



# PITTSFIELD CHARTER TOWNSHIP PANDEMIC TRANSITION PROTOCOL

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## Introduction

In March of 2020, Pittsfield Township compiled the Pandemic Transition Protocol (PTP) emergency response protocol to respond to the sudden onset of the COVID-19 pandemic. This protocol document is not a policy and does not alter or abridge current Township Policies. It focuses on providing guidelines for providing greater physical access to non-emergency administrative services during the pandemic and endemic in a manner that is safe and responsible. Given the fluid nature of the pandemic, it is imperative to note that the guidelines and recommendations of the PTP may and shall be revised to address COVID-19 responses appropriate for the status pursuant to public health guidance and OSHA/MIOSHA requirements and recommendations. The central focus, since March 2020 has been and will remain to provide for the safety and well-being of Pittsfield Township employees, residents, and businesses.

As part of the ongoing response to COVID-19, the CDC has provided new guidance in early 2022 regarding risk levels within local communities that measures the impact of COVID-19 illness on health and healthcare systems. This includes following the CDC COVID-19 Community Levels that delineate the risk level by County (i.e., low, medium, high). The Township desires to move towards returning to 100% in person staffing for all areas within the organization when it is safe to do so and will determine capacity levels and mask requirements after a minimum of 2 weeks at a given level in accordance with the CDC Community Level guidance for Washtenaw County. This will allow for a more fluid approach in determining the level of restrictions for Township facilities as situations necessitate.

## CDC's COVID-19 Community Levels

	Low	Medium	High
Staff Capacity	Up to 100% staff capacity	Hybrid: Up to 75% staff capacity	Hybrid: Up to 50% staff capacity
Remote Work	Dept. Head Discretion as needed	Encouraged When Possible	Required when Possible
Mask Requirements for Staff & Visitors: Indoors	Optional Indoors & Outdoors	Required Indoors for Staff & Visitors (who are on site longer than 15 minutes). Recommended for all: surgical, KN95 (provided) or N95	Required Indoors & Outdoor Public Areas: surgical, KN95(provided) or N95
Social Distancing	Optional	Recommended	Required
Conference & Meeting Room Usage	Unrestricted	Limited: Avoid in-person gathering unless space allows	Restricted, No Access
Building Use/Rentals	Unrestricted	Limited: Avoid in-person gathering unless space allows	Restricted, No Access
Meetings, Off-site Business, & Travel	Unrestricted	Limited: Virtual meeting attendance encouraged when possible	Restricted to essential travel only
Vehicle Usage	Unrestricted	Limited: Masks Required with two or more people in a vehicle	Restricted: Only one employee to a vehicle where possible
Special Events	Unrestricted	Limited to outdoor events that can provide for distancing and follow all applicable guidelines	Restricted
Parks	Unrestricted	Play structures and amenities such as pavilions and athletic play fields may be Limited	Play structures and amenities such as pavilion and athletic play fields may be Restricted
Recreation Activities	Programming will be made available in accordance with the Community Center Pandemic Plan that provides guidelines for greater physical access to recreational programs in a manner that is safe and responsible. For more info, contact <a href="mailto:recreation@pittsfield-mi.gov">recreation@pittsfield-mi.gov</a> or call 734-822-2120.		

## Township Specific Guidance on Operations and Community Levels

### High

- The Township will operate in a hybrid format with remote work required when possible and a staffing capacity up to 50% in-person in each Department. Operational considerations beyond 50% capacity must be approved by Human Resources.
- Masks
  - Required for all staff and visitors
  - Employees shall wear masks whenever they leave their workstations. Masks are not required in single individual office and cubicles not shared with co-workers.
  - Field Work: Masks and proper PPE required in proximity of public in all indoor/outdoor areas.
- Six-foot physical/social distancing required.
- Employees are responsible for cleaning/sanitizing individual workstations, vehicles, and share workplaces. Additional cleaning measures may be implemented by the Township, as necessary.
- Avoid using other employee's supplies, equipment, phones, etc. If necessary to share equipment, clean immediately after use (and wash your hands afterwards.)
- Conference and Meeting room usage as well as Building Use/Rentals are restricted to prevent in-person gathering.
- Meetings, Off-site Business, and Travel is Restricted to essential travel only.
- Vehicle usage is restricted to 1 employee per vehicle where possible. Masks must be worn in vehicles at all time if more than 1 employee per vehicle is necessary.
- Special Events are restricted to prevent public gathering.
- Park structures and amenities may be restricted to prevent public gathering.
- The Township has the discretion to increase staffing capacity limitations, close or partially close administrative buildings, move to appointments only, and/or move towards more remote operations to maintain operations while providing for the health and safety of residents and staff as situations necessitate. This may include, but is not limited to staggering shifts, start times, and breaks to allow for staff capacity limits and physical distancing.

