



## **CORONAVIRUS (COVID-19) RESPONSE POLICY**

The Coronavirus, also known as COVID-19, is spreading rapidly across the globe and throughout the United States. The Charter Township of Grand Blanc is monitoring and proactively responding to this situation. Having a carefully coordinated and well thought out approach to the Coronavirus should help mitigate the risks. The following steps can help reduce the spread of this virus as well as other viruses for not only our employees, but the Grand Blanc community.

### **PROPER HYGIENE**

The following steps are simple precautions you can do to help stop the spread of viruses:

- Frequently wash your hands thoroughly with soap and water for at least 20 seconds. If facilities are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol;
- Avoid touching your eyes, nose and mouth;
- Cover sneezes or coughs with tissues, if possible, or inside of elbow;
- Avoid contact with people who are known to be sick;
- Stay home when sick; and
- Clean and disinfect frequently touched surfaces and objects.

### **WORKING FROM HOME**

Since a majority of our services are essential, the Township does not have the luxury of complete segregation from the general public. However, working from home is strongly encouraged, and if you are assigned to work from home, you are expected to remain at home and be available for work during normal business hours. If you need to leave, please notify your Supervisor immediately for proper documentation of PTO. Please note, all approved policies where applicable still apply when working remotely, including policies designed to protect workers from harassment, etc.

### **PRACTICING PROPER HYGIENE AT WORK**

**Upon arrival to work, you must wash your hands before anything else, and a mask, gloves, goggles or face shield as appropriate for the work performed must be worn.** Once a day, at a minimum, the following surfaces shall be cleaned with disinfectant or a solution with 10% bleach added to water:

- All interior and exterior door knobs and handles;
- Light switches;
- All chair arm rests;
- All tables and counters;
- All work station solid surfaces;
- Keyboards & mice; Phones;
- Vehicle door handles, steering wheels, shifters, etc.; and
- All commonly touched surfaces.

