



UPDATED  
FEBRUARY 1, 2021

# PANDEMIC RESPONSE PLAN

Town of Plainfield's  
COVID-19 Response



# BACKGROUND

On April 16, 2020, the White House issued “Opening up America Again,” a federal guideline for reopening the United States economy after an extended closure due to the COVID-19 global pandemic that originally started in March of 2020. Similarly, the Governor of Indiana issued a “Back on Track Indiana Plan” outlining the state’s approach to opening back up. Following the state action, the Town of Plainfield issued the originally titled, “Return to Work Plan,” outlining our approach to opening Town-owned facilities and operations following the guidelines from both the federal and state plans. However, due to a recent spike in COVID-19 cases, new restrictions are now needed and this plan has been retitled to reflect such directives as the Town of Plainfield “Pandemic Response Plan.”

After a period of decline, positive cases of COVID-19 have begun to spike causing the Governor of Indiana to impose new restrictions based on county positivity rates beginning November 14, 2020. The Hendricks County Board of Health metrics report a sharp increase in COVID-19 and Town of Plainfield Human Resources officials report a concerning number of employees who are in quarantine due to testing positive or due to contact tracing because of a potential exposure. Therefore, this memorandum outlines actions that the Town has taken in response to the new rise in COVID-19 cases including restricting access to public buildings. The plan also summarizes preparations for employees who work in-person to ensure workplace safety. These directives are subject to immediate changes at the sole discretion of the Town of Plainfield management as conditions change, including new guidance from federal, state or other local officials.

Guidance developed in this document has been in consultation with Town legal and insurance partners and is based on guidance from the OSHA publication, "Guidance on Preparing Workplaces for COVID-19" as well as other guidance from the Centers for Disease Control and Prevention (CDC) [www.cdc.gov](http://www.cdc.gov)

In addition to this document, several departments have additional measures beyond these guidelines in place due to the high exposure risk associated with specific department operations; especially in public safety and utility operations. These department directives will all be in addition to the measures described herein.

### **TOWN OF PLAINFIELD COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

The (CEMP) shall be activated as deemed appropriate. As such, the Fire Chief, serving as Director of the Emergency Management Operations Center, on an ad hoc basis, will coordinate regular and frequent virtual calls using the Joint Information Center (JIC) directives of the CEMP. Public Officials, Town Management, the Board of Health, Public Safety and other key personnel shall participate in the virtual calls.

The Town of Plainfield "Pandemic Response Plan" was authorized and approved through Plainfield Town Council President Executive Order NO. 2020-5 on November 13, 2020.

# COVID-19 EMPLOYEE SYMPTOMS REVIEW AND RESPONSE

## MANDATORY FOR ALL EMPLOYEES DAILY PRIOR TO COMING TO WORK:

1

All employees are required to monitor your own health conditions. It is mandatory for employees to perform a self-check of any symptoms of any illness. This includes but is not limited to symptoms such as fever, cough, shortness of breath etc. (**If you experience any signs of illness, stay home and immediately call your supervisor.**)

2

If you have symptoms associated with COVID-19, you should also call your doctor immediately and/or the **HRH Hotline**.

3

If you have been in close contact with others while off from work (at home or in the community) and they have symptoms of COVID-19, immediately call your supervisor as you may be subject to self-quarantine.

4

High Risk employees will be encouraged to remain at home and work remotely, if possible. High Risk employees are employees 60 years of age or older and/or those with pre-existing health conditions. High risk employees may be granted additional COVID-19 PTO beyond return to work schedules for a period to be determined by town management.

5

All employees will be required to perform daily body temperature checks **before** coming to work. Employees who do not have a thermometer will be provided one to take home. Employees are expected to take their temperature and ensure they are within their normal range. Once employees arrive to work, you may be required to acknowledge you took your temperature and it was less than 100 Degrees Fahrenheit. If you have a temperature more than 100 Degrees Fahrenheit, stay home and contact your supervisor. (PFT and HCCC employees will also have on-site temperature checks).

**FOR ALL EMPLOYEES WHILE AT WORK:**

1

If you are at work and start to experience any symptoms of illness of any kind, you are required to immediately leave work and go home (provided you are not leaving unsafe conditions due to the nature of your work); you are also required to contact your supervisor as soon as possible. (If you feel as though you need immediate medical attention and/or cannot drive yourself, EMS can be called).