### Medium

- The Township will operate in a hybrid format with remote work when possible and a staffing capacity up to 75% in each Department. Operational considerations beyond 75% capacity must be approved by Human Resources.
- Masks
  - Required for all staff, recommended for all visitors. Visitors participating in programming or visiting for periods of longer than 15 minutes will be required to wear a mask.
  - Employees shall wear masks whenever they leave their workstations. Masks are not required in single individual office and cubicles not shared with co-workers
  - Field Work: Masks required in all indoor public spaces, recommended in outdoor public spaces where social distancing cannot be maintained.
- Six-foot physical/social distancing recommended.
- Employees are responsible for cleaning/sanitizing individual workstations, vehicles, and share workplaces. Additional cleaning measures may be implemented by the Township, as necessary.
- Avoid using other employee's supplies, equipment, phones, etc. If necessary to share equipment, clean immediately after use (and wash your hands afterwards.)
- Conference and Meeting room usage as well as Building Use/Rentals are limited unless space allows for proper social distancing.
- Meetings, Off-site Business, and Travel is limited, virtual meeting attendance encouraged when possible.
- Vehicle usage is limited, masks must be worn in vehicles at all time if more than 1 employee per vehicle is necessary.
- Special Events are limited to outdoor events that can provide for distancing and follow all applicable guidelines.

- Park structures and amenities may be limited.

## Low

- The Township will operate in a staff capacity of up to 100% in each Department with remote work as needed and at the discretion of the Department Head.
- Masks: Optional for staff and visitors
- Six-foot physical/social distancing optional.
- Employees are responsible for cleaning/sanitizing individual workstations, vehicles, and share workplaces. Additional cleaning measures may be implemented by the Township, as necessary.
- Avoid using other employee's supplies, equipment, phones, etc. If necessary to share equipment, clean immediately after use (and wash your hands afterwards.)
- Conference and Meeting room usage as well as Building Use/Rentals are open and unrestricted.
- Meetings, Off-site Business, and Travel is unrestricted.
- Vehicle usage is unrestricted.
- Special Events are unrestricted.
- Park structures and amenities are open and unrestricted.

Employees are expected to follow *Personnel Policy 502 – Work Schedules* that outlines work schedules, including the expectation to work a full eight (8) hour day during in-person, hybrid, and remote work situations.

Department directors are responsible for the evaluation of their operational needs and should develop work plans to address how their area will function during high, medium and low risk situations to continue to provide for and minimize any interruption of standard services. Directors must anticipate and implement plans to continue essential business functions and allow for flexible workplace and leave needs in case of absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.

Equipment and IT needs must be coordinated by the Department director with the Township Information Technologies Department. Employees are responsible for all equipment which is to be used for official Township business only in accordance with all applicable policies.

## Symptoms

According to the Centers for Disease Control and Prevention (CDC), symptoms of COVID-19 may appear in as few as two days or as long as 14 days after exposure and can include (new/different worse from baseline of chronic illness) temperature of 100.4+ or signs of fever (chills/sweating), sore throat, new onset of cough, shortness of breath or difficulty breathing, diarrhea, vomiting, abdominal pain, new onset of headache, fatigue, muscle aches, congestion or loss of smell or taste. The severity of COVID-19 can range from very mild to severe.

Employees are encouraged to protect themselves and will be required to stay home if they are sick, experience symptoms of COVID-19, or have been exposed to the virus. All employees shall immediately report to their Department Director any symptoms or exposure to the virus. The Department Director will coordinate with the Director of Human Resources to determine necessary precautions and actions as a result of any report of symptoms or exposure.

It is imperative to promote a culture of “Stay home when you don’t feel well” to help with controlling the spread of illness by employees who feel obligated to work.

Employees who have concerns about their health are to contact their Department Director. Below is a summary and some potential accommodations for those employees who may be particularly vulnerable as determined by the Americans with Disabilities Act (ADA) and Michigan Persons with Disabilities Act (MPDA.)

