The Antrim Promise
Local Government Preparedness and Response Plan

Local governments are required to have a written or digital preparedness and response plan to address employee health screening, facility cleaning, and other COVID-19 related protection measures. This template is provided by the Antrim Promise subcommittee of the Antrim County EOC and EDC to allow township or village governments to create a strategy to 1) comply with state and health department executive orders and 2) protect their employees and constituents.

This template provides options for local government to consider as they evaluate policies during the COVID-19 crisis and moving toward recovery. Not all options will be applicable to every local government entity. Please fill out areas that apply to your township or village.

For a more comprehensive option please see MMRMA's template here: https://www.mmrma.org/resources/hot-topic.php?topic=352.

If you have any questions or require assistance to fill out this form, please contact Recovery Unit Leader Kaitlyn Szczypka at 231-533-3576 or szczypkak@antrimcounty.org.

Additional Resources

Antrim County PPE Request Form:
→Email denniss@antrimcounty.org to get a PPE Request Form.

Health Department of Northwest Michigan
http://nwhealth.org/pubs/04.29.2020%20BUSINESS%20TOOLKIT.pdf

Michigan Municipal Risk Management Authority – "MMRMA COVID-19 Preparedness & Response Plan, Plus a Model Plan for Members."
https://www.mmrma.org/resources/hot-topic.php?topic=352

MSU Extension – "Local Government Resources for Novel Coronavirus Response."
https://www.canr.msu.edu/government/Local-Government-Resources-for-Novel-Coronavirus-Response/

Occupational Safety and Health Administration – "Guidance on Preparing Workplaces for COVID-19."
https://www.osha.gov/Publications/OSHA3990.pdf

Preparedness and Response Plan for:

_____

(*Name of Government*)

TABLE OF CONTENTS

Designated COVID-19 Coordinator
Top Priorities during the COVID-19 Pandemic
Plan for Employees Returning to the Workplace
    Communication with Employees
    Employee Health Screening
Personal Protective Equipment (PPE)
Social Distancing Plan
Plan for Facility
    Cleaning
    Detailed Cleaning Plan
    Constituent and Visitor Requirements in the Facility
Additional Notes

Designated COVID-19 Coordinator
Identify a workplace coordinator who will be responsible for COVID-19 related issues in the workplace.
Name:

Our local government's top priorities during the COVID-19 pandemic
1.
2.
3.

Plan for Employees Returning to the Workplace

How and when will your employees return to work?

Will some employees continue to work from home?

Communication with employees:

Steps to take to reassure your employees that your local government is interested in their well-being.

☐ Make it safe for employees to share concerns and fears.

☐ Actively encourage sick employees to stay home.

☐ Update leave policies so they are flexible and non-punitive to allow employees to stay home to care for themselves, their children, or other family members who may be sick or are need of other care (for example: workers who have limited child care options).

☐ Designate an area for employees or others who appear to have acute respiratory illness symptoms from others and send them home immediately.

☐ Train employees on new workplace policies regarding safety, cleaning, social distancing, etc.

☐ Place posters of safe distancing, hand washing, and other important procedures in places where they will be seen.

Employee Health Screening

As mandated by the Health Department of Northern Michigan.

The following is the criteria set forth by the Health Department of Northwest Michigan (HDNM) to screen employee health upon arrival to the workplace. Employers are required to keep documentation on employees until HDNM says that it is no longer needed.

1) Employee Name
2) Time In
3) In the past 24 hours, has the employee experienced:
    - Fever or feverish?
    - Cough?
    - Shortness of breath?
    - Sore throat?
    - Gastrointestinal distress?
    - Muscle pain?
    - Chills and/or repeated shaking from chills?
    - New loss of taste or smell?

4) Current Temperature
5) Has the employee had close contact in the last 14 days with an individual diagnosed with COVID-19?
6) Has the employee engaged in any activity or travel within the last 14 days?
7) Has the employee been told by the local health department or their health provider to self-isolate or self-quarantine?
8) Indicate if the employee has passed or failed their daily health screening

If YES to 3 and/or 4, send employee home immediately. Direct them to self-isolate at home for seven days since symptoms first appear and to contact their primary care physician's office for direction.

If YES to 5, 6, and/or 7, send employee home and direct them to self-isolate for 14 days.

Personal Protective Equipment (PPE)

Please check all that apply to your facility.

☐ Employees will be provided with cloth or appropriate masks (*required by Executive Order*).
☐ Employees will be provided with disposable gloves.
☐ Employees will be provided with face shields.
☐ Employees will be provided with protective gowns.
☐ Hand sanitizer will be placed in key areas of the building.
☐ Employees will be checked with a touchless thermometer upon arrival to the business.
☐ Employees are required to wear masks and other PPE until
- ☐ Health Department of Northwest Michigan order is lifted
- ☐ One week after Health Department of Northwest Michigan order is lifted
- ☐ One month after Health Department of Northwest Michigan order is lifted
- ☐ Other (*please fill in*): _____

Plan for Social Distancing

Please check all that apply to your facility.

☐ Employee hours will be staggered to aid in social distancing measures.
☐ Limit the number of employees using constricted spaces such as the breakroom, elevators, meeting rooms, and other common areas at a time.
☐ Space out spots for constituents and visitors to form a line or queue inside and outside the facility
☐ Expand online and video conferencing with constituents for government services.
☐ Seriously consider voting by mail options to limit number of people in the same space for elections.

Plan for Facility

Cleaning:

Please check all that apply to your facility.

☐ Frequently clean and disinfect commonly touched surfaces, such as door knobs/handles, faucet handles, countertops, railings, workstations, etc.

☐ Provide disposable wipes for employees to disinfect objects that they or constituents touch between uses.

☐ Centralize no-touch trash receptacles for employee use.

☐ Require tools and equipment to be sanitized if shared between employees.

☐ Discourage sharing of tools and equipment.

Detailed Cleaning Plan:

Plan for Public Meetings

Please check all that apply to your facility.

☐ Public meetings will be held on a video conference that allow social distance

☐ Public meetings will be held in person in the government facility and will allow for social distancing practices.

☐ Public meetings will be held in a different facility (such as a school gymnasium) and will allow for social distancing practices.

Constituent and Visitor Requirements in the Facility

Please check all that apply to your facility.

☐ Constituents and visitors will be required temporarily to have a cloth or other covering that is over the nose and mouth until

_____.

☐ Constituents and visitors will be asked to limit touching of merchandise.

☐ Constituents and visitors will not be allowed to touch merchandise and need to ask an employee for assistance.

☐ Constituents and visitors will be provided hand sanitizer at entrance of building.

Additional Notes

Continue on another page if needed.