

## West Lakeland Township Preparedness Plan

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/officers are required to abide by the policies established in this policy.

This Plan is administered by the Township Board, but all employees/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 workers/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.

### **1. Sick employees/officers must stay home and isolate themselves.**

Workers/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'/officers' health status prior to entering the workplace and for workers/officers to report when they are sick or experiencing symptoms:

Workers/officers will wash or sanitize his/her hands prior to starting and will sanitize his/her respective workspace at the start and end of his/her scheduled time.

The Township has implemented leave policies that encourage sick employees/officers 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:

Workers/officers are to maintain proper quarantine for the recommended period of time or as recommended by a medical professional.

The Township will inform employees/officers 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/officers that have or are suspected of having COVID-19 should remain home until: (1) the employee/officer feels better; and (2) it has been 10 days since the employee/officer first felt sick, and (3) the employee/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 employees'/officers' 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/officers and the public in the workplace and during all township activities through the following engineering and administrative controls:

- Employees/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. If possible, staggered shifts may be offered to employees/officers to reduce the number of people in the workplace at any time.
- Township buildings and offices generally will not be open to the public, except for specified special meetings or by advance appointments only.
- Township Board meetings will be conducted by remote capabilities 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 if such meeting is held at the Township office, but will not be feasible if meetings are held at Oakland Middle School. 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 reasonably possible.

Some work activities may always not allow for a social distance of 6 feet. In that case, employees/officers shall

### **3. Employees/officers must maintain good personal hygiene.**

Basic infection prevention measures must always be implemented at our workplaces. Employees/officers 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. 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/officers are required to wear face masks or shields while interacting with the public. Members of the public are required to wear a face mask or shield while in any Township building and or places where the Township meetings are held, during any in-person communication with a township officer or employee.

### **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:

When reasonably practicable, windows shall remain open to provide proper ventilation.

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**5. Workplace will be cleaned and disinfected regularly.**

Township offices, workplaces, and places of public use will be cleaned and disinfected after each use. Items and things handled by more than one person will be cleaned and disinfected regularly. Because the Township offices is not generally open to the public and employees/officers are working remotely, there is only a need to clean and disinfect when the places are occupied. Any items or things that are handled by more than one person, the last person to use it is responsible for cleaning and disinfecting the prior to handing it off to another person.