

COVID-19 PREPAREDNESS PLAN

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COVID-19 PREPAREDNESS PLAN

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Evolving Plan

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- This Plan will change as we work our way through COVID-19.
- This Plan is meant as a guide and is for informational purposes only.
- Always work with your Township Attorney to tailor a plan specific to your needs.

Introduction/Basics

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- The Plan must be adopted by the Township Board.
- Sample plan is a framework, nuts and bolts are unique to your municipality and need to be incorporated.
- Recommend designating a “Workplace Coordinator” to oversee and administer the Plan.
- Acts as a point of contact for all questions.
- Appoint a back-up Workplace Coordinator.
- Update plan accordingly.
- FMLA applicability; review your personnel policies/contracts/CBAs, if applicable.

Be proactive

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- Train and educate employees to keep themselves and others safe.
- Review the Plan with all employees; provide copies; make available.
- Tailor the plan to be flexible: encourage employees to work from home, encourage them not to come to work if sick.
- Monitor employees and manage infections.
- Answer questions and discuss concerns.
- Promote proper etiquette: wash your hands, cover your mouth when sneezing.

Executive Order 2020-77:

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- Construed broadly to prohibit in-person work that is not necessary to sustain or protect life.
- All individuals who leave their home or place of residence must adhere to social distancing measures (6 feet) from people from outside the individual's household to the extent feasible.
- No person shall operate a business/conduct operations that require workers to leave their homes except to the extent that those workers are necessary to sustain or protect life, to conduct minimum basic operations, or to perform a resumed activity.
- Critical Infrastructure Workers: workers necessary to sustain or protect life – see attachment.
- Workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.

Executive Order 2020-77

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- Must determine which of their workers are necessary to conduct minimum basic operations and inform such workers of that designation.
- Must make such designations in writing.
- Workers don't have to carry copies of their designations when they leave the home to go to work.

Developing the Workplace Preparedness Plan

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COVID-19
Planning

Identify Essential Workers / Critical Infrastructure Workers

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- Executive Order 2020-77 requires the Township to restrict the number of workers present on the premises to no more than those strictly necessary to perform in-person work.
- Essential Workers: two types:
 - Critical Infrastructure Workers
 - ✦ Examples: police/fire; DPW; waster water & water officials; and,
 - Workers necessary to conduct minimum basic operations.
 - ✦ in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.

Symptoms

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- **Include COVID-19 Symptoms into your plan:**
 - Cough
 - Shortness of breath/difficulty breathing
 - Fever
 - Chills
 - Muscle Pain
 - Sore Throat
 - New loss of taste of smell
 - Nausea, vomiting, stomach complications

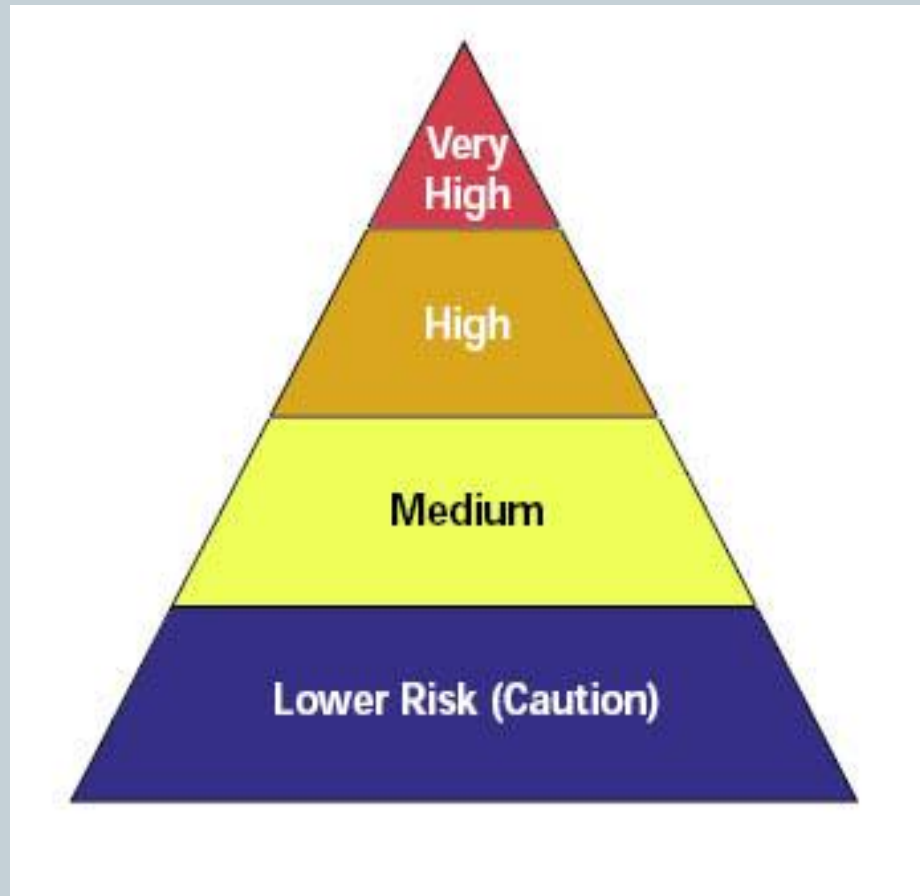
Preventative Measures

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- Identify how many departments you have.
 - I.e. Clerk, Treasurer, Supervisor, Assessor, Planning/Zoning, Building, Ordinance Enforcement, Police/Fire Protection Services, etc.
- Identify how many employees in each department.
- What risk level is each department?
 - See Slide 13.
 - The varying levels of risk will require greater protective measures.