2

If you feel you have potentially been exposed to COVID-19 due to the nature of your work, contact your supervisor immediately. Any potential or known exposure will be reviewed for your safety and the safety of your co-workers. Human Resources will determine if you are subject to CDC quarantine guidelines that may include:

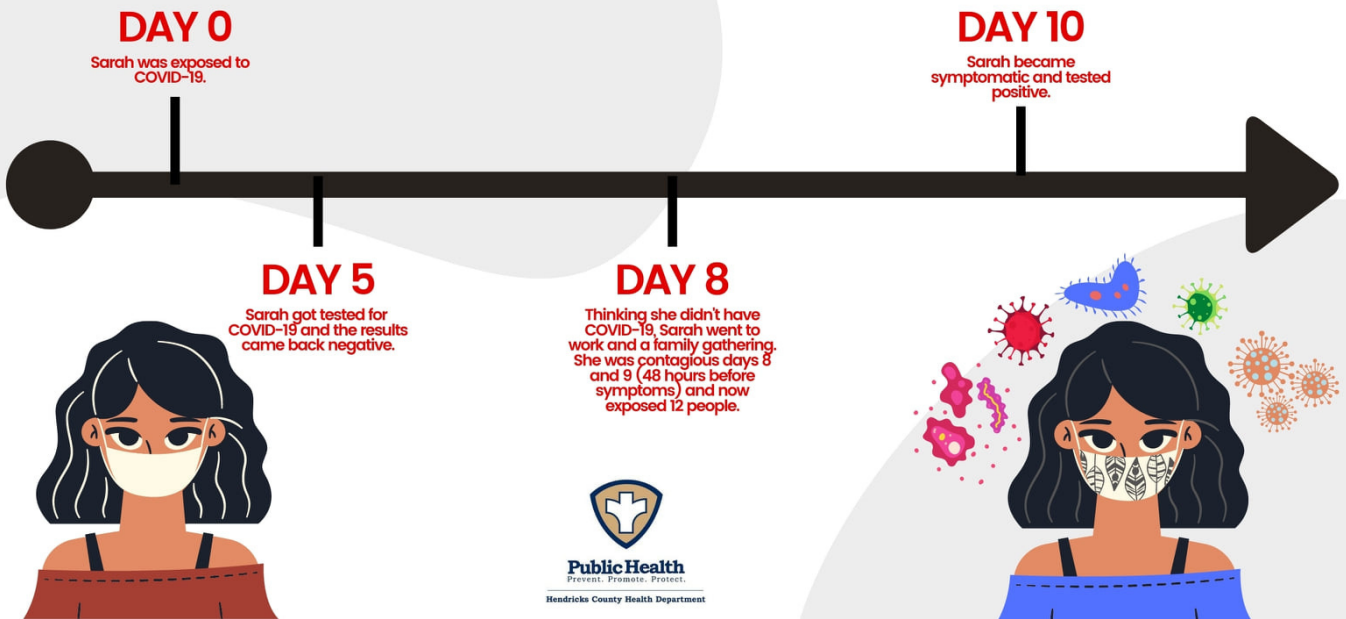
- a. Without Symptoms: Depending on the exposure review, at the very least it will be documented. It could also include a self-quarantine for 10-24 days, with the final (2) days with zero symptoms and/or in accordance with CDC guidelines. Listed below are the general quarantine instructions but, please understand that each situation will be handled on a case-by-case basis:

- No symptoms but close contact, 10 days (no test) not a person who lives in the same household
- No symptoms but close contact, 7 days (if test is on or after 5th day of quarantine) not a person who lives in the same household
- No symptoms but individual unique circumstances and close contact, 14 days (test or no test) as determined by Human Resources.



# COVID-19 INCUBATION TIMELINE:

COVID-19 has up to a 14-day incubation period.



CENTERS FOR DISEASE CONTROL AND PREVENTION



**b.** With Symptoms: If you have symptoms of COVID-19, you will be required to self-quarantine or isolate if possible. The isolation and/or quarantine will be between 10-14 days, with the final (2) days with zero symptoms and/or in accordance with CDC guidelines. Listed below are the general quarantine instructions but, please understand that each situation will be handled on a case-by-case basis:

- Symptoms 14 days (no test)
- Symptoms 14 days (negative test)
- Symptoms 10 days (positive test from first sign of symptoms)

**c.** Any potential workplace exposure will be documented with Worker's Compensation Insurance, and internal contact tracing will be reviewed in accordance with CDC guidelines.

