

From: Birch Run Township
To: All Birch Run Township employees, officials and personnel
Re: Coronavirus/COVID-19 Screening Procedures
Date: April 6, 2020

EXHIBIT B

Birch Run Township Directive Coronavirus (COVID 19)

Purpose:

Due to the increased risk of exposure to Coronavirus/COVID 19, the following directive shall be followed. This directive is subject to change at any time at the discretion of the Township Board, and it will remain in place and effective until further notice.

EMPLOYEE HEALTH SCREENING

On April 2, 2020, the Saginaw County Health Department issued Public Health Emergency Order SCHD2020-02 which mandates that pursuant to Michigan's Public Health Code (MCL 333.2453) all businesses and entities in Saginaw County that are remaining open under Governor Whitmer's Executive Order No. 2020-21 must develop and implement a daily screening procedure for all staff/ upon reporting to work sites.

In accordance with SCHD2020-02 and the Michigan Public Health Code, for the health and safety of our personnel, and to support the continuation of our operations, daily wellness screenings will be performed by all personnel.

Procedure:

- All Township employees, officials and personnel members are reminded that they should not participate in any Township functions or enter any Township buildings/facilities if they are ill, feel that they may be ill or have been in contact with any individual who is or recently was ill.

- All Township employees, officials and personnel members are directed to self-monitor at home. If any employee, official or personnel member experiences any of the following symptoms or has had close contact with any individual who has experienced any of the following symptoms, the Township employee/official/personnel member **shall not** participate in any Township functions or enter any Township buildings/facilities:
 - Fever
 - Cough
 - Shortness of breath
 - Sore throat
 - Tiredness
 - Diarrhea

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- If any Township employee/official/personnel member has experienced any of the symptoms listed above or has had close contact with any individual who has experienced any of the symptoms listed above, the Township employee/official/personnel member shall notify the Township Supervisor and shall isolate/self-quarantine at home for:
 - A minimum of 3 days (72 hours) without fever (without the use of fever-reducing medicine);
 - AND resolution of substantial improvement in respiratory symptoms;
 - AND 7 days have passed since first symptoms began.
- If any Township employee/official/personnel member has had close contact with a person who has tested positive for COVID-19 or who has exhibited symptoms of the Coronavirus/COVID-19, that Township employee/official/personnel member must self-quarantine for 3 day (72 hours) as described above. If symptoms develop, the Township employee/official/personnel member must wait 7 days from the onset of the symptoms and meet the fever and respiratory criteria described above to be cleared to return.
- Note: Factors to consider when defining close contact include:
 - Proximity;
 - The duration of exposure (e.g., longer exposure time likely increases exposure risk);
 - Whether the individual has symptoms (e.g., coughing likely increases exposure risk); and
 - Whether the individual was wearing a facemask (which can efficiently block respiratory secretions from contaminating others and the environment).
- All Township employees/officials/personnel members must notify the Township Supervisor when they meet the return-to-duty criteria. No Township employee/official/personnel member shall return to duty unless approved by the Township Supervisor.
- All Township employees/officials/personnel members shall perform a wellness screening at the beginning of their workday. The wellness screening shall consist of the Township employee/official/personnel member affirming in writing:
 - That he/she does not have any of the following symptoms:
 - Fever
 - Cough
 - Shortness of breath
 - Sore throat
 - Tiredness
 - Diarrhea

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- That he/she has not been in close contact with any additional who has or has exhibited any of the symptoms listed above or who has tested positive for Coronavirus/Covid-19.
- All Township employees/officials/personnel members shall, if possible, take their temperature via a touchless thermometer before reporting for work or Township business. No Township employee/official/personnel member shall report for Township business or work at the Township when they are afflicted with an elevated temperature.
 - Temperature checks are an important part of the screening process; therefore, the following guidance should be followed:
 - Do not eat, drink, or exercise 15 minutes prior to temperature check.
 - Do not use an NSAID such as Motrin, Ibuprofen, Aleve, Tylenol or any other type of antipyretic at least 4 hours before temperature check unless following a physician's prescription.
- The Township Supervisor shall be notified if a Township employee/official/personnel member's wellness screening indicates that he/she must leave work.
- All Township employees/officials/personnel members must notify the Township Supervisor when they meet the return-to-duty criteria and they shall not return to work until approved by the Township Supervisor.
- All Township employees/officials/personnel members must adhere to a strict social-distancing plan. No Township employee/official/personnel member shall work or congregate within 6 feet of another individual.
- The capacity of Township buildings/facilities may also be limited to in order to adhere to proper social-distancing practices.