## **SOCIAL DISTANCING AT WORK**

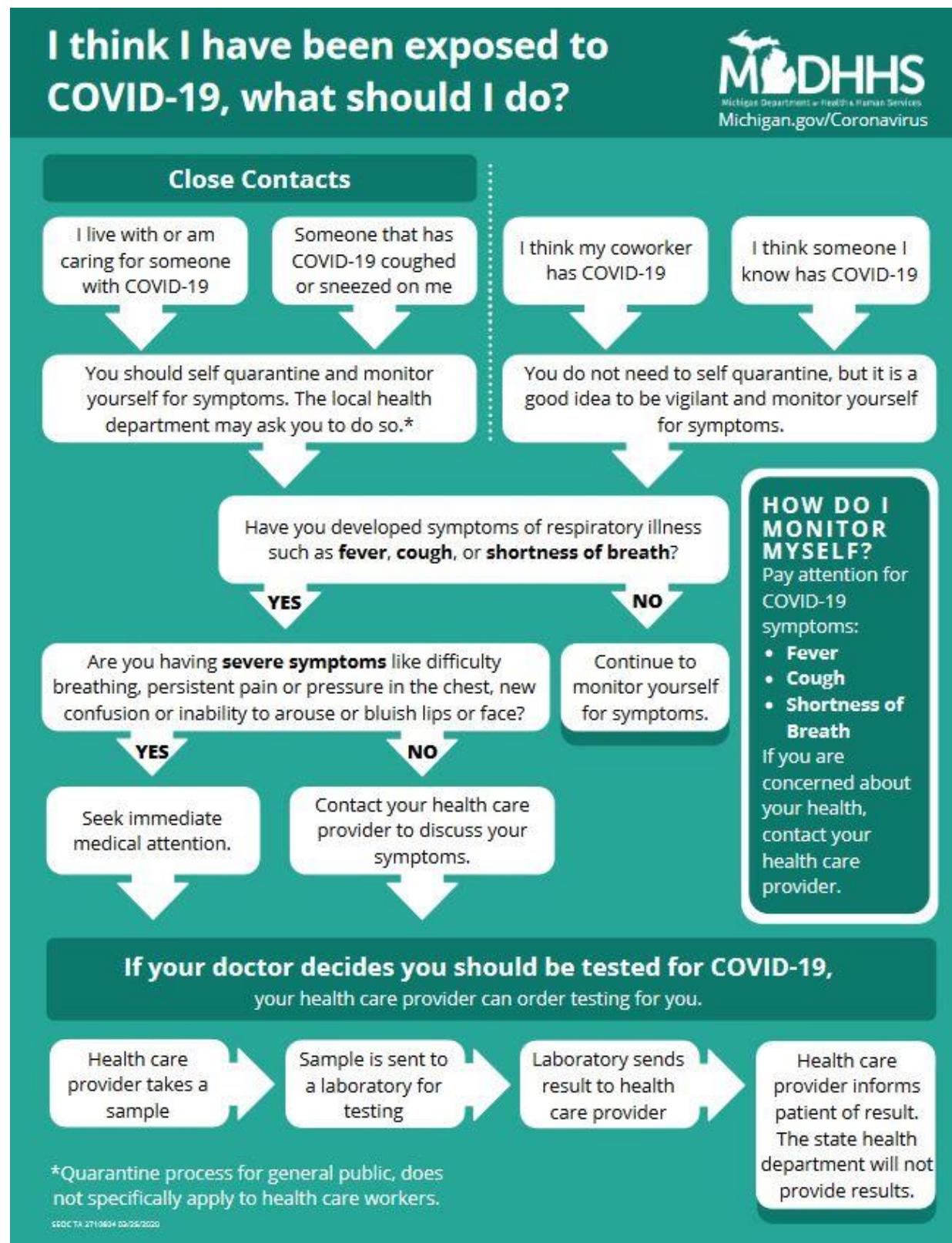
- Maintain a distance of at least six feet from the public and other employees whenever it does not cause a direct safety hazard to the job you are performing.
- One employee per work vehicle, except for emergency responders vehicles.
- When social distancing cannot be maintained by Department of Public Works employees when performing a duty, a face mask covering the mouth and nose must be worn. When working in a trench or repairing a pump requires two Water/Sewer Technician employees, a face mask must be worn to cover mouths and noses.
- Crews will be divided up and rotated to ensure business continuity with safe and reliable utility services.
- There will be no face-to-face meetings with representatives of suppliers or solicitors of any kind during social distancing orders.
- Deliveries will be left outside and disinfected before being brought inside, when possible.
- If working in the field, no stopping at convenience stores unless it is an emergency bathroom stop. Maintain your social distance and do not make purchases while there.
- Lunch needs to be brought in with you from home when possible. Limit deliveries and carry-out. Do not share or pass around food. Lunch breaks will be rotated when possible. In cases where it is not possible, you should maintain a distance of six feet between you and others at all times.
- Ensure you are cleaning your work vehicles (door handles, steering wheels, shifters, etc.), tools and work areas with disinfectant at the end of every shift.
- All non-essential services that require entering customers' homes will be rescheduled. If it is considered an essential service, you must wear provided PPE and follow the procedure below when entering.

**Ask the following questions before scheduling essential/emergency customer home visits.**

- Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?
- Do you have a fever (greater than 100.4) or symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?
- Do you have anyone in the home that is in a high-risk category (older adults, people with chronic medical conditions)?

**Field staff should ask the above questions again BEFORE entering the house. If you feel it is unsafe to enter the house (for yourself or the customer) inform the customer that the visit will need to be rescheduled. Sanitize your hands before reentering your vehicle. Inform supervisor of the contact & reschedule as soon as possible.**

If you have symptoms of COVID-19, refer to the flow chart below and notify your Supervisor via the telephone immediately. There are testing options available for employees deemed "essential".