**d.** All employees with a verified COVID-19 illness or close contact related quarantine by human resources, will be paid COVID-PTO and will not use their own personal time. *If an employee is on approved quarantine (personal illness) beyond 14 days, during the same occurrence, the employee status will transfer to FMLA personal sick leave after 21 days.*

**e.** According to the Board of Health, if an employee has laboratory evidence of testing positive for COVID-19, they do not have to quarantine for 90 days due to a close "contact". However, if an employee has symptoms of COVID-19 during the 90 days after a positive test, they at minimum will be required to quarantine for at least 48 hours with no symptoms; before returning to work and/or will be subject to COVID-19 guidelines on a case by case basis per human resources direction.

**f.** For more information please see the Board of Health documents explaining Quarantine and Isolation at the end of this document.

(However, some individual circumstances with TOP and especially public safety employees might vary.)

# INFECTION AND PREVENTION MEASURES, FOR ALL EMPLOYEES

OSHA has created an occupational risk pyramid for COVID-19. The level of risk depends on the work duties associated with each job. For example, “Very High Risk” exposure job duties would be associated with EMS personnel in PFT. Most other roles in the Town of Plainfield are either “Lower Risk (Caution)” or a “Medium” risk due to regular interactions with other co-workers and/or the public.

The guidance risk pyramid assists employers as we assess workplace policies, practices and procedures. Generally, since many Town employees have contact with the general public on a regular basis, we have based our work place alternations on “Medium” exposure risk in order to exceed minimum guidance standards.

*PFT and PPD, which have high risk potential conditions have additional precautions in place. Controls have been implemented based on this risk assessment for infection and prevention measures. All employees are expected to implement the following:*



## HAND HYGIENE

- Frequent and thorough hand hygiene and washing is required by all employees
- All Town facilities are equipped with hand soap and or hand sanitizer for employees.
- All employees are required to wash their hands immediately upon arriving at any Town facility.
- The touching of surfaces, outside of individual work spaces will be limited and discouraged as much as possible. Please immediately use hand sanitizer or wash your hands after touching door handles, light switches, time clocks, copy machines and any other high contact surfaces.
- Employees must limit the sharing of desks, phones, tools and/or work spaces wherever possible.


## RESPIRATORY ETIQUETTE (CLOTH MASKS)

- All Town employees are required to wear a mask while in Town facilities and on the grounds of some properties including wastewater plant grounds. Wearing of masks assists with covering of coughs and sneezes and limits touching of the face. Please don't pull the mask down on your neck and limit touching the mask when taking on and off. (Wash hands after removing your mask and put your mask in your daily laundry after use).
- Masks are also required outside when in close contact with others.
- Cloth masks are provided for employees; however, employees may wear their own face coverings.
- All employees are required to practice social distancing of at least six feet between yourself and any other person for all workplace interactions.

## WORKPLACE HOUSEKEEPING PRACTICES








- Surfaces that have high contact potential should be immediately disinfected after each use. (I.E. time clocks, copy machines etc.)

- Employees will be required to routinely disinfect workplace surfaces you have come in contact with including cleaning desks, chairs, computer keyboards and other work tools daily before leaving at the end of the work day. (This is in addition, to the regular schedule of daily cleaning).



## COLOR CODED COUNTY MAP: **ORANGE**

*What does this mean for us?*

TOWN FACILITIES	NON-TOWN FACILITIES
 <p>Richard A. Carlucci Recreation &amp; Aquatic Center has a 250 person max. capacity</p>  <p>Members must sign-up for classes ahead of time</p>	 <p>Social events limited to 50 people</p>  <p>Community recreational sports leagues and tournaments may continue with attendance limited to participants, required personnel and parents/guardians only</p>
 <p>Facilities closed to "walk-in" traffic, call for appointments</p>  <p>No new rentals allowed</p>	 <p>Special events of more than 50 people will need approval from the local health department</p>

Effective: November 16, 2020



# INFECTION AND PREVENTION MEASURES, PHYSICAL CONTROLS

Several infection and prevention control measures have been implemented that have changed some of the physical conditions for the workplace.

