

St. James Township COVID-19 Preparedness and Response Plan

Introduction

The novel coronavirus (“COVID-19”) pandemic is a respiratory infection that has spread throughout the United States, including Michigan, bringing thousands of deaths, resulting in tens of thousands of confirmed cases, and deeply disrupting this state’s economy, homes, educational, civic, social, and religious institutions.

1 At this time, a COVID-19 vaccination protocol does exist and all employees are encouraged to follow the protocol. St. James Township has developed a COVID-19 Preparedness and Response Plan consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”).

2 The Department of Labor (“DOL”) and OSHA have stated that it is important to plan now for potential COVID-19 outbreaks in order to reduce the impact of these outbreaks at the workplace.

Pursuant to Executive Order 2020-77, the St. James Township Board of Trustees (“Township”) has adopted this Preparedness and Response Plan (“Plan”) to promote the health, safety and general welfare of its employees and public offices in order to reduce the impact of COVID-19 infections at the workplace.

The Township Supervisor may prohibit or direct all in-person government activities except for critical infrastructure workers and workers that are necessary to conduct the minimum basic operations whose in-person presence is strictly necessary as defined by the EO 2020-77.

3 This Plan designates **Julie Gillespie** as the Township Workplace Coordinator to oversee and implement the policies of this Plan. **Tessa Jones** is designated as back-up Township Workplace Coordinator in the event that **Julie Gillespie** is absent, sick or otherwise unavailable to oversee and implement the policies of this Plan.

4. Each township facility will have a named Facility Workplace Coordinator that will monitor all facility workers on a daily basis following the monitoring guidelines. Any incidents of sickness, absence or necessary leave will be reported to the Township Workplace Coordinator.

Facility Workplace Coordinators:

Governmental Center: Roberta Welke – Township Supervisor
Transfer Station: Bob Marsh - Director
Municipal Marinas: Marlene Wiser- Harbor Master
Township Airport: Rachel Teague – Airport Manager
EMS: Cody Randall – EMS Director

Fire Station: Tim McDonough – Fire Chief

Action Plans will be developed in a Phased approach as new information is obtained by Governor Executive Orders and/or as determined by the Township Board of Trustees.

Symptoms of COVID-19:

Employees of the Township should familiarize themselves with the symptoms for COVID-19 for self-monitoring purposes. Any employee experiencing COVID-19 symptoms should immediately inform the Facility Workplace Coordinator and go home. The Centers for Disease Control and Prevention (“CDC”) describes symptoms for COVID-19 to include:

- Cough
- Shortness of breath or difficult breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- nausea, vomiting, or diarrhea

1. Essential Workers

The Township Supervisor may restrict the number of workers present on the premises to no more than those strictly necessary to perform in-person work.

This plan distinguishes between two types of essential worker: “critical infrastructure workers” and workers “necessary to conduct minimum basic operations”.

Critical Infrastructure Workers

The Township consists of **27** employees who are classified as critical infrastructure workers. This plan lists these workers as those in conformance definitions provided by the Director of the U.S. Cybersecurity and Infrastructure Security Agency. These workers include public safety, law enforcement and first responders, wastewater officials, public works employees, etc.

Workers Necessary to Conduct Minimum Basic Operations

The Township consists of **9** employees who are classified as workers necessary “to conduct the minimum basic operations, and whose 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.”

The Township has identified and informed its critical infrastructure workers or other workers in writing who are necessary to conduct the minimum basic operations of the Township. Only these workers/employees are permitted to work on Township premises or complete their job duties away from their homes. All other employees will work remotely.

St. James Township Employees

St. James Township Board of Trustees – Necessary High Risk

Description of Essential Services: The chief legislative and policy-making body of St. James Township Government is the 5-member Board of Trustees

Number of Employees: 5

Plan of Action: The Township Supervisor, at least three (3) days prior to any scheduled meeting, will notify the board and public if the meeting will not be held in person.

Township Supervisor – Necessary High Risk

Description of Essential Services: The Office of township supervisor is a four-year, partisan office, established by the State Constitution, and is therefore charged with many statutory duties. The township supervisor moderates board and annual meetings, is the township's legal agent, maintains records of supervisor's office, develops township budget, and oversees the day-to-day operation of the township. In March 2020, the township board authorized the Supervisor to implement any State or Federal mandates that may be issued during the course of emergency circumstances related to the pandemic and authorized the Supervisor to be the official contact and spokesperson for the townships during the course of emergency circumstances related to the pandemic

Number of Employees: 1 Deputy Supervisor – **Non-essential Low Risk**

Plan of Action: The supervisor may work from a home office but will return to work at the Governmental Center as required. The deputy supervisor may work from home at further direction from the supervisor.

