



Village of Freeport, PO Box 10, 200 State St., Freeport, MI 49325

Phone: 616-765-3808 Fax: 616-765-3419 Email: [freeportclerk@gmail.com](mailto:freeportclerk@gmail.com)

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Approved by Village Council - 7/13/2020

## COVID-19 Preparedness, Response and Reopen Plan for the Village of Freeport Community Building

The Village is committed to providing a safe and healthy work space for all our staff and building partners. To ensure that, we have developed the following preparedness and response plan to control exposure during the COVID-19 pandemic. All staff and building partners are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at The Village Community Building, and that requires full cooperation.

All staff and building partners are responsible for implementing and complying with all aspects of this preparedness and response plan.

Our preparedness and response plan follows Centers for Disease Control and Prevention (CDC) and Michigan Occupational Safety and Health Administration (MIOSHA) guidelines and federal OSHA standards which includes exposure determination and outlines measures that will be taken to prevent community exposure to COVID-19.

### Screening and policies for client entry into the building

The building will remain closed and locked to the public until the State of Michigan lifts the stay at home guidelines. If business needs to transpire in the office with a client, the following precautions must be followed by staff and building partners.

**In-person visits are to be by appointment only until further notice. The Village of Freeport strongly encourages drop off/drive up interactions when possible.**

Users of the building are asked to remain outside the building until their designated appointment time. A call must be placed to staff or building partner before attempting to enter the building. Before a person enters the building, the staff member or building partner must conduct a verbal over-the-phone COVID19 Screen Questionnaire (see attachment 1).

Copies of the completed questionnaire should be filed by staff or building partner and kept until further notice.

Anyone answering yes or exhibiting any of the following symptoms may not enter the building.



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- **Fever (>100.4° F)**
- **Cough**
- **Shortness of Breath**
- **New loss of taste or smell**
- **New head or muscle aches**
- **Nausea, diarrhea or vomiting**

All visitors to the facility will be required to wash and/or sanitize their hands immediately upon entering the facility.

Village of Freeport Staff and Building Partners must notify the Village President or President Pro-Tem within 24 hours if a Village Staff member or any building partner has been exposed to an individual who has tested positive for Covid-19.

## **Reporting and procedures for positive COVID-19**

It is the policy for the Village of Freeport to inform staff and building partners if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Building partners that have been in close contact with the infected person will be notified via email and in person that they have been in contact with an infected person and should quarantine for 14 days. If after 14 days, they have not displayed any signs of illness, they may return to work. Persons displaying symptoms should get tested and must provide results from a negative test prior to returning to the office.

In addition, a policy has been implemented to protect the privacy of individual health status and health information. The names of infected individuals will not be disclosed.

Individuals who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:



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- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Individuals who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

## Handwashing

Basic infection prevention measures are always required. Staff and building partners are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom.

Hand sanitizer is provided so that each employee has one in his/her office or desk as well as in various locations throughout the office.

## Personal Protective Equipment

For workers in the *lower exposure risk (caution)* category additional PPE is not recommended by the CDC. Face masks are required to be worn when six feet of separation cannot be maintained. If face masks are worn, they should always be covering the mouth and nose.

## Physical distancing

Physical distancing has been implemented in the workplace through the following engineering and administrative controls: Village and Library staff will be open to the public beginning on July 6<sup>th</sup>, 2020 with the stipulation included in this document. Staff members who share office space that are not able to maintain the 6ft distancing will stagger their schedule so that they are not in the office at the same time.

Staff and visitors are prohibited from gathering in groups and confined areas and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools, and equipment.



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As per the Governor's Orders, The Village of Freeport will limit gathering areas to 25% of capacity. The Village Library capacity will be limited to 10 including staff. The Community Room will be limited to 24 (96 capacity – 25% = 24).

## Housekeeping

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces and common areas including the front door and hallway to the Village offices. The Village of Freeport asks that each building partner clean and disinfect its office areas and any entrances used by staff and clients that is not the main entrance.

### **Conference Rooms, Leason Sharpe Hall and Dennison Performing Arts Center**

Rooms should be cleaned after each use. Disinfectant cleaning supplies approved by the CDC must be used to wipe down all surfaces. Limit in-person meetings to the current state mandated number or less if virtual meetings are not feasible. A distance of six feet should be maintained between meeting attendees at all times. If meetings are to occur in person, they should be conducted in an efficient manner. Linger and socializing before and after meetings is discouraged. As per the Governor's Orders, The Village of Freeport will limit gathering areas to 25% of capacity. The Village Library capacity will be limited to 10 including staff. The Community Room will be limited to 24 (96 capacity – 25% = 24).

**Staff and Building Partners will disinfect surfaces and touched areas after each use.**

### **Common Areas**

Common areas will be cleaned and disinfected after each use. Public use items must be disinfected after each use. Staff should wash or sanitize their hands prior to touching any common area items such as drawers, doors, or cabinet knobs. Staff should practice physical distancing and not linger or socialize in common areas. **Staff and Building Partners must disinfect surfaces and touched areas after each use.**

### **Kitchens**

The kitchen is not open to the public until further notice. If a building partner must use the kitchen, you must wash or use hand sanitizer prior to using anything in the kitchen areas. Congregating in kitchen areas is discouraged.

Kitchen equipment will be cleaned as follows:

- Coffee maker, refrigerator, microwave, toaster, dishwasher and sink handles will be disinfected per use.
- Individuals are responsible for disinfecting kitchen equipment after each personal use.



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- **Staff and Building Partners will disinfect surfaces and touched areas after each use.**

### **Restrooms**

If using the front public bathroom, it is recommended that a paper towel is used to open the door and disposed of in the waste basket. To open stall doors a paper towel can be used and disposed of in the waste basket. Signs are in place to remind staff to properly wash hands before and after using the restroom. **Staff and Building Partners will disinfect surfaces and touched areas after each use.**

Certified by:

Bill Andrews  
Village President

Staff Signature

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I understand and will comply with the above stated guidelines for the **COVID-19 Preparedness, Response and Reopen Plan for the Village of Freeport**. I will not hold the Village of Freeport liable should I or a staff member contract COVID-19 while in the BCEC Building.

Signature

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Printed Name

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