1

Employee workspaces have been separated by a minimum of six feet and all required workplace signage has been posted for additional guidance. In some cases, employee workspaces or offices have been relocated to ensure social distance requirements.

2

Fortunately, in several locations, security measures are already in place that includes glass barriers to limit contact. In workspaces where it has been deemed necessary, physical barriers have been installed including clear plastic/glass temporary walls and/or sneeze guards for added protection.

3

Workflow or employee walking traffic patterns have been developed to create one-way hallways or staggered enter/exit procedures and/or floor clings installed to separate any potential line queuing as appropriate. (Both for employee lines at timeclocks and/or customer service counters).

- 4 Room capacity limitations have been implemented. Offices, breakrooms, restrooms and locker rooms or other rooms may only have one or two employees in the room at the same time depending on the square footage of the space. This also includes limiting elevator use to one person at a time. (Overall capacity considerations have also been reviewed to limit the total number of people in any space at one time based on the square footage of the space). Employees are encouraged to take meal breaks at their work station.
- 5 An "Employee Clean & Clear Desk" policy will now be enforced, whereas employee desks should be clear of all papers in order to be disinfected after each work day.
- 6 Where possible, motion detected light switches are installed and interior doors (non-security doors) are propped open to limit touching of similar surfaces as much as possible.
- 7 Where possible, we will limit contacts during customer transactions (i.e. encourage use of credit cards with terminals that limit contact, accept deliveries in one place at a drop off location that limits touching etc.)

## **INFECTION AND PREVENTION MEASURES, ADMINISTRATIVE CONTROLS**

- 1 Employees will be encouraged, and in some cases, required to work remotely when such conditions provide for job duties to be completed effectively. Employee on-call policy of responding within (1) hour will be enforced.

- 2 In accordance with the Family's First Coronavirus Response Act, employee SICK Bank and PTO policies have been reviewed to allow for maximum flexibility for COVID-19 related requested leave.
- 3 For job duties that require on-site presence, employee schedules may be staggered or altered for weekday or weekend schedules where appropriate, to minimize the number of people on site at one time and to limit overall contact.
- 4 As needed, a reduction of scheduled public service window hours has been posted (i.e. utility billing window, police records, court etc.)
- 5 In person contacts shall be avoided if at all possible. All public lobby hours will be restricted to "by appointment or reservation only". Virtual meetings are required for all business and public meetings.
- 6 Town employees are not permitted to travel to outside meetings unless specifically approved by Town management.
- 7 Per the advice of your personal physician, the Town of Plainfield encourages all employees to receive the COVID-19 vaccine when available. Any employees who participate in the employee wellness program, will receive a \$50 incentive towards the wellness program participation program for receiving the COVID-19 vaccine and/or annual flu shot. For any employee receiving the vaccine, if any flu-like symptoms develop, the employee will quarantine for at least 48 hours and will be covered by COVID-PTO. Employees who receive the vaccine will still be required to mask and otherwise follow the Pandemic Response Plan until further notice. Quarantine will be on a case by case basis. *TOP reserves the right to deny hazard duty pay or work from home options for employees without a special exception who do not receive the vaccine.*

# WORKING FROM HOME TIPS

1

**Stick to a Schedule** - Create a morning routine. Consider beginning and ending work at the same time each day, the way you would if you were at the office. You can even log your day and daily tasks. Employees should track their hours worked, log-in and log-out process.

2

**Give Yourself Space** - A dedicated workspace (ideally one you can close the door) is a solid way to keep work and life separate. Be sure to schedule breaks. Try to limit distractions.

3

**Look the Part** - Get dressed for the day as you would if coming into the office.

4

**Build boundaries** - Limit your work to business hours only.

5

**Become Proficient with Email** -Keep all emails documented, and make sure that you take the time to read and answer all of your business emails.

6

**Socialize With Colleagues** - Send managers or supervisors your end of week report. Set up a video call with colleagues or manager once a week to check in.

7

**Take Sick Days** - When you're not well, take the sick time you need. Keep in mind that sometimes it's best to rest and get better so that you can be your most productive self in the long term.

8

**Get Fresh Air**- Open windows to let in as much natural daylight and fresh air as possible, and take walks if possible.

