

Township of Leoni

Memorandum

Date: April 29, 2020

To: All Personnel

From: Supervisor Howard Linnabarry

Re: Disease Exposure Control Directive – COVID-19 (Coronavirus)

I am issuing this Directive, as senior Township officer, as an emergency measure, subject to the review of the Township Board of Trustees at its next regular meeting.

This document provides direction for Township personnel when interacting with the public and/or working with other Township employees, due to the novel coronavirus disease, COVID-19.

Background

The CDC has been monitoring an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and continues to quickly spread internationally, including in the United States. On February 11, 2020, the World Health Organization (WHO) named the viral disease “*coronavirus disease 2019*” (COVID-19).

There are approximately 40,000 confirmed COVID-19 cases in the State of Michigan, which has resulted in over 3,500 deaths. When interacting with the public, the following guidelines are to be used.

Disease Transmission

- Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats, and bats. Rarely, animal coronaviruses can evolve and infect people and then spread between people as has been seen with MERS and SARS.
- COVID-19 is spread from person-to-person involving close contact (approximately 6 feet proximity) when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread through

airborne respiratory droplets. The respiratory droplets can land in the eyes, mouths, or noses of people nearby or possibly be inhaled into the lungs.

- The disease can also be spread by direct contact with respiratory secretions that may be located on hands/fingers, tissues, and other hard surfaces (e.g., door knobs/handles, phones, desk/countertops, etc.).

Signs/Symptoms and Exposure Risks

- Fever and signs/symptoms of a respiratory illness (e.g., dry cough, shortness of breath, sneezing, headaches, a “heavy” chest, and, rarely, stroke) with a history of travel from affected geographic areas within 14 days of symptom onset. (Note: the 14-day period for onset signs/symptoms is being re-evaluated and may be extended).
- Fever with severe acute respiratory illness (e.g., pneumonia, ARDS) requiring hospitalization, without alternative explanatory diagnosis (e.g., influenza), when no source of exposure has been identified.
- There are some significant comorbidities: diabetes, pulmonary disease (such as asthma), obesity, immuno-suppressing diseases.

Personal Protective Equipment (PPE)

Township personnel who come in contact or close proximity with the public **must** utilize a protective mask or face covering and take necessary precautions to minimize direct contact as much as possible. Masks will be provided by the Township and must be worn in any common area of a Township building, but may be taken off, if the employee has their own office, are alone in their office and the door is closed. Employees will also be provided with disposable gloves. Employees shall change gloves if torn or heavily contaminated and perform hand washing/disinfecting between changes. Gloves should be worn, when sharing objects, receiving money, etc. Even when gloves are worn, employees must not neglect their decontamination and prevention/hygiene responsibilities.

Personal Decontamination, Prevention/Hygiene and Exposure Reporting

The following procedures are required for all Township personnel when exposed to a person with possible COVID-19 infection, as well as general prevention/hygiene guidelines and reporting requirements:

- Thoroughly wash hands and exposed skin with soap and water for at least 20 seconds. Washing hands is the most effective method of cleaning/disinfecting.

- If washing is unavailable, disinfect hands and exposed skin with hand sanitizer, provided by the Township, (60% or more alcohol base) frequently. Be careful not to get sanitizer in eyes, nose, or mouth.
- Avoid direct skin contact with blood and body fluids – take time to don necessary PPE.
- Frequently clean and disinfect common work areas, vehicle areas and equipment.
- Get all medically recommended vaccinations.
- Cough and sneeze into a tissue or the bend of the arm/elbow.
- Avoid touching face with hands/fingers.
- When sick with a fever with signs/symptoms of a respiratory illness (e.g., cough, shortness of breath, sneezing), employees must stay home, seek medical guidance, and notify your direct supervisor or the Township Supervisor without delay.
- Report incidents of exposure and contamination to your direct supervisor or the Township Supervisor.

Decontamination of Township Equipment, Vehicles and Facilities

The Township has contracted with an environmental cleaning company, who will fog/clean the Township Office and Township Vehicles on a twice per week basis. Employees will be provided with additional cleaning supplies to clean their vehicles and work areas, in between visits, to include high-touch areas, both inside their vehicle and/or inside the building.

Additional Precautionary Measures and Guidelines

- Employees interacting with the public shall practice social distancing.
- A distance of 6-8 feet should be kept between employee, other employees and members of the public, when possible.

The guidelines contained herein will be updated and re-issued as new information becomes available. If you have any questions, please contact your immediate supervisor or the Township Supervisor.