

## **Hollywood Township Preparedness Plan For Township Officers**

The Township is committed to providing a safe and healthy workplace and town operations for all officers, employees, and the public. To ensure a healthy 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 employees and officers are required to abide by the policies established in this policy. This Plan is administered by the Township Board, but all officers are responsible for supporting this effort. Township supervisors and managers 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 officers 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; and (5) contactless delivery of materials when possible. The use of the term “officers” describes all individual elected or appointed to a township office or position. It is not intended to describe individuals serving as employees or under contract with the township.

1. **Sick officers must stay home and isolate themselves.** Officers 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 workers’ health status prior to entering the workplace and for officers to report when they are sick or experiencing symptoms:

- A. Signing a sheet that indicates the officer does not have symptoms.

Officers exposed to COVID-19 will stay home for the required amount of time. Officers that have or are suspected of having COVID-19 should remain home until: (1) the officer feels better; and (2) it has been 10 days since the officer first felt sick, and (3) the officer had no fever for at three days without the use of medicine that reduces fevers. The Township will strive to protect the privacy of officers’ health status and health information. 2. Social Distancing of at least 6 feet must be maintained while working on Township Business. Officers will not have any in-person interaction with other township officers, employees, or the public unless it is necessary. When possible, officers will interact with each other, employees, and the public by remote means. Social distancing of at least six-feet will be implemented and maintained between employees and the public in the workplace and during all township activities through the following engineering and administrative controls:

- Officers who can work remotely are encouraged to do so.
- 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 must be disinfected between different users.
- Township buildings and offices will be open to the public.
- Township buildings open to the public will provide to the public: Sanitizer ***and face masks as needed.***
- 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 officers, employees, 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.
- The public will be encouraged to interact with Township officers and employees by remote means, whenever possible.

**3. Officers must maintain good personal hygiene.**

Basic infection prevention measures must always be implemented at our workplaces. Officers must wash their hands for at least 20 seconds with soap and water when entering the township buildings. All visitors to the township buildings must wash or sanitize their hands prior to or immediately upon entering the facility. ***Face masks must be worn when inside the building.*** Hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are 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.

- Officers ***are required*** to wear face masks or shields. Members of the public ***will*** wear a face mask while in any Township building and during any in-person communication with a township officer or employee ***when a 6 foot social distancing cannot be observed outside.***

**4. The township buildings will be ventilated when possible.**

Operation of the building 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: filters are changed regularly, all systems are checked on a regular basis.

**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: as needed when public may come in contact with the township facilities.

Adopted by the Hollywood Township Board on June 29, 2020

***Italics/bold/underlined are revised as of July 25, 2020***

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Vice Chair Bruce Fillbrandt

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Clerk Pam Henry-Neaton