

Leon Township Preparedness Plan Effective June 29, 2020

Leon Township (“Township”) is committed to providing a safe and healthy workplace and town operations for all officers, employees, and the public. The use of the “Staff Members” describes all individual elected or appointed to a township office or position, individuals serving as employees or under contract with the township. To ensure a healthy workplace and operations, the Township adopts the following Preparedness Plan (the “Plan”), to prevent transmission of the COVID-19 virus in the workplace and community. All Township Staff Members are required to abide by the policies established in this policy

This Plan is administered by the Township Board, but all Staff Members are responsible for supporting this effort. Township supervisors have authority to enforce the policies established in this Plan. This Plan DOES NOT address safety measures appropriate of emergency services or first-responders.

This Plan is intended to ensure:

1. Sick “Staff Members” remain at home or in isolation;
2. Social distancing and limited in-person interaction;
3. Hygienic practices by all persons;
4. Workplace cleaning and ventilation controls;
5. Contactless delivery of materials when possible.

1) Sick Staff Members will stay home and isolate themselves.

The Township will strive to protect the privacy of Staff Members’ health status and health information.

Staff Members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess Staff Members’ health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms:

- a) Staff Members state they do not have any Covid-19 symptoms
- b) Staff Members state they have not had a fever for 10 days

The Township has leave policies that encourage sick Staff Members to stay home while they or household members are sick, or when they are instructed by a health professional to isolate themselves.

The Township will inform Staff Members if they have been exposed to COVID-19 at the workplace, and encourage the exposed Staff Members to stay home for the required amount of time. Staff Members that have or are suspected of having COVID-19 should remain home until:

- a) The Staff Member feels better
- b) It has been 10 days since the Staff Member first felt sick
- c) The Staff Member had no fever for at three days without the use of medicine that reduces fevers

2) Social Distancing of at least 6 feet should be maintained while working on Township Business.

Social distancing of at least six-feet will be implemented and maintained between Staff Members and the public

Leon Township Preparedness Plan Effective June 29, 2020

in the workplace and during all township activities through the following engineering and administrative controls

- a) Staff Members who can work remotely are encouraged to do so
- b) Township offices may be used only if at least 6 feet of space may be maintained between all persons present at the building. Equipment, tools, or any other item handled by any person should be disinfected between different users. If possible, staggered shifts may be offered to Staff Members to reduce the number of people in the workplace at any time
- c) Township buildings and offices will not be open to the public
- d) Township buildings may be open for public elections and township meetings
- e) Township buildings open to the public will provide to the public:
 - I. Hand sanitizing station
 - II. Disposable masks
 - III. Disposable glove
- f) Township Board meetings will be conducted by teleconference if possible. When in-person township board meetings are held, the Board will make a telephone or other remote connection available for Staff Members and the public who cannot or choose not to attend a public meeting. The meeting room will be arranged in such a way to maintain at least 6 feet of distance between individuals, with at least the same distance maintained along all paths of movement within the building. The board may set a room capacity limit to ensure social distance may be maintained.
- g) The public will be encouraged to interact with Township Staff Members by remote means, whenever possible. Some work activities may always not allow for a social distance of 6 feet. In that case, Staff Members should
 - Wear masks
 - Wear gloves

3) Staff Members should maintain good personal hygiene.

Basic infection prevention measures must always be implemented at our workplaces. Staff Members should wash their hands for at least 20 seconds with soap and water or use hand sanitizer frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. All visitors to the workplace should wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) should be at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled

- a) Staff Members are required to wear face masks or shields while working/while interacting with the public
- b) Members of the public are encouraged to wear a face mask while in any Township building and during any in-person communication with a township Staff Members

4) Workplace will be ventilated when possible

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. The Township is taking the following actions to address ventilation: Utilize the existing Heating and AC system for ventilation

Leon Township Preparedness Plan Effective June 29, 2020

5) Workplace will be cleaned and disinfected regularly

Township offices, workplaces, and places of public use will be regularly cleaned and disinfected. Items and things handled by more than one person will be cleaned and disinfected regularly. The Township will clean and disinfect these places and things at least prior to and following meeting