



## Charter Township of East China

5111 RIVER ROAD, EAST CHINA, MI 48054 810-765-8879 [www.eastchinatownship.org](http://www.eastchinatownship.org)

### **Charter Township of East China Township “COVID19 Employer Preparedness and Continuity of Services Plan” UPDATED 5/25/2021**

As the COVID-19 (Coronavirus) has made an incredible impact on our society, we in local government must adapt our policies and procedures in order to protect both our staff and the public at-large. The Township Manager is ultimately responsible for the overall plan. However, departmental supervisors will be expected to carry out implementation and oversight for their own department and building(s).

#### **STAFFING**

At this time, the following precautions shall be in place:

- Unless specified elsewhere in this plan, employees are expected to work in person normal schedules.
- For the purposes of this plan, East China Township employees are classified as Lower Exposure Risk Jobs. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
- Employees who are considered medically higher risk as designated by the CDC: (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>) will be allowed to work remotely, but shall be expected to work normal hours. Approval of this condition will be at the discretion of the Township Manager;
- “Close contact” means being within approximately six feet of an infected or suspected infected individual for 15 minutes or longer over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- “Principal Symptoms of COVID-19” means:
  - One or more of the following symptoms not explained by known medical condition:
    - Fever
    - Shortness of breath
    - Uncontrolled cough.
  - Two or more of the following symptoms not explained by known medical condition:
    - Abdominal pain
    - Diarrhea
    - Loss of taste or smell
    - Muscle aches
    - Severe headache
    - Sore throat
    - Vomiting.
- All employees will continue to be required to self-monitor symptoms. Employees who are not fully vaccinated must respond to screening questions and temperature check upon arrival at the beginning of each work day using the method designated by the Township Manager.



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- Employees who display the “Principal Symptoms of COVID-19” must make a reasonable effort to schedule a COVID-19 test within 3 days after receiving a request for the test from the Township Manager.
- An employee who tests positive for COVID-19 or displays the “Principal Symptoms of COVID-19” shall not report to work until all the following conditions are met:
  - If employee has a fever, 24 hours have passed since the fever has stopped without the use of fever-reducing medications.
  - The employee’s “Principal Symptoms of COVID-19” have improved.
  - Ten days have passed since either of the following, whichever is later:
    - The date the employee’s symptoms first appeared.
    - The date the employee received the test that yielded a positive result for COVID-19.
- An employee who has “close contact” with an individual who tests positive for COVID-19 or with an individual who displays the “Principal Symptoms of COVID-19” shall not report to work until one of the following conditions is met:
  - 14 days have passed since the employee last had “close contact” with the individual.
  - The individual with whom the employee had “close contact” receives medical determination that they did not have COVID-19 at the time of the “close contact” with the employee.
- An employee who tests positive for COVID-19, displays the principal symptoms of COVID-19, has close contact with an individual who tests positive for COVID-19, or has had close contact with an individual who displays the principal symptoms of COVID-19 shall advise their Supervisor immediately and will not report to work until receiving written approval from the Township Manager. The Township Manager will follow the latest guidelines from proper state and federal authorities regarding the employee’s return to work. Employees who are unable to work for the reasons above must use sick leave, or other paid time off if he or she has no sick leave, to cover the absence.
- East China Township will not discharge, discipline or otherwise retaliate against employees who comply with this policy or COVID-19 related law.
- When an employee is identified with a confirmed case of COVID-19, the Township Manager will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, East China Township will not reveal the name or identity of the confirmed case.
- Supervisors shall be responsible for making sure that the employees in their department are following the requirements daily;
- Any employee who has concerns with the precautions and protocols in place in their work area should contact the Township Manager immediately, preferably in writing.
- Unvaccinated staff must continue to wear masks in public spaces and when consistent social distancing cannot be maintained while working with other employees. Vaccinated staff need no masks.



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- Township employees shall continue to observe “physical distancing” standards of six feet (6’) for unvaccinated employees, as well as practice proper hand washing and continue routine and enhanced cleaning and disinfecting procedures for all facilities;
- All Township vehicles shall carry a supply of hand sanitizer;
- All Township “Break Rooms” shall have hand sanitizer in them as well as distance maintained between unvaccinated employees through the removal of chairs and the staggering of breaks;
- Some relocation of workstations as well as partitioning of workstations shall occur where needed to maintain physical distancing as best as possible;
- Employees shall not use the workstations, tools, equipment, phones, computers, desk chairs, etc., of other employees unless those area have been properly sanitized;
- Personal guests will not be allowed in any public facility;
- Employees should not participate in any unnecessary physical contact.
- The Township Manager shall insure that all current and future employees are trained in and aware of protocols contained in this Plan.

### **PUBLIC FACILITIES RE-OPENING**

In order to accomplish the goal of keeping everyone as safe as possible, the following measures have been in place to accommodate the opening of Township facilities to the public:

- Township Hall has a polycarbonate shield, or “Sneeze Guard”, installed at the lobby service counter in order to prevent exposure during interactions with the public;
- Face coverings will be required when interactions do not take place with the “Sneeze Guard” or physical distancing available;
- Que positions have been placed on the floor in the Township Hall lobby to help maintain physical distancing;
- Public Health guidelines are posted at all public entrances and throughout each building;
- Hand sanitizer stations are installed in all public facilities for the use of the general public upon entry and prior to leaving the facilities;
- Bathrooms will remain closed to the public in Township Hall until further notice; Water and Sewer Plant buildings are not considered “open to the public” facilities.
- Interactions and meetings involving members of the public and Township staff that are larger than one-on-one shall take place in only the Township Board Room and attendants shall be provided with a mask by the Township that will be worn during the meeting;

### **OTHER PROCEDURES (Ongoing)**

- Supervisors are permitted to approve vacation requests at their discretion that do not disrupt the operations of their department, however;
- Travel for conferences/training shall be considered and/or approved by the Township Manager only on a case-by-case basis until further notice.
- Bulk water sales resumed effective 6/8/2020 under the direction of the Water Plant Supervisor.
- For the protection of employees and those around them, as the COVID-19 vaccine has become readily available, employees are encouraged to vaccinate. While NOT making the



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vaccine a mandate, employees are required to respond to inquiries from the Township Manager regarding their intent: plan to vaccinate, plan to not vaccinate, or undecided. The Township Manager should be notified if an employee is experiencing signs and symptoms after a vaccination which would prevent them from working.

Any employee or customer concerns can be submitted in writing to the Township Manager at [manager@eastchinatownship.org](mailto:manager@eastchinatownship.org), 810-765-8879 x119 or 810-650-0044.

While these changes shall be effective immediately and in-place for an indefinite period of time, they may be amended from time-to-time as circumstances and expert guidance changes. These updated practices are intended to help the Township lead by example in dealing with re-opening our facilities to the public as well as to give our neighbors a feeling of confidence in how the Township is operating moving forward.

Cynthia Paparelli, East China Township Manager