



**Saginaw Charter Township  
COVID-19 Preparedness and Response Plan**

**Date Implemented: September 11, 2020**

**Saginaw Charter Township**  
**COVID-19 Preparedness and Response Plan**  
**Table of Contents**

**Plan**

Introduction.....	1
I. GENERAL OVERVIEW .....	1
II. BASIC INFECTION PREVENTION MEASURES .....	1
Enhanced Hygiene .....	1
Sick Leave Policies .....	1
Remote Work.....	1
Enhanced Cleaning and Disinfecting.....	2
Enhanced Social Distancing .....	2
III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS .....	3
Employee Screening Before Entering the Workplace .....	3
Becoming Sick at Work.....	4
PPE.....	4
IV. ADDITIONAL WORKPLACE PROTECTIONS.....	4
Administrative Controls.....	4
Working with Insurance Companies and State and Local Health Agencies.....	4
Continue to Follow Existing OSHA Standards.....	5
Training.....	5
Recordkeeping .....	5
Workplace Coordinator.....	5
V. EMPLOYEE CLASSIFICATIONS.....	5

**Saginaw Charter Township  
COVID-19 Preparedness and Response Plan  
Table of Contents (Continued)**

VI. BUSINESS CONTINUITY PLANS .....6

**Appendices**

A: EMPLOYEE HEALTH MONITORING FORM ..... 7

B: SAMPLE SCREENING POSTER ..... 8

C: OTHER RESOURCES ..... 9

D: OSHA GUIDANCE FOR CLASSIFICATIONS ..... 10

E: CLASSIFICATION CHARTS ..... 14

F: CERTIFICATION BY RESPONSIBLE PUBLIC OFFICIAL ..... 16

G: PREPAREDNESS AND RESPONSE PLAN – POLICE DEPARTMENT ..... 17

H: PREPAREDNESS AND RESPONSE PLAN – FIRE DEPARTMENT ..... 18

I: PREPAREDNESS AND RESPONSE PLAN – DEPARTMENT OF PUBLIC SERVICES ..... 19

J: PREPAREDNESS AND RESPONSE PLAN – CENTER COURTS ..... 20

# COVID-19 Preparedness and Response Plan

## INTRODUCTION

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Saginaw Charter Township has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders, or federal guidance, related to COVID-19 are issued or amended. The Township Manager is designated as the Plan Administrator and shall maintain the overall authority and responsibility for the plan. This includes making all final interpretations and determinations on matters not directly prescribed by this plan or dictated by changing orders, regulations and/or guidance.

## I. GENERAL OVERVIEW

The following COVID-19 Preparedness & Response Plan has been established for Saginaw Charter Township in accordance with the requirements in the most recent Executive Orders (“EO”) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and also in accordance with *Guidance on Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration (“OSHA”).

## II. BASIC INFECTION PREVENTION MEASURES

### *Enhanced Hygiene*

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to use hand sanitizer, including upon entry. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene. Saginaw Charter Township will provide tissues and trash receptacles where appropriate.

Workers are discouraged from using other workers’ phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is not possible, then workers should wipe down any and all items and spaces prior to sharing it with another worker.

### *Sick Leave Policies*

Workers are encouraged to stay home if they are sick. In addition, workers are permitted to take paid leave consistent with the Families First Coronavirus Response Act and Saginaw Charter Township’s PTO Policy.

### *Remote Work*

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely if infections worsen. Based upon the State of Michigan being in Phase IV, Township facilities being open at full-staff is permitted. With this, it is important to remain vigilant and utilize alternative methods for meetings. The use of email, Zoom web meetings and phone calls are highly encouraged.

### ***Enhanced Cleaning and Disinfecting***

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including special attention to parts, products, shared equipment, and common areas) will be performed regularly, with cleaning happening every evening, using products containing Environmental Protection Agency (“EPA”)-approved disinfectants. The Saginaw Township Fire Department has purchased a fumigation device that will be used throughout all Township facilities. Township vehicles will be consistently subjected to ultra-violet lights through a device purchased by the Saginaw Township Police Department for disinfecting purposes.

Employees will also be provided with cleaning supplies for their work site. When choosing cleaning chemicals, Saginaw Charter Township will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to. Enhanced cleaning and disinfection shall be performed after persons confirmed to have COVID-19 have been in the workplace.

