

**COVID-19 PREPAREDNESS
AND RESPONSE PLAN**

Lapeer County Road Commission hereby adopts the following COVID-19 preparedness and response plan, consistent with recommendations in the Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Safety and Health Administration, and current guidance for COVID-19 from the U.S. Centers for Disease Control and Prevention (CDC), in accordance with the MIOSHA Emergency Rules. 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 Road Commission employees are expected to adhere to this plan. This plan may be updated and revised by the Board of County Road Commissioners as future circumstances warrant and will remain in effect until rescinded by the Board.

The following mitigation measures are hereby adopted by the Road Commission:

1. The Road Commission is a critical infrastructure employer and considers all its personnel essential to meeting the core mission of the Road Commission. Some of the employees' work has been appropriately performed without the need for physical presence at the Road Commission, and that will continue for certain employees through the term of this plan where the work activity can feasibly be completed remotely. To the extent employees are required to report in-person to the Road Commission to perform their work, the Road Commission has determined that the work cannot feasibly be performed remotely and believes it is operating consistently with the terms of any Emergency Order or administrative rule. A Remote Work Plan is attached.
2. The Road Commission has determined that its employees' jobs fall into only the lower and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:
 - Lower Exposure Risk Jobs. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six (6) feet) with the general public. Workers in this category have minimal occupational contact with the public and other co-workers. Examples are small offices and small construction operations (less than ten (10) employees), provided employees have infrequent close contact with co-workers and the public.
 - Medium Exposure Risk Jobs. These jobs are those that require frequent or close contact (for example, within six (6) feet) with people

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who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

The Road Commission has no high-risk exposure jobs.

The administrative and engineering controls contained in this plan are designed to minimize or eliminate the risks of COVID-19 to these employees in the work place.

3. The Superintendent is designated as the COVID-19 Coordinator for the Road Commission. He/she will be responsible for seeing that the correct administrative and engineering controls are chosen, installed, and maintained for effectiveness.
4. The Road Commission has designated one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The supervisor(s) will remain on-site at all times when employees are present on-site. An on-site employee may be designated to perform the supervisory role.
5. Employees who are required to perform in-person work should 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 (>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.
6. Employees are directed to promptly report any signs or symptoms of COVID-19 to the Road Commission before or during the work shift. The Road Commission has provided employees with instructions for how to make such a report to the employer. If directed by the Road Commission,

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the employee must make reasonable efforts to schedule a COVID-19 test within three (3) days after receiving a request to do so from the Road Commission.

7. All employees must practice social distancing as much as possible in the workplace (e.g. limit face-to-face conversations and meetings, maintain a distance of 6 feet between people at all times, etc.). Vendors and contractors will also be requested to practice social distancing when coming into contact with Road Commission employees.
8. All employees will be provided with non-medical grade face coverings. Employees should 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 (i.e. maintaining a distance of six (6) feet between people at all times) in the workplace is not possible. A space is considered shared when it is accessible to or utilized by multiple individuals at the same time, six (6) feet of distancing cannot be maintained between individuals within the space, and the space lacks physical barriers separating individuals from contact with each other during their presence in the space. Employees are responsible for cleaning their masks and/or requesting a new mask as needed.
9. The general public will be provided with alternative ways, besides coming to the Road Commission office, to make emergency notifications to the Road Commission and/or to utilize the Road Commission's services. Employees must limit all face-to-face contact with the general public to the greatest extent possible and practice social distancing when face-to-face contact is required. If the public is allowed entry to the Road Commission office, physical barriers will be added as appropriate to service points that require interaction with the public, and signs will be posted at the office entrance instructing the public of their legal obligation to wear a face covering when inside the Road Commission office and informing the public not to enter if they are or have recently been sick.
10. Business-related travel for employees will be restricted to essential travel only.
11. Road Commission employees must limit the sharing of tools and equipment to the maximum extent possible and frequently and thoroughly clean tools, equipment, and frequently touched surfaces throughout the day. Disinfecting wipes will be available for this purpose. Road Commission

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employees should use other employee's phones, desks, or offices as seldom as possible.

12. Employees will be provided with sufficient break time throughout the day to wash hands as needed. Regular handwashing is required. When handwashing facilities are not available, access will be provided to an alcohol-based hand sanitizer in a gel, spray, or wipe form that contains at least 60% alcohol.
13. Use of non-essential common spaces, e.g. break rooms, kitchens, etc., will be restricted, with employees required to practice social distancing in such areas, with at least a six (6) foot distance between employees. Food, drink and eating utensils must not be shared between employees.
14. Employees are required to use work gloves, as appropriate, to prevent skin contact with contaminated surfaces.
15. The Road Commission has implemented a daily entry self-screening protocol for all employees, contractors, or vendors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19. When obtainable, a touchless thermometer will be used for temperature screening of employees.
16. The Road Commission 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:
 - a. Not allowing known or suspected cases to report to or remain at the workplace.
 - b. Sending known or suspected cases to a location (e.g. home) where they are self-isolating during their illness.
 - c. Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.
17. The Road Commission will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.
18. When an employee is identified with a confirmed case of COVID-19, the COVID-19 Coordinator will notify the local public health department

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immediately and any co-workers, contractors, or vendors who may have come into contact with the person who is the confirmed case of COVID-19 within twenty-four (24) hours. When notifying co-workers, contractors, and vendors, the Road Commission will not reveal the name or identity of the confirmed case.