Township Clerk – Necessary High Risk

Description of Essential Services: The office of township clerk is a four-year, partisan office, established by the State Constitution, and is therefore charged with many statutory duties. The Clerk administers all elections in the township, maintains the voter registration files, is the official custodian of township records, and is responsible for keeping a record of the expenditures made for the township.

Number of Employees: 1 Deputy Clerk – **Necessary High Risk**

Plan of Action: The Clerk may work from a home office but will return to work at the Governmental Center at the direction of the Township Supervisor. The Deputy Clerk will work at the direction of the Clerk.

Township Treasurer – Necessary High Risk

Description of Essential Services: The Office of township treasurer is a four-year, partisan office, established by the State Constitution, and is therefore charged with many statutory duties. This office is responsible for sending tax bills, receiving, the funds and collecting overdue payments. Once received, the Treasurer will disburse that money among the various agencies that need it. The Treasurer by statute has custody over township cash and investment accounts.

Number of Employees: 1 Deputy Treasurer – **Necessary Low Risk**

Plan of Action: The Township Treasurer may work from a home office but will return to work at the Governmental Center at the direction of the Township Supervisor. The deputy treasurer will work at the direction of the Treasurer.

Terrestrial Invasive Species (TIS) Administrator - Necessary Low Risk

Description of Essential Services: Maintains, administers, and enforces the Beaver Island Terrestrial Invasive Species program. Works with the Township employees and the general public to ensure that the Terrestrial Species program is administered according to ordinance and Township plans.

Number of Employees: 1

Plan of Action: The TIS Administrator may work from a home office but will return to work at the Governmental Center at the direction of the Township Supervisor.

Township Planning Administrator – Necessary Low Risk

Description of Essential Services: Works with the Township employees, Township Board, Planning Commission and others in the development, update and maintenance of Township plans such as Beaver Island Master Plan, Parks and Recreation Plan, Harbor Plan, etc. Assists in the development of strategic and operations plans.

Number of Employees: 1

Plan of Action: The Township Planning Administrator may work from a home office but will return to work at the Governmental Center at the direction of the Township Supervisor.

Township Administrative Assistant – Necessary Low Risk

Description of Essential Services: Works with the Township Supervisor, Township Board, and township employees in the maintenance of all township records regarding township boards, committees, commissions and authorities, etc.. Maintains system administration function of government data bases needed for grant administration.

Number of Employees: 1

Plan of Action: The Township Administrative Assistant may work from a home office but will return to work at the Governmental Center at the direction of the Township Supervisor.

Planning and Zoning Administrator – Necessary High Risk

Description of Essential Services: Maintains, administers, and enforces the Beaver Island Zoning Ordinance. Works with the Planning Commission, Zoning Board of Appeals, and the general public to ensure that land development is appropriately implemented. Prepares amendments to the Master Plan, prepares zoning amendments, and conducts planning studies.

Number of Employees: 1

Plan of Action: Office hours will remain Wednesdays 10-2, with appointments arranged for other times, via phone 448-2000 Wednesdays or 448-2830 9-5:30 Monday thru Friday, or email at rickspeck@tds.net or speck.stjamestwp.bi@gmail.com.

Emergency Management Services – Critical Very High Risk

Description of Essential Services: Beaver Island emergency manager is a position whose main duties include: plan, direct and coordinate a comprehensive emergency management program. Responsible for the maintenance of all communications and other equipment and the coordination and integration of systems including telephone, computer and radio interfaces. Responsible for all administrative functions of the department including financial and personnel management, including the supervision of dispatch personnel and preparation and administration of the budget.

Number of Employees: 12

Plan of Action: This group is providing high level, round the clock emergency management services for the Townships and the community. EMS first responders report remotely and the EMS Director is responsible for ensuring compliance to this plan.

Buildings and Grounds, Airport Maintenance and Sewer Maintenance – Critical Infrastructure High Risk

Description of Essential Services: The Building and Grounds Department is responsible for maintenance and upkeep of Township owned facilities. The Township contracts some of these services.

Number of Employees: 4

Plan of Action: The contracted individuals are reporting to work as normal. Janitorial efforts in particular have been extensively increased during this time to twice a week.

