

Hollywood Township Preparedness Plan

For Towns with Employees

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 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 employees are required to abide by the policies established in this policy. This Plan is administered by the Township Board, but all employees 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 workers 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.

- 1. Sick employees must stay home and isolate themselves.** Workers 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 workers to report when they are sick or experiencing symptoms:

- A.** Signing a sheet that indicates that employee does not have symptoms.

The Township has implemented leave policies that encourage sick employees to stay home while they or household members are sick, or when they are instructed by a health professional to isolate themselves. The Township's leave policy is as follows: Employees, if employee or family members symptomatic or diagnosed with COVID, employee is to stay home until it is deemed safe to return to work. Employee may use designated 2 weeks sick leave due to COVID under the Federal FCRA Act.

The Township will inform employees if they have been exposed to COVID-19 at the workplace, and will require the exposed persons to stay home for the required amount of time. Employees that have or are suspected of having COVID-19 should remain home until: (1) the employee feels better; and (2) it has been 10 days since the employee first felt sick, and (3) the employee had no fever for at three days without the use of medicine that reduces fevers. The Township will strive to protect the privacy of employees' health status' and health information.

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

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:

- Employees 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. If possible, staggered shifts may be offered to employees to reduce the number of people in the workplace at any time.
- 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. Some work activities may always not allow for a social distance of 6 feet. In that case, employees shall keep the 6 feet social distance from public.

3. Employees must maintain good personal hygiene.

Basic infection prevention measures must always be implemented at our workplaces. Employees must wash their hands for at least 20 seconds with soap and water 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 must wash or sanitize their hands prior to or immediately upon entering the facility. **Facemasks must be worn when inside the buildings.** 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.

- Employees **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 unable to observe the 6 foot social distancing outside.**

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: Furnace and Air conditioning was updated last summer. Filters are changed regularly. All systems are checked on a daily 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: daily and as needed when public may be coming into the building if known ahead of time.

Adopted by the Hollywood Township Board on June 29, 2020

Italics/Bold/underlined are revised as of July 25, 2020.

Vice Chair Bruce Fillbrandt

Clerk Pam Henry-Neaton