

5th Amended COVID-19 Preparedness & Response Plan For Van Buren County Road Commission

Revised 08/18/2021

General

The following COVID-19 Preparedness and Response Plan has been established for Van Buren County Road Commission (VBCRC) in accordance with recommendations contained in the Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Safety and Health Administration, current guidance for COVID-19 from the U.S. Centers for Disease Control and Prevention (CDC). The primary goals of this plan are to prevent or minimize the spread of illness within the Road Commission while preserving, to the extent possible, the continuity of essential Road Commission operations. All VBCRC employees are expected to adhere to this plan. This plan may be updated and revised as future circumstances warrant.

The Van Buren County Road Commission is a critical infrastructure employer and considers all its personnel essential to meeting the core mission of the Road Commission.

VBCRC has designated worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. These worksite supervisors are:

- Finance & Human Resources Director, Linnea Rader
- Roadside Group Leader, Mike Ritsema
- Drainage Group Leader, Johnny Chancellor
- Buildings & Maintenance Group Leader, Robert Drake
- Shop Group Leader, Nick Mead

At least one of these supervisors will remain on-site while employees are present. An on-site employee may be designated to perform the supervisory role.

This Plan will be made readily available to our employees via hard copy and electronic version sent via the Remind Application.

Definition of Terms

For the purposes of this plan, the following definitions apply:

- Fully Vaccinated Employees – Persons for whom at least two (2) weeks have passed since receiving the final dose of an FDA-approved or authorized COVID-19 vaccine.
- Social Distancing – maintaining a distance of at least six (6) feet from all other persons.
- Shared Space – a space that is accessible to or utilized by multiple individuals at the same time where social distancing cannot be maintained and no physical barriers separate individuals from contact with each other.
- Close Contact – being within approximately six (6) feet of an individual who tests positive for a cumulative total of fifteen (15) minutes or more over a twenty-four (24) hour period starting two (2) days before illness onset (or, for asymptomatic individuals, two (2) days prior to test specimen collection).

Hand Hygiene

Employees shall follow the general COVID-19 communicable disease prevention actions recommended by the U.S. Centers for Disease Control and Prevention (CDC), specifically:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol.

- Avoid touching eyes, nose, and mouth with unwashed hands.
- Stay home when sick and avoid close contact with people who are sick.
- Cover cough or sneeze into elbow or tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

The Safety Coordinator will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. When handwashing facilities are not available, VBCRC will provide employees with alcohol-based hand sanitizers containing at least 60% alcohol. VBCRC will provide time for employees to wash hands frequently and to use the provided hand sanitizer.

Disinfection of Environmental Surfaces

VBCRC will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Cleaning supplies will be made readily available to employees upon entry as well as at worksites. All Road Commission vehicles and equipment have hand sanitizer supplied.

All Group Leaders and the Safety Coordinator will be responsible for seeing that environmental surfaces (for example, tabletops and door handles) in the workplace are cleaned and disinfected. When choosing cleaning chemicals, VBCRC will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 (the virus that causes COVID-19) based on data for harder to kill viruses. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods and chemical(s) used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Desks, Tables, Counter-Tops, Work Benches	Re-Juv-Nal #816, 10 Minutes of Saturation or Q.T. Plus, 3 Minutes of Saturation	At Least Once Daily
Door Handles	Re-Juv-Nal #816, 10 Minutes of Saturation or Q.T. Plus, 3 Minutes of Saturation	At Least Once Daily
Phones, Keyboards, Mouse, other desk items	75% Alcohol Wipes, 10 Minutes of Saturation	At Least Once Daily
Vehicle Door Handles, Steering Wheels, Radios	Q.T. Plus, 3 Minutes of Saturation	Upon Entry and Exit

Enhanced cleaning and disinfection practices will be performed after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed; employees will be sent home or relocated. The Finance & Human Resources Director will be

responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

- **Employee's Disinfect All Areas, Tools, and Equipment Prior To and After Each Use**
- **Disinfectant Fogging Services provided by ServPro**

Use of Common Spaces

Use of non-essential common spaces, e.g. break rooms, kitchens, etc. will be restricted. Employees are required to practice social distancing and wear a face covering in such areas. Food, drink, and eating utensils must not be shared between employees.

Personal Protective Equipment (PPE)

All employees will be provided with non-medical grade face coverings. Employees (regardless of vaccination status) shall wear them in the workplace as much as they are able to tolerate and are required to do so in shared spaces, including during in-person meetings, in restrooms and hallways, and whenever social distancing in the workplace is not possible. Employees are responsible for cleaning their masks and/or requesting a new mask as needed.

Reporting Signs & Symptoms

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Linnea Rader, Finance & Human Resources Director. VBCRC has provided employees with instructions for how to make such a report to the employer. If directed by VBCRC, the employee must make reasonable efforts to schedule a COVID-19 test within three (3) days after receiving the Road Commission's request.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

- 1. Call Linnea Rader at (269) 621-5282**
- 2. AND FOLLOW CALL-IN PROCEDURES AS DETAILED IN THE AGREEMENT**

VBCRC will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

VBCRC will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at risk of infecting others with COVID-19.