19. 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 health care 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 professional to remain isolated, the employee is no longer subject to such advisement.

20. If an employee displays the principal symptoms of 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.

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- iii. If the employee had a fever, twenty-four (24) hours have passed since the fever subsided without the use of fever-reducing medication.
21. 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, then the provisions of Paragraph 19 and/or 20 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.

For purposes of this policy, “close contact” means being within approximately six (6) feet of an individual for a cumulative total of fifteen (15) minutes or more over a twenty-four (24) hour period starting from two (2) days before illness onset (or, for asymptomatic individuals, two (2) days prior to test specimen collection).

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 covered by other employees temporarily);
- The Road Commission will measure the employee’s temperature with a touchless thermometer (or a dedicated thermometer for the employee if not touchless) and assess his/her symptoms prior to his/her starting work each day;
- The employee must self-monitor for symptoms during the day;

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- 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 shared 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.

22. 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 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.
23. The Road Commission will train workers on, at a minimum:
 - a. Workplace infection-control practices.
 - b. The proper use of personal protective equipment.
 - c. 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.
 - d. How to report unsafe working conditions.

The COVID-19 Coordinator shall create a record of the training. Records will include the name of the employee(s) trained and the date of the training. The Road Commission shall place posters in the workplace that encourage

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staying home when sick, cough and sneezing etiquette, and proper hand hygiene practices.

24. The Road Commission will maintain the following records as they relate to the COVID-19 preparedness and response plan:
 - a. Training records.
 - b. A record of daily entry self-screening results for all employees or contractors entering the workplace, including a questionnaire covering signs and symptoms of COVID-19 and exposure to people with suspected or confirmed COVID-19.
 - c. 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 COVID-19 Coordinator will maintain the records.

Any employee who has questions about this plan or concerns about health and safety in the workplace should contact the COVID-19 Coordinator. 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>.

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Remote Work Plan

This plan outlines guidelines for employees who work from a location other than the Road Commission office and facilities. This remote work plan is only in effect due to the COVID-19 pandemic and MIOSHA rules requiring work from home when feasible. This plan will be revised as public health guidelines or business needs change.

Not all positions are feasible for remote work. The following positions must report for in-person work:

| <u>Position</u> | <u>Reason Work Cannot be Performed Remotely</u> |
|-------------------------|--|
| TO/HEO | Daily activities require them to work throughout the county |
| District Foreman | Must be able to supervise and assist TO and HEO |
| Working Foreman | Must be able to supervise and assist TO and HEO |
| Mechanic | Duties must be performed on site |
| Receptionist | Must be present to answer the phone to assist the public |
| Payroll Clerk | Payroll & AP checks cannot leave the office |
| Accounts Payable | Must access the bills sent to the office |
| Human Resource | Supervision |
| Finance Director | Supervision |
| County Highway Engineer | Supervision |
| Engineer Tech I | Perform driveway and land split duties must have access to Files, daily permit requests and subpoenas. |
| Engineer Tech II | Perform driveway and land split duties must have access to files and daily permit requests. |
| Managing Director | Supervision |
| Superintendent | Supervision |
| Shop Working Foreman | Must be able to supervise and assist mechanics |

For those employees who are feasibly able to complete their work activities remotely, the following expectations apply:

- The employee should choose a quiet and distraction-free working space, with an adequate internet connection.
- The employee should dedicate his/her full attention to his/her job duties during working hours.
- The employee should keep the same work schedule he/she would have if working from the office.

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- The employee must communicate regularly with his/her supervisor and/or other relevant co-workers to discuss important work information, progress, and results.

Remote employees must follow all other Road Commission policies as if they were working in-person. This includes wearing appropriate attire when meeting in-person or by video with others related to Road Commission business, as well as following attendance policies. Additionally, non-exempt employees must follow all applicable policies related to hours of work, including, but not limited to, meal and rest breaks, requesting prior approval for overtime, and timekeeping.

The Road Commission will provide remote employees with equipment that is essential to their job duties. Any such equipment provided remains Road Commission property. The Road Commission reserves the right to monitor Road Commission property even when used remotely. Employees must keep Road Commission equipment safe and avoid any misuse. Road Commission equipment is to be used for business purposes only. Employees must take proper steps to secure Road Commission information and assets.

If the employee terminates employment during a period of remote work, all Road Commission property must be returned to the Road Commission. Likewise, all Road Commission equipment must be returned to the workplace at the end of the period of remote work.

Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment.