

Coronavirus Workplace Policies

As Macomb Township continues to monitor the local, national and worldwide incidence of the coronavirus and the illness it causes, COVID-19, employees and staff members are asked to review the following workplace policy and guidance. These policies are effective immediately. As this information is likely to change as the situation evolves and more becomes known, please email any questions via COVID19@macomb-mi.gov and a response will be received from a COVID-19 response team member within 24 hours.

The Macomb Township priorities and purposes in setting this workplace policies are as follows:

- Maintain a safe and healthy workplace, including minimizing the transmission of a contagious disease;
- Encourage open communications, fairness and concern for the well-being of our employees and staff;
- Sustain operational continuity and stated goals of Macomb Township.

In conjunction with the policies set forth below, based upon the information currently known, Macomb Township notes that the following actions can be taken immediately:

1. All employees and staff are urged to take basic preventative measures to avoid exposure to or infection by the virus causing COVID-19. A list of such basic measures includes, but is not limited to the following:
 - If you are sick, stay home.
 - Wash your hands often with soap and water (20 seconds of scrubbing) or use alcohol-based hand cleaners (cover all surfaces and rub until dry).
 - Cough/sneeze into a tissue. Dispose of used tissues immediately into a trash can. If you don't have a tissue, cough/sneeze into the crook of your elbow, not your hands.
 - Avoid touching your eyes, nose, and mouth, which accelerates the spread of infections.
 - Avoid close contact with others who are sick.
 - If you are sick, avoid contact with others, including parties, meetings, and events.
 - Do not share glasses, eating utensils, water bottles, cigarettes/vapes/JUULs, lipstick/makeup, etc.
2. Employees and staff who are able to increase their preparedness to work remotely (more than they already do, or entirely, and possibly for a protracted period of time *if it becomes necessary*) should do so now. Department heads need to contact the IT Manager to make appropriate arrangements.

COVID-19 WORKPLACE POLICIES – EFFECTIVE IMMEDIATELY

Macomb Township continues to place the highest priority on the health, safety and wellbeing of its employees and its workplace community, while protecting the continuity of its essential functions. Toward that end, and effective immediately, Macomb Township workplace policies are being enhanced to add those as follows. These policies will be revisited regularly and employees and staff should continue to consult with Human Resources for updates.

- **Well Employees and Staff:** Employees and staff who are well are expected at work as usual, even if they have in contact with or caring for someone who is ill with an ordinary respiratory illness (in which case, typical preventative measures are recommended for them as care givers). Such employees and staff are expected at work *unless* they have been:
 - Caring for someone with a confirmed case of COVID-19, in which case they are *required* to self-isolate;
 - In a CDC Level 3 area of concern defined on this link:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
 - Instructed to refrain from attending work by public health officials, a health care provider or Macomb Township;
 - Otherwise classified as a “Sick Employee”, discussed below.

- **Sick Employees:** Employees and staff who have symptoms of respiratory illness *must* stay home and *not* come to work until they are free of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees Celsius taken by an oral thermometer. Those with concerns or questions about their illness or seeking advice about whether to come to work are invited to consult with healthcare professionals and to the extent necessary, Human Resources. If an employee is out sick for more than 3 days, the employee will need to provide a return to work note from their primary care physician and receive clearance from the Township Occupational Health provider to return per Township practice. If an employee is confirmed to have COVID-19, the employee will be required to provide documentation to the Human Resources Department indicating same and will be required to stay home as set forth in the policy. Macomb Township will pay for the employee’s normal hourly rate for the time off per their normal work schedule, not to exceed 14 days. After 14 days, Macomb Township will determine what, if any, additional action will be taken.
 - If employee or staff has traveled to a CDC Level 3 area of concern and/or is exhibiting signs and symptoms of COVID-19 (i.e., feels sick and exhibits symptoms such as fever, cough or difficulty breathing), the employee may:
 - Be advised not to come to work until the symptoms disappear and/or a doctor has confirmed they are not contagious;
 - Be advised to seek medical care immediately;
 - Be advised to avoid contact with others;
 - Be advised to stay home for up to 14 days to ensure the employee does not show symptoms of the virus;
 - Be instructed to obtain a fit-for-duty/return-to-work notice from their health care provider, though this *may* not be required in some instances;

