



Village of Vermontville

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Village of Vermontville COVID-19 Preparedness and Response Plan

Office Preparedness and Response Plan

- Encourage employees and residents to receive the vaccine.
- Have signs posted to inform the public of proper safety measures, and the current guidelines for COVID-19.
- Have plexiglass barriers between the employees and residents.
- Wash hands/Use sanitizer in between helping each person.
- Wear masks in shared spaces. You may only remove them when seated 6 feet apart at individual desks, or if fully vaccinated.
- Keep proper 6 feet social distance between employees and residents.
- Have stickers on the floor to show proper social distance between each person.
- Health screening in place at the beginning of each day for employees. Request masks be worn unless fully vaccinated.
- Have masks and sanitizer on front table for the public.
- Extra cleaning and sanitizing of the offices and community center, using the fogger to help with sanitizing. Cleaning and sanitizing of the community center is done before and after each party. Cleaning and sanitizing of the office is done multiple times a day, the exact number varies depending on if we are open to the public or not.
- Employees do not share phones, desks, or work equipment.
- If an employee is sick, they must stay home.
- If an employee has COVID-19 symptoms or has come in close contact with someone who has COVID-19 they are required to get tested and stay home (quarantine) based on Health Department/MIOSHA regulations.

- If contacted by the Health Department they may require an employee to be released by them or a doctor before returning to work.
- Have Personal Protective Equipment (PPE) available for employees.
- Employees are trained on the policies and procedures required from them.
- Keeping the public informed via website and signs in the window about the latest orders and regulations.
- Council and committee meetings allow for a virtual option.

DPW Preparedness and Response Plan

- DPW employees follow all the same guidelines as the office workers above, except they may share more equipment and may have to enter resident's homes.
- When sharing spaces such as vehicles, personal protective equipment is required, unless fully vaccinated.
- When required to enter a resident's home, employees should wear a mask and be sure to sanitize or wash hands upon leaving.
- Cleaning and Sanitizing vehicles and equipment after each use.

Current Additional Safety Measures

(Put into place when we are not open to the public.)

- Offices closed to the public, decreases direct contact with residents.
- Allow the shifting of employee schedules, or work from home to minimize contact with other employees.
- Council meetings and committee meetings done virtually, until restrictions are lifted.