**New Indepedence Township Preparedness Plan**

**For Township Officers and Employees**

The Township is committed to providing a safe and healthy workplace and town operations for all officers, employees, and the public. To ensure a healthy workplace and operations, the Township adopts the following Preparedness Plan (the “Plan”), to prevent transmission of the COVID-19 virus in the workplace and community. All Township employees are required to abide by the policies established in this policy.

This Plan is administered by the Township Board, but all officers are responsible for supporting this effort. Township officers (supervisors, treasurer, clerk, and deputy-clerk) have authority to enforce the policies established in this Plan. This Plan DOES NOT address safety measures appropriate of emergency services or first-responders.

This plan is intended to ensure: (1) sick officers/employees remain at home or in isolation; (2) social distancing and limited in-person interaction; (3) hygienic practices by all persons; (4) workplace cleaning and ventilation controls; and (5) contactless delivery of materials when possible. The use of the term “officers” describes all individual elected or appointed to a township office or position. Because New Independence has only two employees (road foreman and snow plow employee), this plan will cover them. The individual who does the snowplowing works on as needed basis and works alone. The Road Foreman also serves as the treasurer of the Board and has been informed as a Board member

1. **Sick officers must stay home and isolate themselves.**

Officers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers’ health status prior to entering the workplace and for officers to report when they are sick or experiencing symptoms:

The monthly sign-in sheet will include a box which the officer will check is he/she is COVID-19 free and has sanitized upon entering the Town Hall.

Officers exposed to COVID-19 at the workplace will stay home for the required amount of time. Officers that have or are suspected of having COVID-19 should remain home until: (1) the officer feels better; and (2) it has been 10 days since the officer first felt sick, and (3) the officer had no fever for at three days without the use of medicine that reduces fevers.

The Township will strive to protect the privacy of officers’ health status’ and health information.

1. **Social Distancing of at least 6 feet must be maintained while working on Township Business.**

Officers will not have any in-person interaction with other township officers, employees, or the public unless it is necessary. When possible, officers will interact with each other, employees, and the public by remote means.

Social distancing of at least six-feet will be implemented and maintained between employees and the public in the workplace and during all township activities through the following engineering and administrative controls:

* Officers who can work remotely are encouraged to do so.
* Township offices may be used only if at least 6 feet of space may be maintained between all persons present at the building. Equipment, tools, or any other item handled by any person must be disinfected between different users. Officers are asked to use a new pen/pencil for signing in and not use one that was previously used by another officer or attendee.
* Township buildings and offices will be open to the public.
* Township Board meetings will continue to be held on a monthly basis. When in-person township board meetings are held, the Board will make a telephone or other remote connection available for officers, employees, and the public who cannot or choose not to attend a public meeting. The meeting room will be arranged in such a way to maintain at least 6 feet of distance between individuals, with at least the same distance maintained along all paths of movement within the building. The board will set a room capacity limit of ten people (six board members and four attendees) in the Town Hall at one time to ensure social distance is maintained.
* The public will be encouraged to interact with Township officers and employees by remote means, whenever possible.

 **3. Employees must maintain good personal hygiene.**

Basic infection prevention measures must always be implemented at our workplaces. Officers must sanitize their hands upon entering the Town Hall and after using the restroom. All visitorsto the Town Board Meeting must also sanitize their hands prior to or immediately upon entering the facility. Hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

• Officers will not be required to wear face masks or shields during the meeting, but are encouraged to maintain the six-foot distance recommendation. This is being initiated to ensure that other officers and attendees can hear what a board member is saying. Members of the public are encouraged to wear a face mask while in the Town Hall and during any in-person communication with a township officer or employee.

1. **Workplace will be ventilated when possible.**

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, and electrical systems.

**Workplace will be cleaned and disinfected regularly.**

Township meeting areas and places of public use will be regularly cleaned and disinfected. Items and things handled by more than one person will be cleaned and disinfected regularly. Each township officer is asked to sanitize his/her area prior to the meeting and before leaving the Town Hall.