Employee	Details								
<i>Vulnerable Workers</i>	<ul style="list-style-type: none"> <li>• Unvaccinated workers</li> <li>• Age 65 or older</li> <li>• Underlying health conditions such as:               <table border="0"> <tr> <td>✓ Obesity</td> <td>✓ Diabetes</td> </tr> <tr> <td>✓ Chronic respiratory disease</td> <td>✓ Cardiovascular disease</td> </tr> <tr> <td>✓ Immuno-compromised</td> <td>✓ Hypertension</td> </tr> <tr> <td>✓ Pregnant or nursing mothers</td> <td>✓ Other condition(s) as determined by a physician</td> </tr> </table> </li> </ul>	✓ Obesity	✓ Diabetes	✓ Chronic respiratory disease	✓ Cardiovascular disease	✓ Immuno-compromised	✓ Hypertension	✓ Pregnant or nursing mothers	✓ Other condition(s) as determined by a physician
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<i>If You Self-Identify as being Vulnerable</i>	<ul style="list-style-type: none"> <li>• Contact your Department Director and/or Director of Human Resources.</li> <li>• Request working remotely or at a location with minimal contact, if feasible and applicable, in coordination with your Department Director and the Director of Human Resources.</li> </ul>								

HIPAA remains in effect and all privacy rights shall be respected for Township employees. If an employee is confirmed to have a COVID-19 infection, Human Resources, in coordination with the applicable Department Director(s), will notify any potential fellow employees of their possible exposure in the workplace but will maintain confidentiality. Guidance for the below actions are provided by the Washtenaw County Public Health (WCPH) and the Centers for Disease Control and Prevention (CDC).

## Prevention

*Report any concerns of unsafe working conditions to the Director of Human Resources.*

- Layer-Up Prevention Strategies
  - Get the COVID-19 Vaccinations.
  - Practice good hygiene: wash your hands frequently, cover coughs and sneezes, etc.
  - Follow masking guidelines, as applicable.
  - Practice social distancing when necessary.
  - Reduce hand contact where possible.
  - Stay home when you feel sick!
- Cleaning/Sanitizing, Shared Spaces and PPE
  - Employees are responsible for cleaning and sanitizing their individual workspaces regularly including high-touch areas such as phones, keyboard + mouse, desk surface and drawers, chairs, light switches and door handles.
  - Clorox disinfectant wipes or spray bottles with disinfectant solution and paper towels are provided to wipe down any shared use equipment and spaces.
  - Avoid using other employee's supplies, equipment, phones, etc. If necessary to share equipment, please clean immediately after use (and wash your hands afterwards.)

## Exposure

Item	Details
<i>Illness – One or more COVID-19 <a href="#">symptoms</a></i>	<ul style="list-style-type: none"> <li>• Stay home.</li> <li>• Immediately notify your Department Director for further direction.</li> <li>• Contact your primary care physician.</li> </ul>
<i>Illness – Confirmed positive COVID-19 test</i>	<ul style="list-style-type: none"> <li>• Start isolating right away including from others in your household (separate room, separate bathroom, if possible, etc.)</li> </ul>

**IF YOU TEST POSITIVE**

SUN	MON	TUE	WED	THU	FRI	SAT
You get a positive test result or start having COVID symptoms. Start isolation. Day 0	Day 1	Day 2	Day 3	Day 4	If you have no symptoms or if symptoms are resolving, this could be last day of isolation + Day 5	If you have no symptoms or if symptoms are resolving, could be done with isolation* Day 6
Day 7	Day 8	Day 9	Day 10	Day 11	*Continue to wear a well-fitting mask when around others until Day 11 + Take a rapid antigen test this day to determine next steps, if possible	

WCHD recommendation: if you're often around vulnerable populations (e.g., immunocompromised or elderly people), consider continuing isolation for a full 10 days. If doing this, Day 11 would be when you are done with isolation. If you are a healthcare worker, see the CDC "Managing Healthcare Personnel" guidelines for details regarding health care workers.

- You can return to work after at least five (5) days have passed, (with first day of symptoms counted as day zero) AND you have had 24 hours with no fever (without use of fever-reducing medication) AND other symptoms have improved considerably such as cough or shortness of breath.
- Immediately notify your Department Director so necessary actions can be taken to mitigate the risk to other individuals who may have been in close contact with you while at work.
- Tell any personal close contacts so they can quarantine themselves (see Contact Tracing Protocol on Page 6)

Direct Contact with someone who has COVID-19 symptoms, or has tested positive for COVID-19.

