

# Amended COVID-19 Preparedness & Response Plan for Van Buren County Road Commission

## 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), and 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 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. 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 Policy is attached to this Plan (Appendix B).

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
- Interim Roadside Group Leader, Mike Ritsema
- Drainage Group Leader, Johnny Chancellor
- Surface Group Leader, Christopher Serdel
- Buildings & Maintenance Group Leader, Robert Drake

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.

## Exposure Determination

VBCRC 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 feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have

infrequent close contact with coworkers and the public.

- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

VBCRC has no high-risk exposure jobs; low and medium exposure risk jobs are outlined below:

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b>
Accounting/Receptionist Staff	Low	Minimal Public Contact (Masked)
Engineering/Permit Staff	Low/Medium	Some Public Contact (Masked), Usually Outdoors
Mechanic Staff	Low	Minimal Public Contact (Masked)
Road Maintenance Staff	Low/Medium	Some Public Contact (Masked), Usually Outdoors

### **Administrative and Engineering Controls**

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 workplace.

The Finance & Human Resources Director is designated as the COVID-19 Coordinator for VBCRC and, as such, will be responsible for seeing that the correct administrative and engineering controls are chosen, implemented, and maintained for effectiveness.

The following administrative controls have been established for VBCRC:

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All Staff	Maintain at least six feet from everyone on the worksite.
All Staff	Use of signs to prompt employees to remain six feet from others.
All Administrative Staff	Promote remote work (telecommuting) to the fullest extent possible.
All Road Maintenance and Mechanic Staff	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All Administrative Staff	Restrict business-related travel for employees to essential travel only.
All Staff	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.

All Staff	Restrict the number of visitors in the establishment at any given time.
All Staff	Provide employees with non-medical grade face coverings (cloth face coverings).
All Staff	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All Administrative Staff	Require customers and the public to wear cloth face coverings.
All Administrative Staff	Keep visitors informed about symptoms of COVID-19 and ask sick visitors to stay at home until healthy again. Encourage sick visitors to use phone, email, or See.Click.Fix. to communicate road-related issues or complaints.
All Staff	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All Staff	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All Staff	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All Staff	Maintain flexible policies that permit employees to stay home to care for a sick family member.
All Staff	Require all visitors complete COVID-19 health screening and contact information sheet

### Hand Hygiene

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 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**

### Personal Protective Equipment (PPE)

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 (if the use of virtual meetings is not possible), 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.

### **Daily Health Screening and Reporting Signs & Symptoms**

VBCRC will conduct a daily entry self-screening protocol for all employees entering the workplace, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, and a temperature screening. Similarly, contractors, suppliers, and any other individuals entering the worksite will also be screened. All Group Leaders and the Safety Coordinator will be responsible for ensuring that all required health surveillance provisions are performed.

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)**

For the purposes of this Plan, "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).

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. Ten (10) 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.

### **Training and Information Distribution**

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

- Workplace infection-control practices.
- 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.
- 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.
- 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>.

### **In-Person Work Determination**

VBCRC has put forth great effort to allow for many administrative staff to work from home, in coordination with the MIOSHA Emergency Rules. A Policy regarding remote work has been put in place prohibiting many aspects of in-person work in the office. All staff responsibilities and tasks have been reviewed and Appendix A contains a list of those tasks that currently necessitate in-person work at the VBCRC office.

*Amended 03/08/2021*

Department or Position	Task or Responsibility	Justification for the Necessity of In-Person Work
Accounting & HR	Proper storage of completed documents and files	The large number of files and documents house in the office cannot be digitized in a short amount of time and, thus, staff members completing this paperwork must return the paper versions to their proper storage location.
Various Administrative Staff Members	Scanner, Copier, Fax Use	While those staff members who have continual need for a scanner/printer/copier have been provided with this equipment at home, not all staff regularly use this, and it is necessary to visit the office when scanning or copying functions are needed. No one can fax from home.
Accounting & HR	Signatures	Various documents (letters, checks, project sheets, correspondence, etc.) are still mailed in hard copy and need signatures from management before being completed.
Accounting & HR	Acquisition of needed files and documents	The large amount of files and documents house in the office cannot be digitized in a short amount of time and, thus, staff members working with this paperwork must visit the office, get these files and documents, and transport them home for remote work.
All Administrative Staff Members	Inboxes	Documents and mail are being placed in various inboxes from other in-person necessary tasks and there is no process in place to digitize this information. These documents must be reviewed, and appropriate action taken to ensure smooth operations at the Road Commission.
Various Administrative Staff Members	Retrieving, Distributing the Mail from the Post Office	Administrative staff members completing work in the office are working together to ensure the mail is retrieved daily. There is one key to the post office box, housed at the office, and the mail must be distributed to the appropriate staff members.
Accounting & HR	Bill Payment	The process of paying bills has built-in checks and balances which are not digitized and require multiple staff members to authorize payment, print and sign checks, match checks with remittance information, and place in the mail.
Accounting & HR	Bond Payments	These payments are received in the mail and must be dropped off to the County Treasurer's Office upon receipt by the Road Commission.
Accounting & HR	Various Tax Payments	The process of paying various taxes has built-in checks and balances and requires the collaboration of multiple staff members.