If you test positive for COVID-19, follow the recommendations from the Center for Disease Control and Prevention below:

1. **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.
2. **Stay in touch with your doctor:** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
3. **Stay away from others:** As much as possible, you stay away from others. You should stay in a specific “sick room” if possible, and away from other people in your home. Use a separate bathroom, if available.

#### **RESTRICTION ON ENTERING THE OFFICE**

**Only designated essential personnel may enter the Township premises, and only when it is strictly necessary to perform critical infrastructure functions or to maintain minimum basic operations.** No person should enter any Township facility if they are displaying symptoms of COVID-19, or have had contact with a person with a confirmed diagnosis of COVID-19.



## FIRST RESPONDER PROCEDURES

This section contains general procedures for all Police and Fire Department staff. Where applicable, First Responders shall adhere to their respective departmental Policy & Procedures.

### **Someone I live with is experiencing signs and symptoms of COVID-19.**

1. You will be required to self-quarantine at home, in a designated area established by the Department.
2. You may return to work as long as you are symptom free and fever free for at least 72 hours (without the use of medication) or if a COVID-19 test comes back negative.

### **Someone I live with has COVID-19.**

1. You will be required to self-quarantine.
2. Monitor yourself for signs, symptoms and anything else the Health Department requires.
3. You will not be allowed to return to work until the patient is no longer infected or released by the Health Department.

### **I responded to a patient that is confirmed to have COVID-19 or later learned a patient was COVID positive.**

1. As long as the proper PPE was worn while on the call, you may continue to work. An Incident Report should be completed and filed with Human Resources should a Workers Compensation claim be later needed.
2. If PPE was not worn:
  - a. Inform Supervisor/Chief immediately.
  - b. The Health Department recommends that the employee return to work, self-monitor and wear a surgical mask in the workplace at all times for 14 days from the date of exposure.
  - c. Then, when treating a patient, full PPE must be worn at all times by the exposed responder (N-95 mask, gloves, eye pro and gown).
  - d. Temperature shall be taken twice daily as a minimum.
    - i. If a fever develops or any other signs of COVID-19 appear, notify your Supervisor/Chief immediately.
    - ii. The process of quarantining and possible testing will be initiated.

### **What if I start to experience signs and symptoms at work or home?**

1. If at work, you will be immediately sent home. Ensure Supervisor/Chief and Human Resources are notified.
2. If at home, call the Department and inform on-duty Supervisor and remain at home. Also, ensure Chief and Human Resources are notified.
3. Contact your primary care physician.
4. If unable to make contact with your physician, notify Supervisor or Chief.
5. If tested for COVID-19 and results return positive, you will be notified by your physician. Your information will be entered into the MDSS and the Health Department will be notified of the positive test.
6. You will be contacted by the Health Department and given instructions on next steps. You will be asked a series of questions to inform them of your recent whereabouts. You will then receive a telephone call twice a day and you will also be required to take your temperature.
7. If you test negative or the physician does not order a test, you will not return to work until you have been fever free (without the use of medication) for at least 72 hours and any other symptoms that you may have had improve (i.e. cough or shortness of breath).
8. If you self-quarantine at home, ensure that you are away from anyone in the house. If at all possible, a place where you have a separate bathroom and sleeping arrangements would be best. Disinfect everything you touch and consider wearing a mask.

With any of the above, you can expect to be sent home to self-monitor and self-care. If you start to experience difficulty breathing, call 911 immediately.

### **TESTING**

1. If your doctor believes you may have COVID-19 and would like you tested, they are required to notify the State Health Department.
2. If the State Health Department agrees with your doctor, a sample will be taken and sent off to a lab. You may have to go to the Emergency Room or a Clinic to have the sample taken.
3. You will then be directed to return to home and continue to self-quarantine until results are received.
4. If the State Health Department decides you do not qualify for the test, you will be sent home to self-monitor. You will be instructed to notify your primary care physician should conditions worsen.
5. Make certain your primary health care physician knows and informs the State Health Department you are a First Responder. This will ensure your test is moved to the front of the line.