Beaver Island Waste Management/Transfer Station – Critical Infrastructure High Risk

Description of Essential Services: The Beaver Island Transfer Station is the Recycling Drop-Off Center, Refuse Collection and Disposal Service, Industrial Waste Recycling, Recycling and Redemption Center, Waste Reduction Disposal and Recycling Service and offers Disposal, Industrial Projects, Recycling, Transportation, Hauling, Industrial Service etc.

Number of Employees: 3

Plan of Action: The contracted individuals are reporting to work according to a schedule set by the Director and who is responsible for ensuring compliance with this plan.

Municipal Marinas North and South – Critical Infrastructure High Risk

Description of Essential Services: The Municipal Marina includes two locations. Marina South is located next to the ferry dock and is open June 10 - September 30. All 25 slips have power and water. Marina North, formerly Anderson's Beaver Island Marina, is open June 29 - September 30. Both locations offer updated WIFI, lounges, restrooms with showers, ice, and laundry facilities.

Number of Employees: 7

Plan of Action: The Harbor Master supervises both marinas and is responsible for ensuring compliance to this plan

Beaver Island Township Airport – Critical Infrastructure High Risk

Description of Essential Services: The Beaver Island Township Airport is the municipal airport for Beaver Island. This airport is lighted from dusk to dawn. 100LL fuel is available for private planes. The terminal building has public restrooms, payphone and a small lobby. There are three runways available.

Number of Employees: 1

Plan of Action: The Airport will remain open for business and is managed by the Airport Manager. Employees of Fresh Air Aviation report to the Airport Manager who is responsible for ensuring compliance to this plan.

Beaver Island Fire Station #1 – Critical Infrastructure High Risk

Description of Essential Services: The Beaver Island Fire Station is located in St. James Township and is a volunteer fire department. Beaver Island Fire Department provides fire protection and emergency response services to the Beaver Island, MI community with a mission to prevent the loss of life and property. In addition to responding to calls for fire suppression, Beaver Island Fire Departments respond to medical emergencies, incidents involving hazardous materials, rescue calls, and motor vehicle or other accidents, etc.

Number of Employees: 1

Plan of Action: The Fire Chief is responsible for this station and compliance to this plan.

St. James Township Commissions, Boards and Committees

Plan of Action:

All Township Commissions, Boards and Committees shall meet as needed and required in face-to-face meetings are approved by the Township.

- Planning Commission
- Waste Management/Transfer Station
- Airport Commission
- Telecommunications Advisory Committee
- Finance and Public Works Committee

2. Preventative Measures as Authorized by the Township Supervisor

Working Remotely

All employees are encouraged to work remotely to the extent that they can; as authorized by the Township Board; and as agreed upon by the Township Supervisor.

Non-essential employees are required to work remotely and are not permitted at the Township Offices.

Township Governmental Center Building

The Governmental Office Building will be opened to Essential personnel only who have offices in the building:

- Township Supervisor
- Township Clerk
- Township Treasurer
- TIS Administrator/Planning Administrator
- Administrative Assistant/Deputy Supervisor
- EMS Director
- Zoning Administrator

Plan of Action:

May allow for public and employee entry to the building as determined by the Township Supervisor:

- By appointment only
- Having a restricted space for public and official interaction

The Governmental Center's common areas shall be cleaned and disinfected at least twice weekly. Individuals with offices in the building are responsible for cleaning and disinfecting their own office area.

Township Hall Use

The Township Hall will be open for Township Board meetings, elections and other essential work as identified by the Township Board. The Township Hall shall not be rented or open to other non-essential group gatherings as directed by the Township Supervisor.

The Township Hall will be cleaned and disinfected before and after any meeting, election or other Board authorized use at the direction of the Township Supervisor.

Old DNR Building

This building will have limited use and shall be overseen by the Township Supervisor.

Township Facility Workplace Monitoring

Beaver Island Transfer Station
Township Airport
Marina North and Marina South
Beaver Island Fire Hall

Once this Plan is activated, daily screening for Essential workers who work at township facilities. Employees who are sick are encouraged to stay home. The Facility Workplace Coordinator is responsible for measuring an employee's temperature and observing any COVID-19 symptoms before the employee's shift begins. Employees who do not have a temperature over 100.4 degrees shall monitor themselves for any COVID-19 symptoms.

Anyone entering the workplace is required to answer a questionnaire covering the symptoms and suspected or confirmed exposure to people with possible COVID-19 contact or infections.

The Facility Workplace Coordinator shall ask every worker entering Township facilities the following questions:

1. Are you feeling sick?
2. Are you experiencing any COVID-19 symptoms?
3. In the past 72 hours did you have a fever?
4. Have you been exposed anyone who is a suspected case or confirmed case of COVID-19?