Employees Testing Positive

If an employee has tested positive for COVID-19 he/she must not report to work until either he/she

provides the Road Commission with a note from a healthcare provider or public health professional indicating that he/she has completed any required isolation period, or all of the following conditions are met:

- A. If the employee had a fever, twenty-four (24) hours have passed since the fever has stopped without the use of fever-reducing medications.
- B. At least ten (10) days have passed since the positive test sample was provided.
- C. The employee's principal symptoms of COVID-19 have improved.
- D. If the employee has been advised by a health care provider or public health official to remain isolated, the employee is no longer subject to such advisement.

When an employee is identified with a confirmed case of COVID-19, the Finance & Human Resources Director will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. An infected employee's privacy will be protected to the greatest extent possible. Management will only share that information determined to be necessary to protect the health of the employees in the workplace, but at the same time maintain confidentiality as required by the Americans with Disabilities Act (ADA). Medical information related to a specific employee will not be disclosed.

Employees Displaying Symptoms

If an employee displays the principal symptoms COVID-19 but has not yet tested positive, he/she shall not report to work until one of the following conditions are met:

- A. A negative diagnostic test result has been received.

Or

- B. All of the following apply:
 - i. At least ten (10) days have passed since the principal symptoms of COVID-19 started.
 - ii. The employee's principal symptoms of COVID-19 have improved.
 - iii. If the employee had a fever, twenty-four (24) hours have passed since the fever subsided without the use of fever-reducing medication.

Employees In Close Contact with COVID-19 Positive Individuals (Confirmed or Suspected)

Except as provided below, an employee who has had close contact with an individual who tests positive for COVID-19 shall not report to work until one (1) of the following conditions is met:

- A. Fourteen (14) days have passed since the employee last had close contact with the individual, provided the employee has not experienced any symptoms of or tested positive for COVID-19. If the employee experiences symptoms or tests positive, the aforementioned provisions for these circumstances will apply.
- B. The employee is advised by a health care provider or public health professional in writing that they have completed any required quarantine period.

If the employee is not experiencing any symptoms and has not tested positive, then, at the sole discretion of the Road Commission, he/she may continue working, but only if all of the following conditions are met:

- The employee is necessary for continuity of critical operations (i.e. without the employee, the critical operation would stop or be significantly impeded; the critical task could not be delayed or temporarily covered by other employees);
- The Road Commission will measure the employee's temperature with a touchless thermometer and assess his/her symptoms prior to his/her starting work each day;
- The employee must self-monitor for symptoms during the day;
- If the employee becomes sick during the day or tests positive, the employee must notify his/her supervisor and go home immediately;
- The employee must wear a face covering at all times (not just within six (6) feet of co-workers) while at work;
- The employee must stay at least six (6) feet apart from others and practice social distancing as work duties permit in the work place;
- Beyond standard cleaning protocol, the exposed employee will clean and disinfect all areas such as offices, bathrooms, common areas, and share equipment he/she comes into contact with at the Road Commission. The enhanced safety protocols will remain in place for fourteen (14) days after the employee's last exposure to the individual with confirmed or suspected COVID-19.

Employees who have tested positive for COVID-19 within the past three (3) months and have recovered may still report to work after a close contact as long as they do not develop new COVID-19 symptoms. Likewise, employees who are fully vaccinated may still report to work as long as they do not develop new COVID-19 symptoms. Proof of the positive test or completed vaccination will be required by VBCRC.

Training and Information Distribution

VBCRC will provide information to educate/train workers on, at a minimum:

- Workplace infection-control practices.
- Signage indicating masks must be worn – regardless of vaccination status.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the Road Commission of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

The Safety Coordinator shall create a record of the distribution of training materials. Records should include the name of the employee(s) receiving the information and the date of distribution. Posters will be placed in the workplace to encourage staying home when sick, cough and sneezing etiquette, and proper hand hygiene practices.

Recordkeeping

VBCRC will maintain the following records as they relate to the COVID-19 Preparedness and Response Plan:

- Training and information distribution records.
- When an employee is identified with a confirmed case of COVID-19, a record of when the local public health department was notified, as well as any co-workers, contractors, or vendors who may have come into contact with the person who is the confirmed case of COVID-19.

The Safety Coordinator will ensure that the records are kept.

Workplace Safety Concerns

Any employee who has questions about this plan or concerns about health and safety in the workplace should contact the COVID-19 Coordinator, Linnea Rader. No employee who expresses a concern about health or safety in the workplace will be subject to any retaliation. Employees who are concerned about possible exposure to COVID-19 should refer to CDC guidance for how to conduct a risk assessment at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/assess-manage-risk.html>.