently touched items—multiple times a day. The following items will be cleaned regularly:
  - Door handles and push plates
  - Restrooms
  - Handles on all equipment doors
  - Handles on beverage dispensers
  - Ice scoops
  - Refrigerator and freezer handles
  - Freezer handles
  - Sink handles
  - Soap dispenser push plates
  - Towel dispenser push plates
  - Trash receptacle touch points
  - Cleaning tools
  - Buckets

- Telephones
- Computers
- Office cabinet handles
- Break room tables and chairs
- Display screens on equipment
- Thresholds and hand railings
- Shopping carts and baskets
- Counters and other surfaces
- Vending machine buttons
- Baby changing stations in restrooms
- Pens or other writing utensils
- Clipboards
- Elevator buttons
- Shared work vehicles
- Floors
- Employees responsible for cleaning will be given the appropriate protective equipment. Cleaning should be completed using CDC-recommended products, including:
  - Environmental Protection Agency-registered household disinfectants
  - Alcohol solutions with at least 60% alcohol
  - Diluted household bleach solutions (if appropriate for the surface)
- Trash will be collected from the workplace regularly. Those collecting trash will be instructed to wear nitrile, latex or vinyl gloves.
- HVAC air filters will be cleaned and disinfected regularly.
- Hand sanitizer dispensers will be refilled frequently.
- When an employee has tested positive for COVID-19, deep cleaning will be triggered and Peninsula Township will ensure areas in which the individual worked are cleaned thoroughly. In regard to deep-cleaning practices:
  - Peninsula Township will identify an approved external company to complete a deep cleaning of the facilities. This external company will be equipped with the proper training, permits and cleaning equipment to complete the task.
  - The pandemic response team will coordinate and supervise deep-cleaning efforts to ensure:
    - There is a specific plan and strategy in place, and that plan accounts for all machinery, equipment, common areas, tools and offices.

- Authorized individuals are the only ones allowed access to the site during the deep cleaning.
- Employees are aware of deep-cleaning practices.
- The company contracted to perform the deep cleaning uses the appropriate PPE during the process and disposes of potentially contaminated items properly.

## **EXPOSURE SITUATIONS**

Peninsula Township has response plans in place for situations when employees exhibit symptoms of or test positive for COVID-19.

### **Employee Exhibits Symptoms of COVID-19 Before Entering the Office**

- The employee reports their symptoms to their supervisor, who then communicates that an employee is exhibiting symptoms of COVID-19 to the relevant parties (e.g., human resources).
- The employee is given a face mask and gloves, and is sent to a designated isolation room for further evaluation by the virus prevention and protocols lead or another designated individual. This evaluation will examine an employee's symptoms in more detail, flagging employees who are experiencing the following:
  - A fever of 100.4 F or higher
  - Shortness of breath or difficulty breathing
  - A cough
  - A runny nose
  - Muscle pain
  - Tiredness
- If COVID-19 symptoms are confirmed, employees may be asked to go home and speak with their health care provider. Peninsula Township will ensure employees are able to get home safely before dismissing them. If, after an evaluation, the employee is not exhibiting COVID-19 symptoms, they may return to work at the discretion of the virus prevention and protocols lead.

### **Self-quarantining and Return to Work**

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate restroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

<b>Return to Work Considerations</b>	
<b>Employee was symptomatic but was not tested for COVID-19.</b>	<b>Employee was tested for COVID-19.</b>
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.</li> <li>• Coughs and other symptoms have improved.</li> <li>• Seven days have passed since they first experienced symptoms.</li> </ul>	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• They no longer have a fever.</li> <li>• Coughs and other symptoms have improved.</li> <li>• They have received two negative COVID-19 tests in a row.</li> </ul>

When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

**OSHA RECORDKEEPING AND REPORTING**

Peninsula Township will adhere to OSHA-mandated requirements as they relate to recording and reporting certain work-related injuries and illnesses.

**QUESTIONS**

If employees have any questions regarding the content of this action plan, they should be instructed to speak with their supervisor. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it’s important to follow CDC guidance at all times.