9

**Look for Training Opportunities** - Check out online webinars being provided to further your knowledge in your department. Even list future goals for your department, ideas you may have and present to manager.

10

**Don't Hesitate to Ask for What You Need** - Be sure to ask for what you need within reason.

# QUARANTINED DUE TO PERSONAL TRAVEL

Employees traveling for personal leave will be subject to quarantine (using your own personal PTO). No out of Town business travel will be authorized. When employees take personal leave, you are subject to the same quarantine requirements for contact tracing and self-reporting if you have been in close contact with someone who has tested positive or has had symptoms of COVID-19 using your personal leave time. Close contact is defined as being within six feet in a cumulative time of 15 minutes or more.

Otherwise, all employees will be subject to a mandatory quarantine of 14 days, if traveling out of state. Remote work arrangements for approved positions can replace personal PTO.

***Employees who receive the COVID-19 vaccine will be exempt from travel quarantine.***

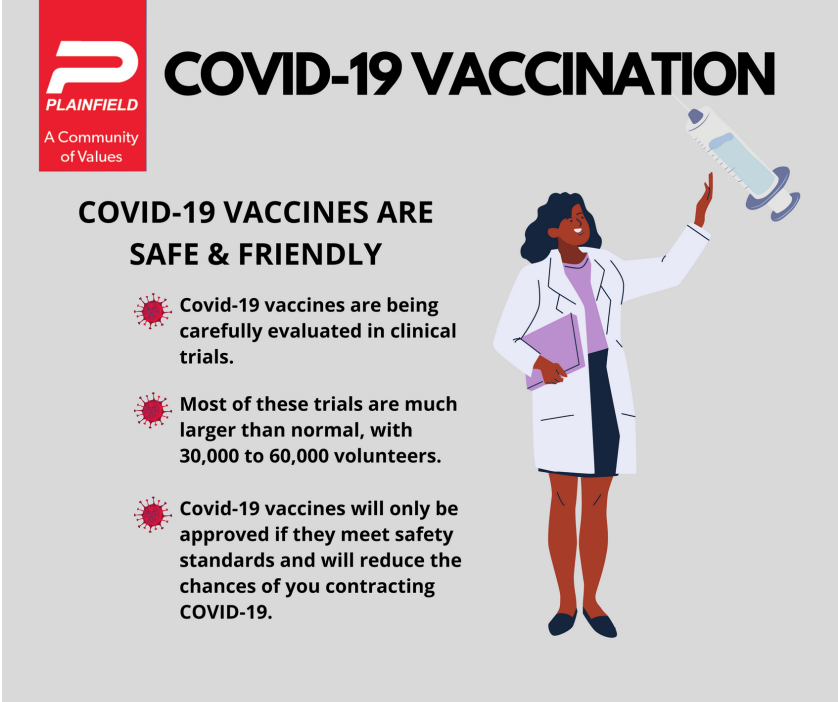
## MITIGATION AND RESPONSE GUIDELINES NON-COMPLIANCE

- 1** If an employee does not follow the recommended quarantine or isolation recommendations from the CCD, BOH as directed by the Town, the employee may forfeit eligibility for COVID PTO, Hazard Duty pay or other additional benefits related to leave due to COVID-19.
- 2** If an employee refuses to get a COVID-19 test when symptoms are present or otherwise as a result of close contact and request to test from the Town, the employee may forfeit eligibility for COVID PTO, Hazard Duty pay or other additional benefits related to leave due to COVID-19.



3

If an employee opts-out of an opportunity to receive the COVID-19 vaccine, without a qualifying exception, the employee may forfeit eligibility for COVID PTO, Hazard Duty pay or other additional benefits related to leave due to COVID-19.