**IF you are Fully Vaccinated and Up to Date\*** you do NOT need to quarantine, but must wear a tight-fitting KN95 mask and watch for [symptoms](#) for 10 full days from when you had close contact.

**IF YOU'RE EXPOSED TO SOMEONE WITH COVID-19**

And you...

- are 18+ years old, are fully vaccinated, and have gotten a booster (if eligible), OR
- are 5-17 years old and have completed the primary series of COVID-19 vaccines, OR
- tested positive for COVID-19 within the last 90 days

SUN	MON	TUE	WED	THU	FRI	SAT
You're exposed. Wear a well-fitting mask around others. Day 0	Day 1	Day 2	Day 3	Day 4	Get tested on this day if possible. Day 5	Day 6
Day 7	Day 8	Day 9	Day 10	Day 11	You may stop wearing a well-fitting mask around others.	

WCHD recommendation: if you are often around vulnerable populations (e.g., immunocompromised or elderly people), consider staying home/quarantining for a full 10 days after exposure. If doing this, Day 11 would be when you can stop quarantining. If you are a healthcare worker, see the CDC "Managing Healthcare Personnel" guidelines for details regarding health care workers.

If you are NOT Vaccinated, NOT Fully Vaccinated or Not Up to Date, you must quarantine for 5 full days, get tested at least 5 days after last close contact, and continue to watch for [symptoms](#) until 10 day after last contact. If you develop symptoms isolate immediately and get tested and stay home until you get the test results.

\*CDC defines **fully vaccinated** as a person that has received all recommended doses in their primary series of COVID-19 vaccine.

**Up to date** means a person has received all recommended doses in their primary series COVID-19 vaccine and a booster does when eligible.

	<p><b>IF YOU'RE EXPOSED TO SOMEONE WITH COVID-19</b></p> <p>And you...</p> <ul style="list-style-type: none"> <li>• are not fully vaccinated, <b>OR</b></li> <li>• got your 2nd dose of Pfizer vaccine more than 5 months ago and have not gotten a booster, <b>OR</b></li> <li>• got your 2nd dose of Moderna vaccine more than 5 months ago and have not gotten a booster, <b>OR</b></li> <li>• got your initial dose of Johnson &amp; Johnson vaccine more than 2 months ago and have not gotten a booster:</li> </ul> <table border="1" data-bbox="522 289 1370 550"> <thead> <tr> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> </tr> </thead> <tbody> <tr> <td>You're exposed. Stay home (quarantine). Day 0</td> <td>Day 1</td> <td>Day 2</td> <td>Day 3</td> <td>Day 4</td> <td>Get tested on this day if possible. Day 5</td> <td>You can end quarantine. Keep wearing a well-fitting mask around others. Day 6</td> </tr> <tr> <td>Day 7</td> <td>Day 8</td> <td>Day 9</td> <td>Day 10</td> <td>You may stop wearing a well-fitting mask around others. Day 11</td> <td colspan="2"></td> </tr> </tbody> </table> <p>WCHD recommendation: if you are often around vulnerable populations (e.g., immunocompromised or elderly people), consider staying home/quarantining for a full 10 days after exposure. If doing this, Day 11 would be when you can stop quarantining. If you are a healthcare worker, see the CDC "Managing Healthcare Personnel" guidelines for details regarding health care workers.</p> <ul style="list-style-type: none"> <li>• NOTE: At the Township's discretion you may continue to work provided you remain asymptomatic and follow these guidelines: <ul style="list-style-type: none"> <li>✓ Daily Health Screening prior to starting work</li> <li>✓ ALWAYS wear face mask while in the workplace for 10 days after close contact.</li> <li>✓ Keep at least six feet distance from other people at work (if duties don't permit this you must stay at home).</li> <li>✓ Clean and disinfect all common areas copiers, fax machines, file cabinets, bathroom, kitchen area/appliances, etc.) used by you for 10 days after last exposure</li> </ul> </li> </ul>	SUN	MON	TUE	WED	THU	FRI	SAT	You're exposed. Stay home (quarantine). Day 0	Day 1	Day 2	Day 3	Day 4	Get tested on this day if possible. Day 5	You can end quarantine. Keep wearing a well-fitting mask around others. Day 6	Day 7	Day 8	Day 9	Day 10	You may stop wearing a well-fitting mask around others. Day 11		
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<i>Travel – Employees who travel internationally</i>	<ul style="list-style-type: none"> <li>• You will be required to show a negative COVID-19 test taken within one (1) day of the day you traveled back to the United States before you can return to work.</li> </ul>																					
<i>Symptoms at Work</i>	<ul style="list-style-type: none"> <li>• Employees who appear to have <a href="#">symptoms</a> (i.e., fever, cough, shortness of breath, loss of taste or smell, etc.) after arrival at work or who become sick during the workday shall separate themselves from other employees and visitors and immediately inform their Department Director.</li> </ul>																					
<i>When You Can Return to Work Protocol</i>	<ul style="list-style-type: none"> <li>• Employees off work for health concerns/illness may return to work AFTER: <ul style="list-style-type: none"> <li>✓ COVID-19 Positive: At least 5 days have passed if you are asymptomatic or since symptoms first appeared (with first day of symptoms counted as day zero) , you have been fever free for at least one day (24 hours) without the use of fever-reducing medications AND improvement of respiratory <a href="#">symptoms</a> (e.g., cough, shortness of breath, fever). Some symptoms (like fatigue and loss of smell) may last a longer time. If you were severely ill with COVID-19 or are immunocompromised you should isolate for at least 10 days and consult your doctor before ending isolation. You will be required to wear a KN95 face mask and monitor for symptoms until day 10 upon return to work.</li> <li>✓ Unknown COVID-19 Health Concerns/Illness: At least 5 days have passed since your symptoms first appeared, you do not feel feverish (e.g., body aches, chills, etc.) and/or did not have a documented fever (&gt;100.4 F) AND your symptoms have improved.</li> <li>✓ Non-COVID-19 Health Concerns/Illness: You have an alternate diagnosis (e.g., tested positive for influenza, etc.), then criteria for return to work will be based on diagnosis.</li> </ul> </li> </ul>																					
<i>Contact Tracing</i>	<ul style="list-style-type: none"> <li>• When a person tests positive for COVID-19 the Washtenaw Public Health Department states that an individual should go back two days (48 hrs.) from</li> </ul>																					