Accounting & HR	Township and City/Village Billing	The process of invoicing various Townships, Cities, and Villages for programmed activities from the Road Commission requires the collaboration of multiple staff members and the necessary information is not digitized.
Accounting & HR	Digitizing Paper Files	Files are being scanned and organized digitally to allow further remote work.
Accounting & HR	Payroll Processing	Bi-weekly payroll processing often requires the use of multiple binders/files of information housed in the office. To ensure accurate pay and provide security of this information, payroll is currently processed in the office.
Accounting & HR	Sick and Vacation Leave Requests	Processing of these slips is done remotely, however, they must be collected from an inbox prior to processing and filed appropriately (with employee and management notification) when completed.
Accounting & HR	New Staff Training	The orientation process for new hires is multi-step and requires numerous face-to-face meetings with Administrative Staff over a designated period of time. Key cards must also be programmed in-person for new staff.
Accounting & HR	Office Supplies	To allow remote staff adequate in-home office supplies these orders must be placed and, once received, put in their designation location. Larger items such as printers have been shipped to personal residences; however, smaller items such as file folders, writing utensils, and the like are taken home from the office by staff members.
Accounting & HR	Road Crew Forms	Various forms and documents must be duplicated and distributed for daily use by the road crew.
Accounting & HR, Engineering Department	Processing Permits	Various channels exist for permit submittal including the fax machine. These permits must be picked up in the office and the process of issuing permits often requires the collaboration of numerous staff members.
Select Administration Staff	Vehicle Fuel, Maintenance	Those staff members with assigned Road Commission vehicles must be present at the facility for fuel and maintenance needs for these vehicles.
Engineering Department	Inspections	Various members of the Engineering Department are involved with on-site inspections requiring equipment to be picked up from the office. Documents relating to these inspections and projects are housed in the office and are not available in digital format.

Engineering Department	Plotter Use	It is necessary to print large-scale maps and blueprints from Permit submissions on the plotter and this piece of equipment cannot be accessed remotely.
Managing Director	Oversight	With many Administrative Staff members working remotely it is necessary to have the Managing Director in-office to coordinate any staffing issues that may arise as well as provide oversight of Road Commission operations.
Various Administrative Staff Members	COVID Coordination	Various staff members are responsible for different aspects of the Road Commission's COVID Procedure and, as such, must be on-site for these tasks.
Various Administrative Staff Members	Damage and Injury Reports	These reports are not digital and, as such, must be retrieved from the Safety Coordinator's inbox and processed accordingly (including, but not limited to communication with the involved staff, workers' compensation claim filing, etc.).
Fleet Superintendent	Oversight of Staff	Mechanic crews are essential and continue working a regular schedule, thus requiring a Supervisor on-site.

**VAN BUREN COUNTY ROAD COMMISSION**  
**EMPLOYEE REMOTE WORK POLICY**

Policy No. 2020-06

## Overview

The Van Buren County Road Commission (“VBCRC”) Employee Remote Work Policy outlines those staff members eligible to work from a location other than the VBCRC office along with the guidelines to be observed. This policy is in place to ensure that both staff members and VBCRC will benefit from these arrangements.

## Scope

This policy applies to eligible administrative staff members – defined as those staff members whose primary work tasks and functions may be successfully executed in a location other than the VBCRC office.

## Policy Elements

Remote working is a temporary agreement between staff members and the Finance & Human Resources Director to work from a non-office location until the arrangement proves to be non-effective, as determined by the Finance & Human Resources Director.

## Remote Working Arrangements

Eligible staff members may work remotely on a temporary basis as agreed upon by both the staff member and the Finance & Human Resources Director. *NOTE: Until MIOSHA’s Emergency Rules for Coronavirus Disease 2019 (COVID-19) Rule 5, Section 8 has been lifted, in-person work is prohibited for those employees whose work activities can feasibly be completed remotely.*

## Successful Remote Working

To ensure that job performance and execution of tasks will not suffer in remote work arrangements, remote staff members are advised to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that’s adequate for their job.
- Dedicate their full attention to their job duties during working hours.

- Attend all virtual meetings as scheduled by the Finance & Human Resources Director.
- Adhere to break and attendance schedules agreed upon with the Finance & Human Resources Director.
- Ensure schedules overlap with other staff members for as long as necessary to successfully execute job duties or collaborative tasks/projects.

## **Compliance with Policies**

Staff members working remotely must adhere to all applicable VBCRC policies such as:

- Rules of Conduct
- Fraud Policy
- Non-Union Personnel Policy
  - Sick Leave
  - Vacation

Violations of this Policy, or other applicable VBCRC policies may result in disciplinary action up to and including termination.

## **Compensation and Benefits**

Compensation is determined by job role. Health insurance, sick and vacation accumulation and other individual or group benefits are not altered by a remote working arrangement.

## **Equipment**

VBCRC will provide remote staff members with equipment that is essential to their job duties, such as laptops, printers, and office supplies. Additional needs may be discussed with the Finance & Human Resources Director.

Equipment that VBCRC provides is company property. Staff members must keep it safe and avoid any misuse. Specifically, staff members must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Refrain from downloading suspicious, unauthorized or illegal software.

Policy Adopted: 11/19/2020