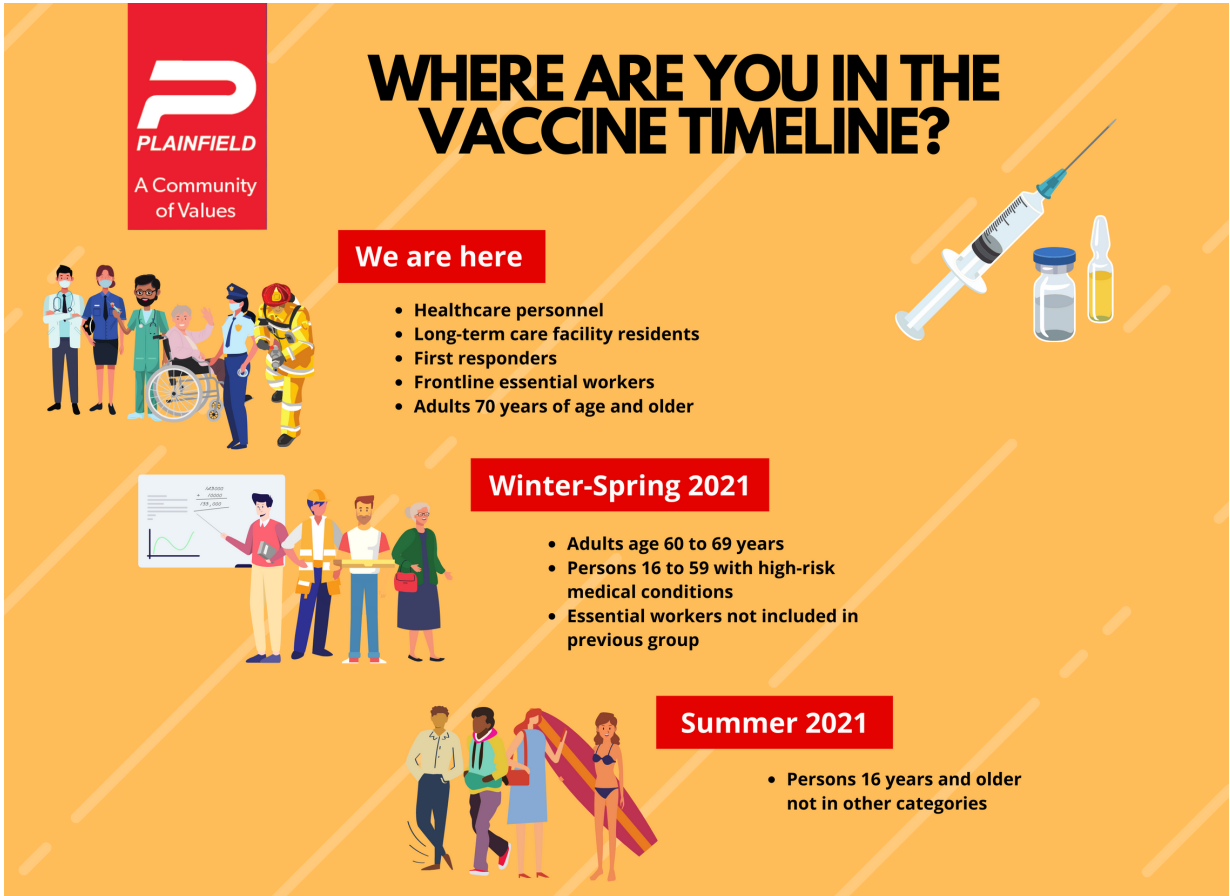


**PLAINFIELD**  
A Community of Values

## COVID-19 VACCINATION

**COVID-19 VACCINES ARE SAFE & FRIENDLY**

- Covid-19 vaccines are being carefully evaluated in clinical trials.
- Most of these trials are much larger than normal, with 30,000 to 60,000 volunteers.
- Covid-19 vaccines will only be approved if they meet safety standards and will reduce the chances of you contracting COVID-19.

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A Community of Values

## WHERE ARE YOU IN THE VACCINE TIMELINE?

**We are here**



- Healthcare personnel
- Long-term care facility residents
- First responders
- Frontline essential workers
- Adults 70 years of age and older

**Winter-Spring 2021**

- Adults age 60 to 69 years
- Persons 16 to 59 with high-risk medical conditions
- Essential workers not included in previous group

**Summer 2021**

- Persons 16 years and older not in other categories

# HENDRICKS COUNTY TESTING INFORMATION

The Hendricks County Health Department and Hendricks Regional Health have worked together to provide two COVID-19 testing sites in Hendricks County available to all members of the public regardless of symptoms. These testing sites are located in Danville and Brownsburg. Please view below for more information about COVID-19 testing in Hendricks County. This testing is made possible through a grant from the Indiana Department of Health to ensure that community testing is available anywhere there is a need.

