



COVID 19 Preparedness and Response Plan for Employer

- Village Work Exposure Risk Level
 - Most tasks are considered lower exposure risk – do not require contact with public or other workers.
 - Some tasks are considered medium exposure risk – require frequent and/or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Workers in this category have contact with the general public and coworkers.
 - Additional PPE has been provided for these tasks
- COVID 19 Coordinator / Plan Administrator
 - Name: Kris Ledger (313-570-5029 cell)
 - Duties include but are not limited to:
 - Notify the Monroe County Health Department **immediately** after being notified of a confirmed COVID 19 case.
 - Notify the remaining employees **within 24 hours** that they may have been exposed to COVID 19.
 - Depending on which individual tested positive, notify the Work Supervisor, Liaison Trustee for DPW, or most

- Senior Maintenance employee that deep clean of all work areas, vehicles, tools, etc. must be performed in a safe manner prior to employees returning to work.
- Provide direction as needed on how to perform a deep cleaning and disinfection to limit exposure to COVID 19.
 - Create a COVID 19 training program to be presented to employees and update as needed.
 - Remain abreast of any legal requirements associated with COVID 19 and inform the Village Council
- Village Council
 - Duties include but are not limited to:
 - Ensure the COVID 19 Coordinator / Plan Administrator position is filled by a competent person as long as required by the state.
 - Approve the required COVID 19 Preparedness and Response Plans, Training, and other associated documentation.
 - Ensure the Plans remain up to date and are properly implemented.
 - Remain abreast of any legal requirements associated with COVID 19.
 - Ensure the Village Employees are provided a copy of the COVID 19 Preparedness and Response Plan.
 - Ensure the Village Employees are trained on COVID 19 and maintain the signed and dated training verification.
 - Ensure that Village employees have the necessary PPE, hand sanitizer, cleaning solution, etc. to ensure their safety.



COVID 19 Preparedness and Response Plan for Employees

- Employees shall attend the Village's COVID 19 training and acknowledge completion by signature and date.
- If you are sick, stay home.
- Employees shall not ride in the same vehicle unless there is a physical separation barrier.
- Employees must wear a face mask whenever indoors.
- Employees shall maintain 6' distancing whenever possible.
- When work demands close proximity to each other (6' or less) additional PPE is required
 - Face mask (outdoors)
 - Safety Glasses with side shields
 - Face Shields if cannot consistently maintain 3' of separation.
- Employees shall increase social distance while eating.
- Properly replace or wash Personal Protective Equipment (PPE) as needed.
- Employees are encouraged to wash their hands often and thoroughly with soap and water for at least 20 seconds.

1. When running water is not available employees should use hand sanitizer as an alternate method for hand washing. Hand sanitizer containing a minimum of 60% alcohol is provided for commonly used work vehicle and for Village garage.
- Employees shall avoid touching their eyes, nose, and mouth.
 - Employees shall clean commonly touched surfaces (steering wheels, tools, etc.) before another employee uses said vehicle, tool, etc., and shall refrain from sharing tools.
 1. This cleaning shall be done once a day regardless if only one employee used said tool, etc. that day.
- Employees must do a self-certification daily before reporting to work (see attached questionnaire).
 - Employees must follow the direction of the Monroe County Health Department which may include self-isolation (approximately 14 days) whenever they are notified of exposure to a positive COVID 19 person.
 - PPE will be kept in the Village garage office in a location known to the employee. Notify the work Supervisor or COVID 19 Coordinator if additional supplies are needed.

Self-Screening Questionnaire

If the employee answers yes to any of the questions they cannot report to work and must notify their supervisor immediately.

1. In last the last 14 days, have you received a confirmed diagnosis for coronavirus (COVID 19) by a coronavirus (COVID 19) test or from a diagnosis by a health care professional or are you waiting for a pending COVID 19 test result?
2. In the last 14 days have you traveled internationally?
3. In the last 14 days, have you had close contact with or cared for someone with COVID 19.
 - Close contact is defined as 10 minutes or more within 6' of a diagnosed COVID 19 positive person.
4. In the last 14 days have you experienced any of the following symptoms?
 - Temperature above 100.4 degrees
 - Cough
 - Tightness in chest / difficulty breathing
 - Persistent loss of taste and/or smell

If the answers to all of the above questions is NO, then the employee may report to work as long as they know who the Work Supervisor is for the day, and have the necessary PPE available.



COVID 19 Training for Employees

As a minimum, the COVID 19 Training will include at least the following (Executive Order 2020-114)

- Workplace infection control practices.
 - Social distancing of at least 6 feet.
 - Use of masks (safety glasses with side shields, and/or face shields) if a 6 foot separation distance cannot be maintained.
 - Keep hands away from eyes, nose, and mouth.
 - Wash hands thoroughly with soap and water for at least 20 seconds.
 - Use hand sanitizer with a minimum of 60% alcohol.
 - Do not share tools, phones, etc.
- Proper use of Personal Protective Equipment (PPE)
 - Masks are to extend from the bridge of the nose to under the chin.
 - Masks may be cloth, surgical masks, N95 respirators, etc. and shall be changed out as needed to ensure their effectiveness and to prevent the potential spread of COVID 19.
- Notification to the Village of any symptoms of COVID 19 or a suspected or confirmed diagnosis of COVID 19.
 - Stay home if sick (self-quarantine)

- Notify the work supervisor **and** the COVID 19 Coordinator / Plan Administrator.
- How to report unsafe working conditions.
 - Use the chain of command in reporting issues:
 - 1st – Work Supervisor
 - 2nd – Trustee liaison with DPW
 - 3rd – COVID 19 Coordinator / Plan Administrator
 - 4th – Village Council or Village President
 - 5th – Monroe County Health Department
 - 6th – MIOSHA

In addition:

- Present slides from the CDC regarding COVID 19.