

Macomb Township

COVID-19 Training Policy

Coronavirus (COVID-19) is an illness caused by a virus that has spread throughout the world. The virus is primarily spread from person to person and individuals can contract the virus by coming into close contact with an infected individual. The virus may also be spread when an individual touches an infected surface or object, and then touches his/her mouth, nose or eyes. Everyone is at risk of getting COVID-19.

Purpose

Executive orders issued by Governor Whitmer required employers to provide training to employees that covered workplace infection-control practices, the proper use of personal protective equipment, steps the employee must take to notify the business or operation symptoms of COVID-19 or a suspected/confirmed diagnosis of COVID-19 and how to report unsafe working conditions.

On October 2, 2020 the Supreme Court concluded that Governor Whitmer did not have authority after April 30, 2020 to issue or renew any executive orders related to the COVID-19 pandemic under the Emergency Management Act of 1976 or the Emergency Powers of the Governor Act of 1945.

In response to the Supreme Court ruling, on October 14, 2020 the Michigan Occupational Safety and Health Administration (MIOSHA) issued Emergency Rules regarding Coronavirus Disease 2019 (COVID-19). This policy is intended to establish employee COVID-19 training procedure pursuant to the requirements of the MIOSHA Emergency Rules.

Procedure


1. Macomb Township will provide training to all employees on SARS-CoV-2 and COVID-19. Training will be provided in the primary languages common in the employee population.
2. Pursuant to the MIOSHA Emergency Rules, the training shall cover the following:
 - a. Workplace infection-control practices.
 - b. The proper use of personal protective equipment.
 - c. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - d. How to report unsafe working conditions.
3. The Human Resources Department is responsible for compiling and distributing training materials to employees.
4. The Human Resources Department will provide a COVID-19 Training Packet to each employee. The packet contains descriptions of workplace infection control practices, handwashing and social distancing guidance from the CDC, photographs and descriptions of proper personal protection equipment use, how to notify the employer of symptoms or

suspected/confirmed diagnosis, how to report unsafe working conditions and how to access additional resources related to COVID-19.

5. In addition to reviewing contents covered in the COVID-19 Training Packet, employees are required to watch CDC YouTube videos saved to the Human Resources page on the Township Website. The videos are also accessible through the Employee Intranet.
6. The COVID-19 Training Packet will be distributed to all new hires during new employee orientation. New hires will also watch the CDC YouTube videos in addition to the Township's standard new hire training videos.
7. After reviewing the COVID-19 Training Packet, watching the required videos and completing other screening requirements outlined in the Preparedness and Response Plan, employees are required to complete the Return to Work Attestation and submit the signed Attestation to the Human Resources Department.
8. In addition to the material covered in the COVID-19 Training Packet and training videos, Township employees have access to numerous COVID-19 resources through the Township's Employee Assistance Program (EAP), Ulliance, and by accessing the CDC's Coronavirus web page.
9. Employees who seek additional training or resources should contact their Department Head or a member of the Human Resources Department.
10. The Human Resources Department will send weekly emails to supplement and reinforce the COVID-19 training material. Department Heads are responsible for sharing the weekly emails with employees who do not have a Township email.
11. The Human Resources Department will update training materials as needed in the instance that the Township's Preparedness and Response Plan is changed or new information becomes available regarding COVID-19.

Records

The Human Resources Department is responsible for maintaining all records relative to employee COVID-19 training including copies of the COVID-19 Training Packet, completed Return to Work Attestation Forms and weekly training emails sent to all staff. Records will be maintained for 1 year from the time of generation.

Effective Date:	10/29/2020	Policy Number:	20.01.01
		Approval Date:	10/28/2020
Subject:	COVID-19 Training Policy		
	Approvals:		
	<p><i>Janet I. Dunn</i></p> <p>Janet I. Dunn, Township Supervisor</p> <p><i>Thomas D. Esordi</i></p> <p>Thomas D. Esordi, Human Resources Director</p>		