Based upon guidance from the Centers for Disease Control and Prevention (“CDC”) and Saginaw County Health Officials, cleaning measures are left to the discretion of Township management. With social distancing being followed (see below), new guidelines state that testing of asymptomatic individuals may not be required. With Blue Cross, Blue Shield of Michigan (Saginaw Township insurance provider) providing free testing to all coverage members, testing is always allowed. Free testing centers also exist throughout and around Saginaw Township.

### ***Enhanced Social Distancing***

Employees are directed to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Ground markings, signs, and physical barriers have been used where needed. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work area as much as possible. Employees will be provided with personal protective equipment appropriate to the exposure risk associated with the job following guidance from the Occupational Safety and Health Administration (“OSHA”) and the CDC applicable to the industry and types of jobs at the workplace and in accordance with applicable state orders. Physical barriers may also be installed for employees commensurate with their level of risk of exposure to COVID-19.

The Township will follow CDC and OSHA guidance with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. We will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, the Township will adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

### III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

#### *Employee Health Screening*

Saginaw Charter Township has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. At the beginning of each month, employees will sign a form agreeing that they will monitor their health at home. Employees will be asked to take their temperatures daily and monitor for symptoms. A sample Monthly Monitoring Form is attached as Appendix A.

A poster (Appendix B) will be posted at all facility entrances for employees and customers as a screening questionnaire. All employees who enter the workplace are affirming that they comply with all criteria for entry. If an employee experiences any of the following symptoms within the previous ten (10) days, they should notify their department head:

- New fever (100.4°F or higher)
- New cough\*
- New shortness of breath\*
- New chills or repeated shaking\*
- New sore throat\*
- New muscle aches (myalgia)\*
- New loss of taste or smell\*

\*Atypical, or cannot be attributed to another health condition or specific activity (such as physical exercise)

The employee must then:

- Isolate at home in accordance with the most recent health guidance;
- Seek a COVID-19 test if desired, or if required by a medical professional; and
- Contact their department head for updates on their availability and clearance to return to work.

Employees should also notify their department head if they:

- Test positive for COVID-19;
- Had close contact (within six (6) feet for a 15-minute period, with or without a mask) with someone who tested positive for COVID-19; or
- Traveled internationally.

In all such instances, the department head will consult with the Township Manager for further instructions. A healthcare provider's note is not required to validate an illness or to return to work (although the employee must still meet the relevant criteria to return to work). The Township Manager will work with local health officials to exposures, contact tracing and any other concerns.

Township Hall employees will enter through the north building entrance (by the Clerk's Office), where employees will take their temperature each day, if he or she has not already done so.

### ***Becoming Sick at Work***

Any onsite employee who starts exhibiting symptoms may be separated from other employees and/or other individuals and sent home.

### ***PPE***

The Township will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (*e.g.*, respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The Township will provide any required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. Employees are required to wear masks when workers cannot consistently maintain six feet of separation from other individuals in the workplace. The Township will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace. The Township also encourages employees to use PPE and hand sanitizer when in public.

## **IV. ADDITIONAL WORKPLACE PROTECTIONS**

### ***Administrative Controls***

The Township will review and implement any other necessary administrative controls as appropriate. Such as the continued encouragement for residents to utilize the drop box. The Township will close restrooms to the public, turnoff water fountains, place protective barriers (where needed), mark social distancing patterns on the floor, and train employees on how to handle residents at the counter. The Township has also increased the airflow exchange in the new HVAC system at Township Hall and other Township facilities.

### ***Working with Insurance Companies and State and Local Health Agencies***

The Township will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a confirmed case of COVID-19. Employees have been informed of screening visits from our insurance provider and Blue Cross, Blue Shield of Michigan. If you are feeling ill, utilize the virtual visit option provided to employees under the Township's plan. The Township's health insurance provider has committed to paying for Coronavirus testing through the end of the calendar year (December 31, 2020). If an employee is participating in our healthcare program, they are eligible to receive free testing. Those not enrolled may seek free testing from the free testing centers throughout the Township and Saginaw County.

***Continue to Follow Existing OSHA Standards***

Saginaw Charter Township will continue to adhere to all applicable existing OSHA standards and requirements.

***Training***

The Township will coordinate and provide training to employees related to COVID-19. At minimum, the Township will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- How to report unsafe working conditions.

