



## **COVID-19 POLICY AND WORK SAFETY GUIDELINES FOR MERIDIAN TOWNSHIP BUILDINGS**

(Updated February 15, 2022)

### **PURPOSE**

Meridian Township has established a Workplace Policy and Work Safety Guidelines document and provides updates as necessary to control and limit the spread of COVID-19. The Township's evolving COVID-19 Policy and Work Safety Guidelines have been in place since March 24, 2020. The guidelines focus on the health and safety of our employees, visitors and the community. The Township continues to review the Centers of Disease Control and Prevention (CDC) Guidelines and Occupational Safety and Health Administration (OSHA), as well as local and county guidelines and takes them into consideration to promote safe workplace procedures for employees and those we serve. The Township is committed to the implementation and compliance of its Environmental and Administrative Work Practice Controls and providing Personal Protective Equipment (PPE) to reduce the infectious risk levels of COVID-19 in the workplace.

### **BASIC INFECTION PREVENTION MEASURES IMMEDIATELY IN PLACE**

The following list of environmental, administrative and PPE infection control practices are in place to protect all employees in an effort to reduce the spread of COVID-19:

- **Effective Tuesday, February 22, 2022:** The Township will no longer require, but instead **strongly encourage** employees and visitors to wear face masks while conducting business in Township buildings. **\*IMPORTANT NOTE\* Masking protocol may be different for first responders, medical first responders, and other Township staff who work in the field or those required to enter privately owned homes or buildings for work. Please confirm with your Department Director. Temporary masking will be required as directed for employees approved to return from quarantine or isolation.**
- Employees are asked to conduct health self-screening (i.e.; monitor for symptoms and take their temperature) at home prior to coming to work;
- Employees are directed to stay home if they are sick and continue to monitor for signs and symptoms of COVID-19, such as; fever or chills, cough, new shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, etc.; Employees with a temperature of over 100.4 degrees are asked not to enter Township buildings or work areas and will be informed to self-isolate and contact their primary care physician's office or urgent care facility for direction. Employees who become sick at work with COVID-19 symptoms will need to go home to self-isolate and are advised to contact their primary care physician's office or urgent care for direction.

- Frequent and thorough hand washing is strongly encouraged. Hand sanitizer is also available in work and common areas;
- Infection etiquette such as covering coughs and sneezes is strongly encouraged;
- Plastic shields have been installed between staff and visitors for high-volume customer service areas, and routine cleaning and disinfecting shall be completed for frequently touched surfaces or shared equipment such as copy machines, telephones, fax, etc.
- Floor markings to designate six (6) feet of distance have been placed for customers/residents to be apart from another while waiting for service;

## ADMINISTRATIVE CONTROLS

**For employees who test positive for COVID-19 or have symptoms (regardless of vaccination status),** the protocol is as follows:

- Notify your Workplace COVID-19 Coordinator/HR Director immediately**
- Stay home and isolate for at least 5 days and monitor your symptoms**  
Day 1 is the first full day after your symptoms developed or your test specimen was collected. If you have an emergency warning sign, such as trouble breathing, seek emergency medical care immediately.
- Return to work once recovered**  
Your workplace COVID-19 Coordinator/HR Director will work with you to plan for your return once you have recovered. An employee who has recovered from COVID-19 may return to work when at least 5 days\* have passed since symptoms first appeared, and, if the employee had a fever, at least 24 hours have passed since the employee has recovered, defined by resolution of fever without the use of fever-reducing medications **and** other symptoms of COVID-19 are improving. Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation. \*Please note that day 0 is the first day of symptoms or a positive viral test. If you did not have symptoms, isolation will end after at least 5 full days after your positive test. If you were severely ill with COVID-19 or are immunocompromised, you should isolate for at least 10 days and consult your doctor before ending isolation. You must provide a copy of your positive test to your COVID-19 Coordinator/Human Resources Director prior to your return.
- Wear a well-fitted mask for 5 full days any time you are around others in the workplace. Do not go to places where you are unable to wear a mask.**  
An employee returning to work after 5-day COVID-19 **isolation must** wear a well-fitted mask in the building for an additional 5 full days anytime they are around others, especially when working within 6 feet of others, working in open areas where others are present, riding in Township vehicles with others, attending meetings, etc.