**HOW TO REGISTER:**

- Pre-register for an appointment at [scheduling.coronavirus.in.gov](https://scheduling.coronavirus.in.gov).
- On the first screen of registration site, choose "I don't have an Invitation Code".
- Appointments are 1-hour timeslots. For example, a 12:00 appointment means you can show up anytime between 12:00-1:00PM.
- Individuals should bring proof of Indiana residency such as a state-issued ID, work ID or utility bill.
- There is no charge for testing.
- Test results may take up to 3 business days to receive.

**TEST LOCATIONS AND HOURS:**

<b>DANVILLE SITE</b> (202 Meadow Dr, Danville, 46122)	<b>BROWNSBURG SITE</b> (1080 N Green St, Brownsburg, 46112)
<b>Monday</b> 12pm - 6pm	<b>Monday</b> 8am - 4pm
<b>Tuesday</b> 7am - 3pm	<b>Tuesday</b> 10am - 6pm
<b>Wednesday</b> 7am - 3pm	<b>Wednesday</b> 10am - 6pm
<b>Thursday</b> 12pm - 6pm	<b>Thursday</b> 8am - 4pm
<b>Friday</b> CLOSED	<b>Friday</b> CLOSED
<b>Saturday</b> 10am - 3pm <small>Only the first three Saturdays of the month.</small>	<b>Saturday</b> CLOSED
<b>Sunday</b> CLOSED	<b>Sunday</b> CLOSED



\*Testing sites will not be operational during state holidays  
**COVID testing questions may be directed to [covidtesting@co.hendricks.in.us](mailto:covidtesting@co.hendricks.in.us) or 317-745-9368.**

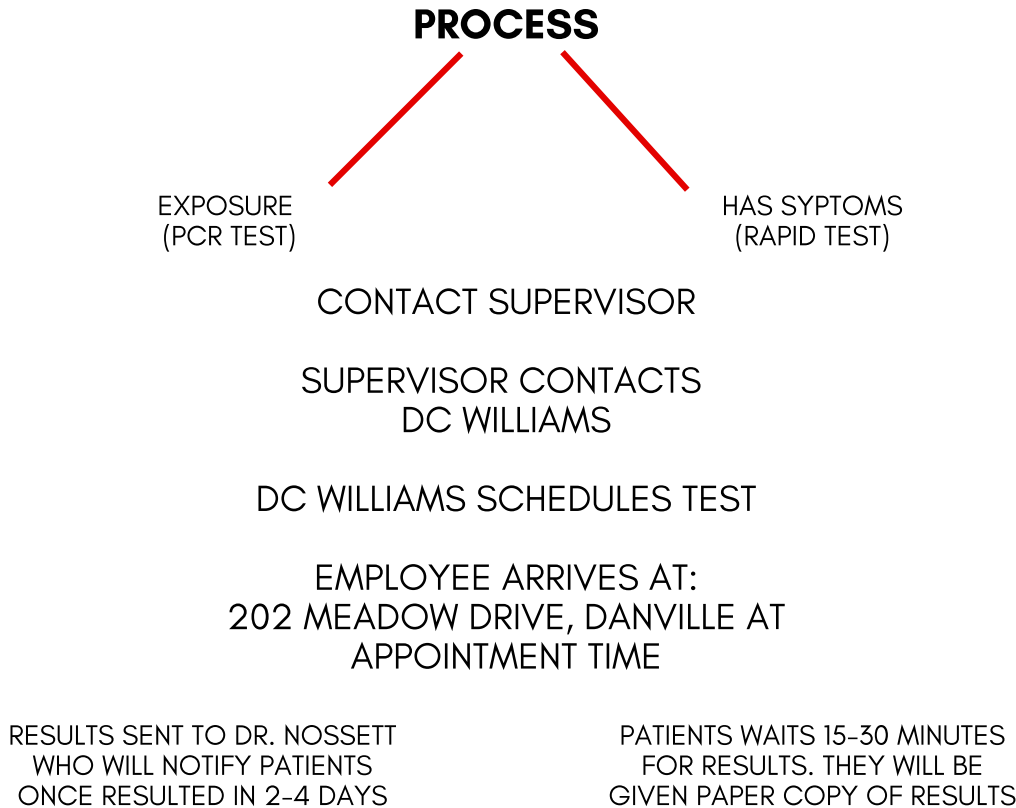
# COVID FIRST RESPONDER TESTING PROGRAM

Hendricks Regional Health understands the unique challenges our community partners are facing as they work to keep schools open and emergency services running. Testing delays and the growing number of quarantined workers is placing a heavy burden on our schools, first responder agencies and law enforcement organizations. HRH has developed a prioritized testing program for first responders and school personnel. The test we will use is based on several factors including:

- Are symptoms present?
- When did the symptoms begin? Was the individual exposed to a known COVID-positive person?
- When was the exposure?