***Recordkeeping***

The Township shall maintain the required recordkeeping under state executive orders.

The following records are required to be maintained:

1. Required employee training.
2. A record of monthly entry self-screening protocol for all employees entering the workplace.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

***Workplace Coordinator***

The Township will designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. The coordinator will be on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

**V. EMPLOYEE CLASSIFICATIONS**

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Township has evaluated employee risk levels and has determined that we have employees in the following risk categories: medium and low categories. We will implement appropriate protections based on each job classification’s risk level. *See* Appendix G for OSHA’s classification system and How to Protect Workers at Different Classifications.

Having medium and low level risk exposure requires less-intensive safety measures. Per training, Saginaw Township will require masks to be worn in public space; will provide gloves, masks, hand sanitizer, disinfectant spray, etc.; limit public access; and train all employees properly. Employees in the medium risk category must use their best judgment and evaluate different situations that could present themselves. For example, if asked to enter a residence, employees are instructed not to enter unless mandatory.

## **VI. BUSINESS CONTINUITY PLANS**

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

**APPENDIX A**

**EMPLOYEE HEALTH MONITORING FORM**

In order to access the workplace, I affirm that I am monitoring my health daily and will not enter the building if I have experienced any of the following symptoms within the previous ten (10) days:

- New fever (100.4°F or higher)
- New cough\*
- New shortness of breath\*
- New chills or repeated shaking\*
- New sore throat\*
- New muscle aches (myalgia)\*
- New loss of taste or smell\*

\*Atypical, or cannot be attributed to another health condition or specific activity (such as physical exercise)

Your signature at the bottom of this sheet means that you will monitor your health regularly and report any concerns to your Department Head. If you have any of the above symptoms or a combination of those symptoms, please do the following:

- Isolate at home in accordance with the most recent health guidance;
- Seek a COVID-19 test if you desire, or if required by a medical professional; and
- Contact your Department Head for updates on your availability and clearance to return to work.

Notify your Department Head if you:

- Test positive for COVID-19;
- Had close contact (within six (6) feet for a 15-minute period, with or without a mask) with someone who tested positive for COVID-19; or
- Traveled internationally.

If either of the above statements are true for you, and you properly notify your Department Head, your Department Head will consult with the Township Manager for further instructions.

By signing this document you are stating that you will monitor your health, notify your Department Head if you have come into contact with someone who tested positive for COVID-19, and will not enter any Township building.

We will continue to take every precaution to ensure that we provide a safe environment for all employees to work in. If you have any concerns, or suggestions – please notify your Department Head or Township Management.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

### SAMPLE SCREENING POSTER

You are **PROHIBITED** from entering this facility if you have experienced any of the following in the past 10 days:

- Tested positive for COVID-19
- New fever (100.4°F or higher)
- New cough\*
- New shortness of breath\*
- New chills or repeated shaking\*
- New sore throat\*
- New muscle aches (myalgia)\*
- New loss of taste or smell\*
- Close contact\*\* with COVID-19
- High-risk international travel

\*Atypical, or cannot be attributed to another health condition or specific activity (such as physical exercise)

\*\*Within six (6) feet of someone who tested positive, for more than 15 minutes, with or without a mask

Otherwise, please:

- maintain social distancing of at least six feet &
- wear a mask in all public areas

**APPENDIX C**  
**OTHER RESOURCES**

Occupational Safety and Health Administration website: [www.osha.gov](http://www.osha.gov)

Centers for Disease Control and Prevention website: [www.cdc.gov](http://www.cdc.gov)

National Institute for Occupational Safety and Health website: [www.cdc.gov/niosh](http://www.cdc.gov/niosh)

Governor Whitmer's Executive Order 2020-96:

[https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file\\_attachments/1456636/EO%202020-96%20Emerg%20order%20-%20MI%20Safe%20Start%20-%20re-issue.pdf](https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456636/EO%202020-96%20Emerg%20order%20-%20MI%20Safe%20Start%20-%20re-issue.pdf)

Governor Whitmer's Executive Order 2020-97:

[https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file\\_attachments/1456637/EO%202020-97%20Emerg%20order%20-%20Workplace%20safeguards%20-%20re-issue.pdf](https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456637/EO%202020-97%20Emerg%20order%20-%20Workplace%20safeguards%20-%20re-issue.pdf)