OSHA/DOL: Classifying Occupational/Department Risk Pyramid

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Classifying Department/Worker Risk

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- **Very High**
 - Doctors, health care works, paramedics
 - People who come in direct contact with COVID-19.
- **High**
 - Ambulance workers
- **Medium**
 - Jobs that require close contact (6 feet or less) with other people who may be infected with COVID-19.
 - Contact with general public (police/fire?)
 - Traveling to different work site (i.e. zoning/building)
- **Lower Risk (Caution)**
 - Jobs that don't require regular contact with people.
 - Minimal contact with the public and co-workers.

Preventative Measures

- Executive Order 2020-77 allows:

“Conduct a daily entry screening protocol for workers, contractors, suppliers, and any other individuals entering a worksite, **including a questionnaire** covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.”

- May screen everyone, ask questions, touchless thermometer when possible, otherwise disinfect.
- PPE (gloves/masks, etc.)
- Self-monitoring
- Social Distancing
- Increased Disinfecting/Cleaning
- Work Remotely
- Hygiene Etiquette

Suspected COVID-19 Cases

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“Suspected COVID-19 Case” means an employee who experiences COVID-19 symptoms or was exposed to COVID-19.

- An employee who experiences COVID-19 symptoms or has been exposed to an infected person shall immediately notify the Workplace Coordinator.
- The infected employee’s name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- Employees who experience COVID-19 symptoms or become sick must go home immediately.
- The Workplace Coordinator shall ensure the sick employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- When may an employee who is a “Suspected of COVID-19 Case” may return to work? See slide 17.

Confirmed COVID-19 Cases

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“Confirmed COVID-19 Cases” means an employee who has tested positive for COVID-19.

- Any employee who tests positive for COVID-19 shall inform the Workplace Coordinator immediately and must go home immediately.
- An employee who is a “Confirmed COVID-19 Case” shall immediately disclose the names of other employees or workers s/he came in contact with during the past 14 days to the Workplace Coordinator.
- The infected employee’s name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- The Workplace Coordinator shall ensure the infected employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- When may an employee who is a “Confirmed COVID-19 Case” may return to work? See slide 17.

Sick Employee Returning to Work

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- This Plan adopts recommendations from the CDC regarding when an employee may return to work if s/he is a suspected or confirmed case of COVID-19. The CDC has developed two acceptable strategies to help determine when an employee with a suspected or confirmed case of COVID-19 may return to work:
 - *Symptom-based Strategy*: Employee will be excluded from work until: at least three (3) days or seventy-two (72 hours) have passed since the employee has recovered, defined by resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms such as cough or shortness of breath; and, at least 10 days have passed since symptoms first appeared.
 - *Test-Based Strategy*: Employee will be excluded from work until: resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms such as cough or shortness of breath; and a Negative result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart.

Families First Coronavirus Response Act

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- **Qualified Employer:** less than 500 employees;
- **Eligible Employees:**
 - all employees of covered employers.
 - Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child.
- Encourage notice, if possible.
- **Duration of Leave.**
 - Two weeks / 80 hours if quarantined or if experiencing symptoms and seeking medical diagnosis at regular rate of pay.
 - Two weeks / 80 hours, 2/3 rate of regular pay because of need to care for an individual subject to quarantine, or to care for a child whose school/ child care closed.
 - Up to an additional 10 weeks; 2/3 rate of regular pay for employee who has been employed for 30 days and can't work because child school / child care provider is closed/unavailable.

FFCRA – Qualifying Reasons for Leave:

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- Employee qualifies for paid sick time if the employee is unable to work due to a need for leave because:
 1. Subject to a Federal, State, or local quarantine/isolation order;
 2. Advised by a health care provider to self-quarantine;
 3. Experiencing COVID-19 symptoms & seeking a medical diagnosis;
 4. Caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
 5. Caring for a child whose school or place of care is closed/unavailable for reasons related to COVID-19; or
 6. Experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Don't require a Doctor's note

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- The DOL and OSHA recommend that employers **do not** require a doctor's note excusing an employee from work for COVID-19 related reasons.
 - I.e. Experiencing Symptoms, caring for a sick child or family member.
- Given the circumstances, someone with a suspected case of COVID-19 may not be able to see a medical professional for treatment.
- Be flexible.

Fair Labor Standards Act

- Differences between furlough & laid off employees.
- Generally, employers must pay covered non-exempt employees full minimum-wage and overtime;
- Not required to pay non-exempt workers for hours not worked.
- Reducing an exempt employee's salary may usually results in loss of the exemption → must be paid federal minimum wage/overtime for hours worked.
- Section 13(a)(1) of the FLSA requires payment of at least \$684/week on a salary basis for those employed as exempt executive, administrative, or professional employees.

QUESTIONS?

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