

# COVID-19 Preparedness Plan for Town of Schererville

The Town of Schererville is committed to providing a safe and healthy workplace for all our employees and citizens. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and community that requires full cooperation among all employees and citizens. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

The Town Manager, Department Heads and Supervisors are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Town of Schererville Department Supervisors have Town's full support in enforcing the provisions of this policy.

Our employees are our most important asset. We are serious about safety and health and keeping Schererville working. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by promoting social distancing, dividing work crews, remote working and separate work areas. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Indiana State Department of Health (ISDH) guidelines, federal OSHA standards related to COVID-19 and Indiana Governor Holcomb's Executive Orders:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training for managers and workers;

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees 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 employees' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Health screening of employees will be done at the beginning of each shift. Employees will communicate with their Department Supervisor if they are sick or experiencing symptoms while at home or experiencing symptoms while at work. Symptomatic employees will be isolated and sent home.

Schererville recommends employees stay home when they are sick, when household members are sick, or when required by a health care provider or Town Administration to isolate or quarantine themselves. Following CDC and ISDH guidelines considerations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The Town will inform employees if they have been exposed to a person with known COVID-19 at their workplace and provide testing to those employees who want to be tested following all current HIPPA standards to protect privacy and health information.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are required to wash their hands for at least 20 seconds with soap and water frequently throughout the day, at the beginning and end of their shift, prior to any mealtimes and after using the restroom. In addition, hand sanitizer is available in office work areas for employees. All customers and visitors to Town facilities will have hand-sanitizer dispensers available to sanitize their hands upon entering the facility.

## **Respiratory etiquette: Cover your cough or sneeze**

Employees are requested to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Employees and visitors are required to wear masks covering their mouth and nose in all public areas. Employees are required to wear a mask when meeting with a visitor or servicing customers at public counters.

## **Social distancing**

Social distancing of six feet will be implemented and maintained between Employees, customers and visitors in the workplace through the following engineering and administrative controls: Masks are provided to employees, sneeze guards are installed at public counters, one customer at a time allowed at the public counter, encourage communication by telephone, email or tele/electronic conferencing to reduce contact with customers and visitors.

## **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms and public counters. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, copy machines, etc. Sanitizing will occur daily or more often as required by Town cleaning staff, employees should sanitize public counters and touch surfaces often during their workday and / or after meeting with a customer or visitor.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are to be used following the label directions. Fresh air is being brought into the workplace by the HVAC systems.

## Communications and training

This COVID-19 Preparedness Plan was communicated to all departments May 2020 and necessary training was / will be provided to all employees. Additional communication and training will be ongoing at department staff meetings and provided to all workers who need or request it. Instructional signs will be posted to communicate to customers and visitors about: how to visit and conducted business with Town employees; ensure social distancing between the customers and employees; required hygiene practices; and recommendations that customers and visitors use face masks when inside Town facility public areas. Signage will alert customers and visitors to not enter the Town facilities if they are experiencing symptoms or have contracted COVID-19. Supervisors are to monitor how effective the program has been implemented by observation and employee communication feedback. Supervisors and workers are to work through this new program together. Updated training will be provided as necessary. This COVID-19 Preparedness Plan has been certified by the Town Manager management and was posted throughout the workplace it will be updated as necessary.

By: Robert Volkmann, Town Manager

# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

## General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Indiana – <https://www.coronavirus.in.gov>

## Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## Handwashing

Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## Social distancing

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

## Housekeeping

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)