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

## APPENDIX D

### OSHA GUIDANCE FOR CLASSIFICATIONS

(See OSHA Guidance on Preparing Workplaces for COVID-19, pp 20-25)

#### **Very High Exposure Risk:**

*Very high exposure risk* jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category include:

- Healthcare workers (*e.g.*, doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (*e.g.*, intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (*e.g.*, manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

#### **High Exposure Risk:**

*High exposure risk* jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (*e.g.*, doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)
- Medical transport workers (*e.g.*, ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (*e.g.*, for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

#### **Medium Exposure Risk:**

*Medium exposure risk* jobs include those that require frequent and/or close contact with (*i.e.*, within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (*e.g.*, schools, high-population density work environments, some high-volume retail settings).

**Lower Exposure Risk (Caution):**

*Lower exposure risk (caution)* jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 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.

**Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers**

For workers who do not have frequent contact with the general public, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

*Engineering Controls:*

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

*Administrative Controls:*

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

*Personal Protective Equipment:*

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

**Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers**

In workplaces where workers have medium exposure risk, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

*Engineering Controls*

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

*Administrative Controls:*

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (*i.e.*, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission.

See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: [www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy](http://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy).

- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (*e.g.*, pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (*e.g.*, drive through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (*e.g.*, on-site nurse; telemedicine services).

### *Personal Protective Equipment (PPE)*

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

In rare situations that would require workers in this risk category to use respirators, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, visit OSHA's COVID-19 webpage: [www.osha.gov/covid-19](http://www.osha.gov/covid-19)

### *Administrative Controls*

If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.

- Develop and implement policies that reduce exposure, such as cohorting (*i.e.*, grouping) COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- Ensure that psychological and behavioral support is available to address employee stress.

### *Safe Work Practices*

- Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

### *Personal Protective Equipment (PPE):*

Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with [COVID-19], should wear respirators. In these instances, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA's COVID-19 webpage:

[www.osha.gov/covid-19](http://www.osha.gov/covid-19)

PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: [www.osha.gov/covid-19](http://www.osha.gov/covid-19).

**NOTE:** Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE. The CDC webpage "Healthcare-associated Infections" ([www.cdc.gov/hai](http://www.cdc.gov/hai)) provides additional information on infection control in healthcare facilities.

## APPENDIX E

### Employee Classification Determinations Township Hall:

<b>Positions/job/task</b>	<b>Determination (low, medium, high, very high)</b>	<b>Qualifying Factors (e.g., no public contact, public contact, job task description)</b>
Fiscal Services	Low	No Public Contact/Limited Contact
Clerk	Medium	Semi-Frequent Public Contact
Treasurer	Medium	Semi-Frequent Public Contact
Assessing	Medium	Semi-Frequent Public Contact
Community Development	Medium	Semi-Frequent Public Contact
Manager	Medium/Low	Infrequent Public Contact

### Administrative Controls:

<b>Positions/job/task</b>	<b>Administrative Control Type Implemented (e.g., minimize face-to-face contact/post signs, etc.)</b>
Fiscal Services	Door closed to public space, masks to be worn when less than 6 ft. apart, conducting business via email/telephone
Clerk	Floor markings denoting distance to counter, queue markings for line formation, drop box still listed as preferred delivery method, facemasks for employees unable to maintain 6 ft.
Treasurer	Floor markings denoting distance to counter, queue markings for line formation, drop box still listed as preferred delivery method, facemasks for employees unable to maintain 6 ft.
Assessing	Floor markings denoting distance to counter, queue markings for line formation, facemasks for employees unable to maintain 6 ft.
Community Development	Floor markings denoting distance to counter, queue markings for line formation, facemasks for employees unable to maintain 6 ft.
Manager	Floor markings denoting distance to counter, queue markings for line formation, facemasks for employees unable to maintain 6 ft.