Any employee or worker entering a Township Office who answers "yes" any of these questions shall be sent home and may not return to work until the provisions of Section 4, "Sick Employees Returning to Work" are satisfied.

The Facility Workplace Coordinator will report any incidents to the Township Workplace Coordinator.

Employee Self-Monitoring

Employees must monitor themselves and self-report if they are exposed to COVID-19 and/or are experiencing any symptoms.

Employees experiencing COVID-19 symptoms shall leave work immediately.

Employees shall immediately disclose to the Facility/Township Workplace Coordinator if s/he was exposed to COVID-19

Any employee who knowingly comes in contact with COVID-19 or is experiencing COVID-19 symptoms must inform his/her employer immediately.

Employee Social Distancing

Employees shall comply with social distancing standards defined by the Centers for Disease Control and Prevention (“CDC”). The CDC defines “social distancing” to mean keeping space between yourself and other people outside your home.

Employees are required to stay at least six (6) feet away from other people and shall not gather in groups where social distancing standards cannot be satisfied.

Increased Facility Cleaning and Disinfection

The spread of COVID-19 occurs most frequently between people who are in close proximity to each other (less than 6 feet). The Township shall ensure that the facility is deep cleaned at least twice weekly.

The Township shall provide and ensure sufficient hand cleaners, disinfecting supplies and sanitizers.

Employees are required to clean and disinfect their workspaces daily.

Employees shall clean their work spaces with soap and water if disinfectant cleaners are not available.

Proper Workplace Hygiene Etiquette

Employees should wash hands regularly with soap and water for at least 20 seconds and use alcohol-based hand sanitizers when available.

Employees should not use co-workers’ telephones, workspaces or other personal items.

Employees should disinfect their workspaces daily.

Classifying Department Risks

The Township Board shall examine every department and employee’s job description according to the worker exposure risk to COVID-19 pursuant to the Occupation Risk Pyramid developed by OSHA.

Personal Protection Equipment (“PPE”)

The Township will provide the appropriate Personal Protection Equipment to employees based on the individual occupational risk.

Employees are encouraged to wear PPE to prevent exposure to contaminated surfaces. PPE includes gloves, protective eyewear, face shields, masks and respirators. PPE will be provided to workers who are at greater risk to exposure.

Employees are required to wear masks where the work environment is such that they cannot consistently maintain six (6) feet of separation from other people.

Plan of Action: PPE will be purchased for all personnel and available at all work places as needed, which includes but not limited to:

- Masks
- Gloves
- Touchless Thermometer
- Plexiglass Sneeze Guards

3. Suspected or Confirmed COVID-19 Cases.

“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 Facility Workplace Coordinator who shall then notify the Township Workplace Coordinator. This employee should be tested for COVID-19 at the Beaver Island Rural Health Center or at the Governmental Center through self-test protocols established by the Township. If the self-test is positive, employee shall be tested again at the Beaver Island Rural Health Center.
- The infected employee’s name shall remain confidential and the Township 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 and be tested for COVID-19 at the Beaver Island Rural Health Center.
- The Facility Workplace Coordinator shall ensure the infected employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.

- An employee who is a “Suspected of COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied. “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 Facility Township Workplace Coordinator immediately and must go home immediately. The Township Workplace Coordinator shall be notified 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 Township Workplace Coordinator.
- The infected employee’s name shall remain confidential and the Township 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 Facility Workplace Coordinator shall ensure the infected employee’s workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- An employee who is a “Confirmed COVID-19 Case” may return to work once the provisions of Section 4 of this Plan are satisfied.

4. Sick Employees Returning to Work.

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. An employee with a suspected or confirmed of a case COVID-19 may return to work:

Test-Based Strategy: 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 ≥ 48 hours apart.

5. Families First Coronavirus Response Act (“FFCRA”):

Employee Paid Leave Rights. The FFCRA requires the Township to provide employees with paid sick leave or expanded family and medical leave for certain reasons related to COVID-19.15 Employees are entitled to the following benefits provided by the FFCRA:

- Two weeks (up to 80 hours) of paid sick leave at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State,

or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19."

An employee may choose to substitute any accrued vacation leave, personal leave or medical/sick leave for the first two weeks of partial paid leave.

Although notice of leave is not required, employees are encouraged to inform the Workplace Coordinator if leave is foreseeable.

A. Qualified Reasons for Leave.

The FFCRA provides the following qualifying reasons for leave:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

B. Duration of Leave.

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

C. Calculation of Pay.

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).