- Be provided leave until quarantine period is exhausted or employee returns with a fit-for-duty/return-to-work notice from their health care provider. Such leave will be administered consistent with the Macomb Township normal leave of absence policies and may be paid or unpaid;
- **Individuals at risk of severe illness:** Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health. These individuals include, but not limited to, older adults and persons of any age with underlying medical conditions, such as persons with a blood disorder (e.g. sickle cell disease or a disorder being treated with blood thinners), an endocrine disorder (e.g. diabetes mellitus), or metabolic disorder (such as: inborn air of metabolism); those with heart disease, lung disease (including asthma or chronic obstructive pulmonary disease), chronic kidney disease, or chronic liver disease; those with a comprised immune system (e.g. those who are receiving treatments such as: radiation or chemotherapy, who have received an organ or bone marrow transplant, who are taking high doses immunosuppressant, or who have HIV or AIDES); those who are currently pregnant or were pregnant in the last two weeks; and those with neurological or neurologic and neurodevelopment conditions.
- Once the Human Resources is in receipt of documentation supporting the employee is at risk of severe illness as defined above, the employee will be sent home as set forth in this policy. Macomb Township will pay for the employees' normal hourly rate for the time off, not to exceed 14days. After 14 days, Macomb Township will determine, if any, additional action will be taken.
- Managers and supervisor, including employees who supervise any staff, must not pressure others to come to work if they are ill or need to stay at home to care for ill dependents. Conversely, if employees are well, they should not be pressured to stay away from work for such reasons as their ethnic or racial background, perceived disability, home address, having cared for a sick family member (without any indication of COVID-19) or recent travel to *unaffected* areas. There *is* a need to stay away from work because of caring for someone confirmed to have COVID-19. If an employee is caring for someone confirmed to have COVID-19 the employee will be required to provide documentation to the Human Resources Department indicating same and will be required to stay home as set forth in this policy. Macomb Township will pay for the employee's normal hourly rate for the time off, not to exceed 14 days. After 14 days, Macomb Township will determine, if any, additional action will be taken.
- Managers and supervisors (with the support and involvement of Human Resources, as needed) should ask employees who are exhibiting symptoms of respiratory illness to go home and stay home until 24 hours after they are free of symptoms or provide a return to work notification from a primary care physician. If an employee is confirmed to have COVID-19, the employee will be required to provide documentation to the Human Resources department indicating same and will be required to stay home as set forth in this policy. Macomb Township will pay for the employee's normal hourly rate for the time off, not to exceed 14 days. After 14 days, Macomb Township will determine, if any, additional action will be taken. Please cooperate with managers and supervisors who are taking on this uncomfortable responsibility for the well-being of all.

- Employees may use accrued or flex time for self-isolation or quarantine, **even if they are not sick**, when it is required or recommended by public health authorities/guidelines or by their health care providers.
- Employees may use accrued or flex time to care for immediate family and household members **who are not ill but need care** due to any COVID-19 related closures of schools or day care centers, or for any other breakdowns in care arrangements. Employees may not bring affected children or elders to work with them, even if the children or elders are well.
- Employees with insufficient accrued sick leave may use up to **14 unearned sick days** for illness, to meet self-isolation or quarantine requirements, or for the active care of others because of disruptions related to COVID-19. Macomb Township will review this threshold periodically as conditions change.
- The Township will consider allowing (on a case by case basis) employees with insufficient bank time up to 14 unpaid sick days for illness, to meet self -isolation or quarantine requirements, or for the active care of others because of disruptions related to COVID 19. Macomb Township will review this threshold periodically as conditions change.
- **Domestic Travel:** Employees that travel domestically where COVID-19 has sustained widespread community transmission will be required to obtain a fit for duty / return to work from their primary care physician indicating they are not contagious.

If public health conditions worsen, Macomb Township workplace policies may be further amended. This would be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements or Macomb Township priorities for pay continuity. Employees and staff will be notified as necessary of such changes by Human Resources.