### Cleaning Schedule:

<b>Type of Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
Counters	Sanitizing wipes	>2 / per day
Counters	Bleach cleaning disinfectant	2 / per day
Restrooms	Full clean from cleaning crew	1 / per day
Breakroom	Full clean from cleaning crew	1 / per day

Additional PPE Selections:

<b>Positions/job/task</b>	<b>PPE (e.g., face shields, etc.)</b>
Treasurer	Sneeze shield installed

119916.000001 4852-1302-5469.1

**APPENDIX F**

**Saginaw Charter Township  
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**Certification by Responsible Public Official**

This is to certify that I have reviewed the Saginaw Charter Township COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with all relevant Michigan Executive Orders.
2. The plan is consistent with guidance from U. S. Department of Labor, Occupational Health and Safety Administration, Guidance on Preparing Workplaces for COVID-19.
3. The plan is available on the Saginaw Charter Township website [saginawtownship.net](http://saginawtownship.net) and at each Saginaw Charter Township facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: Saginaw Charter Township

Signature: 

Name of Official: James Wickman

Title: Township Manager

Date: September 11, 2020

## **APPENDIX G**

### **Saginaw Charter Township**

#### **COVID-19 PREPAREDNESS AND RESPONSE PLAN – Police Department**

- Masks required when in public areas (front vestibule), or when unable to maintain 6 ft. of distance with other individuals.
  - Conference Room
  - Interrogation Rooms (detective discretion)
- Meetings with parents, groups, etc. to be conducted via telephone, or outside of police headquarters.
- Ultraviolet Light system utilized in all police vehicles
- Deep clean services provided by local business to periodically fumigate each patrol vehicle.
- Personal Protective Equipment supplied to each officer for use when deemed necessary while dealing with members of the public.
- Cleaning crews targeting “common areas”.
  - Door handles
  - Bathrooms
  - Computers
  - Desks
  - Kitchen
  - Weight Room
- Vehicles sanitized between shifts.
- Continued 911 Central Dispatch notifications for suspected COVID-19 risks.
- Daily notification from Saginaw County Health Department on status of COVID positive and suspected individuals.
- Hand sanitizer provided to each officer in his/her patrol car.

## **APPENDIX H**

### **Saginaw Charter Township**

#### **COVID-19 PREPAREDNESS AND RESPONSE PLAN – Fire Department**

- Protective face coverings worn when in common areas and where social distancing cannot be properly observed.
- Employees will do screenings, and temperature checks prior to entering the facility.
- Job applicants now fill applications out in the common area, rather than in the conference room.
- Business conducted via telephone, email, and other electronic methods when possible.
- Station meeting rooms to remain closed to the public, and nonprofit organizations until further notice.
- Temperature checks upon entering the facility – recorded by front office workers.
- Protective barrier already in place at facility.
- Firefighters are required to wear masks when on a scene that could result in potential exposure to COVID-19.
- Personal protective equipment supplied to all three fire stations.
- Inspections to continue to resume gradually with PPE worn by those entering a facility.
- Headquarters staff are required to wear a mask when dealing with the public.
- Cleaning personnel targeting “common areas”.
  - Door handles
  - Bathrooms
  - Computers
  - Desks
  - Kitchens
- First Responder Drive-by Celebrations yield no contact with the public.
  - Children are not allowed to climb on or touch the apparatus.
  - Gift bags are handed out with a non-contact device.
  - Social distancing is always maintained.
- Continued 911 Central Dispatch notifications for suspected COVID-19 risks.

## **APPENDIX I**

### **Saginaw Charter Township**

#### **COVID-19 PREPAREDNESS AND RESPONSE PLAN – Department of Public Services**

- Masks to be worn while dealing with residents in the office.
- Masks required while in “common areas”.
- Pre-entry screening for employees to monitor health.
- Limit one employee per vehicle – if unable to do so, employees must wear masks while together in the vehicle.
  - Partitions also added to vehicles commonly used by more than one person.
- Water technicians to wear a mask when approaching homes.
  - All internal home inspections have stopped.
- Social distancing observed when holding meetings with employees.

## **APPENDIX J**

### **Saginaw Charter Township**

#### **COVID-19 PREPAREDNESS AND RESPONSE PLAN –Center Courts**

- Face masks are required in the Center Courts facility at all times.
- Visitors are required to check-in and check-out with a staff member when entering and exiting the facility to track the number of occupants.
- Social distancing is required on the walking track.
- Stretch room on located near the walking track will remain closed.
- Drinking fountains will not be operational.
- Restrooms/locker rooms are cleaned once daily and should be used at each visitor's discretion.
- Floor markings have been placed to denote social distancing measurements.
- Only one (1) person will be allowed in the elevator unless the individuals are in the same household unit in order to ensure social distancing.