	<p>when symptoms first began to determine who they should notified about potential exposure due to “<i>close contact</i>.” If there were no symptoms, then they should go back two days from when they took the COVID-19 test.</p> <ul style="list-style-type: none"> <li>• “<i>Close contact</i>” is defined as: “Within six feet of someone who tested positive for a cumulative 15 minutes or more within a 24-hr. period.”</li> <li>• If the person who is quarantined (due to “<i>close contact</i>”) lives with other individuals in their residence, the other individuals do NOT need to quarantine ... UNLESS the person quarantined develops symptoms.</li> </ul>
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**Designated Worksite Supervisors**

6201 W. Michigan Avenue:  
701 W. Ellsworth Road:  
6227 W. Michigan Avenue:  
4467 Concourse Dr:

Kurt Weiland, Director of Building Services  
Kim McIntire, Recreation Coordinator  
Matt Harshberger, Director of Public Safety  
Billy Weirich, Director of Utilities

**Pandemic Transition Protocol Committee**

The Supervisor has established a Pandemic Transition Planning Committee. The Committee is comprised of Trustee Yameen Jaffer, the Building Director (Kurt Weiland), Human Resources Director (Patricia Denig), Community Development Director (Jessica West), Municipal Services & Utilities Manager (Elizabeth Bergeron), the Clerk’s Office/Director of Finance (Tracy Watkins), the Treasurer (Patricia Tupacz Scribner) or Deputy Treasurer (Orna Angus), and a representative from Parks & Recreation (Tanya Andrews).

The Committee meets bi-monthly or as needed to evaluate the effectiveness of the guidelines outlined in this document. Based on these evaluations, the Committee will make recommendations for changes in guidelines to the Supervisor and an update/amendment to the Pandemic Transition Protocol document. This ongoing evaluation and revision process is essential given the fluidity of the pandemic and need for flexibility in accommodating for the same.

Furthermore, this continual revision and update process will allow Pittsfield Township to implement transitions that protect the safety and well-being of our employees, residents, businesses, and all other stakeholders. This document, and all future updates, will be made available to everyone through regular public outreach platforms in addition to being downloadable from: <http://www.pittsfield-mi.gov/covid19>