**For employees who have had an exposure or close contact with an individual who has tested positive for COVID-19**, which means being within approximately six 6 feet of an individual for 15 minutes or more, cumulatively, while caring for, living with, visiting or sharing space with an individual, the protocol is as follows:

**Close contacts who are unvaccinated or not up-to-date or fully vaccinated\***:

\*Fully vaccinated means you have received your booster or completed your two-shot vaccination or single-shot Johnson & Johnson vaccination in the last 6 months. Follow this unvaccinated protocol if your vaccination is incomplete or if you completed the vaccination process more than 6 months ago and haven't received your booster. You will be asked to provide your vaccination or updated vaccination card if you haven't already provided it to HR.

a) **Stay home and quarantine for at least 5 full days**

The date of your exposure is considered day 0. Your workplace COVID-19 Coordinator/HR Director will work through this process with you and help to plan for your return once you have recovered. Continue to monitor for symptoms. If symptoms develop, isolate immediately and notify your COVID-19 Coordinator/HR Director and follow the applicable protocol.

b) **Continue to monitor for symptoms**

If symptoms develop, isolate immediately and notify your COVID-19 Coordinator/HR Director and follow the applicable protocol.

c) **Get tested at least 5 days after you last had close contact/exposure**

Turn in your test result to your COVID-19 Coordinator/HR Director and continue to monitor for symptoms. If symptoms develop, notify your COVID-19 Coordinator/HR Director and follow the applicable protocol.

d) **Wear a well-fitted mask for 5 full days any time you are around others in the workplace. Do not go to places where you are unable to wear a mask**

An unvaccinated employee (or employee who is not up-to-date or fully vaccinated) who is returning to work after 5-day COVID-19 **quarantine** **must** wear a well-fitted mask in the building for an additional 5 full days anytime they are around others, especially when working within 6 feet of others, working in open areas where others are present, riding in Township vehicles with others, attending meetings, etc.

**Close contacts who are fully vaccinated\*** or close contacts who were confirmed positive for COVID-19 within the last 90 days (meaning they tested positive using a viral test):

\*Fully vaccinated means you have received your booster or completed your two-shot vaccinations or single-shot Johnson & Johnson vaccine in the last 6 months. Follow the unvaccinated protocol if your vaccination is incomplete or if you completed the vaccination

process more than 6 months ago and haven't received your booster. You will be asked to provide your vaccination or updated vaccination card if you haven't already provided it to HR.

- a) **Wear a well-fitted mask for 10 full days any time you are around others in the workplace. Do not go to places where you are unable to wear a mask.**  
For the 10 days following a close contact/exposure, a vaccinated employee, or an employee who were confirmed positive for COVID-10 within the last 90 days, **must** wear a well-fitted mask in the building for 10 full days anytime they are around others, especially when working within 6 feet of others, working in open areas where others are present, riding in Township vehicles with others, attending meetings, etc.
- b) **You do not need to stay home unless you develop symptoms**  
If symptoms develop, isolate immediately and notify your COVID-19 Coordinator/HR Director and follow the applicable protocol.
- e) **Continue to monitor for symptoms**  
If symptoms develop, isolate immediately and notify your COVID-19 Coordinator/HR Director and follow the applicable protocol.
- c) **Get tested at least 5 days after you last had close contact with someone with COVID-19.**  
Turn in your test result to your COVID-19 Coordinator/HR Director and continue to monitor for symptoms. If symptoms develop, isolate immediately and notify your COVID-19 Coordinator/HR Director and follow the applicable protocol.

The policy and guidelines are not all-inclusive and are subject to change as additional information is received from federal, state, and local authorities. Regular employee communication updates will be provided as necessary. This policy is in effect until further notice.