**HOW TO REGISTER:**

- Your supervisor will contact Plainfield Fire Territory Deputy Chief Greg Williams to schedule



# MINDFULNESS PLAIN & SIMPLE COURSE



CONTACT HUMAN RESOURCES TO RESERVE YOUR SEAT.

## POSSIBLE BENEFITS OF PARTICIPATING IN A MINDFULNESS CLASS:

- 🧘 DEVELOP AND STRENGTHEN A FOCUSED ATTENTION
- 🧘 GAIN GREATER SELF-AWARENESS
- 🧘 DEEPEN EMOTIONAL INTELLIGENCE
- 🧘 IMPROVED SENSE OF OVERALL WELL BEING

This is a 5-week class that meets once a week for 75 minutes.  
Classes held on the following Tuesdays: November 17, November 24,  
December 1st, December 8th and December 22nd from 10:30am -  
11:45am via Zoom

Classes led by Abbie Dutterer,  
Certified Mindfulness Teacher

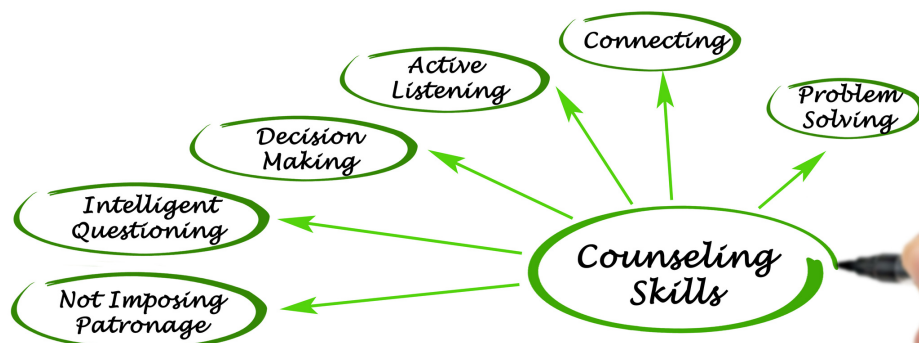
**Earn \$100** towards HSA for employees,  
plus an additional \$100 for spouses with participation.

# EMPLOYEE ASSISTANCE PROGRAM (EAP)

At times we all experience challenges at work or at home that affect our well-being and make it difficult to concentrate on our daily tasks. An EAP provides short-term counseling and referral services to help you address these challenges.

EAP Services are:

- Confidential
- Available around the clock every day of the year
- **Free** to employees and their covered dependents
- Accessible by:
  - Local number: **317-634-5362**
  - Toll-free number: **800-822-4847**
  - Online: **www.lifeserviceseap.com**
    - **Username:** Plainfield
    - **Password:** employee



# WORKSPACE IMPROVEMENTS



(Pictured top-left): Floor clings have been installed in public-facing areas of Town facilities to encourage 6-foot distance between patrons.

(Pictured top-right and bottom-left): Plexi-glass has been installed between workspaces throughout the Town to keep workspaces open yet safe from the spread of COVID-19.



(Pictured): An example of the new "Clean Desk Policy," which will allow for disinfecting of all surfaces at the end of each work day.

## ADDITIONAL RESOURCES

### **TOWN OF PLAINFIELD COVID-19 RESOURCES**

<https://www.townofplainfield.com/1512/COVID-19-Resources>

### **OSHA**

<https://www.osha.gov/Publications/OSHA3990.pdf>

### **CDC**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>

### **INDIANA DOL**

<https://www.in.gov/dol/3142.html>

**PLEASE DIRECT ALL QUESTIONS TO YOUR SUPERVISOR  
FIRST AND HUMAN RESOURCES FOR ADDITIONAL  
INFORMATION.**

This ToP Pandemic Response Plan is subject to change.