

City of Pleasant Ridge

COVID-19 Preparedness and Response Plan

June 16, 2020

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Acknowledgement Form

I acknowledge that I have received a copy of the City of Pleasant Ridge COVID-19 Employee Handbook. I understand it is my responsibility to read this Handbook, to ask questions of my supervisor if I need additional information regarding items covered in this handbook, and to comply with any and all the information, policies, and procedures explained in this handbook.

When revisions occur, it is my responsibility to read the updates and comply with the changes as well as keep my personal copy of the COVID-19 Employee Handbook up to date by inserting the revisions when issued.

Employee Signature

Date

Printed Name

Department

This form must be signed and returned to the City Manager where it will be placed in the employee's personnel file.

A. Introduction

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, The City has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders, or federal guidance, related to COVID-19 are issued or amended.

The following COVID-19 Preparedness & Response Plan has been established by the City in accordance with the requirements in the most recent Executive Order (“EO”) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and also in accordance with *Guidance on Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration (“OSHA”). Appendix A contains the list of 18 items all businesses and operations that are permitted to require their employees to leave their homes or residences for work must implement under the most recent EO.

B. Basic Infection Prevention Measures

1. Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to use hand sanitizer, including upon entry. Employees will also be provided with access to tissues and to places to properly dispose of them. Hand shaking is also prohibited to ensure good hand hygiene. The City will provide tissues and trash receptacles where appropriate.

Workers are discouraged from using other workers’ phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is not possible, then workers should wipe down any and all items and spaces prior to sharing it with another worker.

2. Sick Leave Policies

Workers are encouraged to stay home if they are sick. In addition, workers are permitted to take paid leave consistent with the Families First Coronavirus Response Act and the City’s paid time off policies. Employees with confirmed COVID-19 cases will receive paid time off if they have exhausted their other PTO banks (vacation, sick, holiday).

3. Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely. In addition, face-to-face meetings should be replaced with virtual communications to the extent possible.

4. Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including special attention to parts, products, and shared equipment) will be

C. Identification and Isolation of Sick Individuals

performed regularly using products containing Environmental Protection Agency (“EPA”)-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. When choosing cleaning chemicals, the City will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

Enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. The following methods will be used for enhanced cleaning and disinfection: wipe down all surfaces and equipment with cleaning products or wipes containing at least 62% alcohol, and have the work affected work areas disinfected by the City’s fogging spray contractor.

5. Enhanced Social Distancing

Employees are directed to perform their work in such a way to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Ground markings, signs, or physical barriers may also be used, if needed. The number of employees permitted in any break room or common room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work area as much as possible. Employees will be provided with personal protective equipment appropriate to the exposure risk associated with the job following guidance from the Occupational Safety and Health Administration (“OSHA”) and the Centers for Disease Control and Prevention (“CDC”) applicable to the industry and types of jobs at the workplace and in accordance with applicable state orders. Physical barriers may also be installed for employees commensurate with their level of risk of exposure to COVID-19.

The City will follow CDC and OSHA guidance with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. The City will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, the City will adopt any additional infection-control measures that are reasonable considering the work performed at the worksite and the rate of infection in the surrounding community.

C. Identification and Isolation of Sick Individuals

1. Employee Screening Before Entering the Workplace

The City has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. At the beginning of each day at the start of each work shift, the City will screen employees for signs and symptoms of COVID-19 as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to their department head and the assistant City Manager before and during the work shift and have provided employees with instructions for how to make such a report to the employer. The City’s Employee Entry Screening Questionnaire is attached as Appendix B.

A screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process required by the state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from entering the premises until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C. A healthcare provider's note is not required to validate an illness or to return to work (although the employee must still meet the relevant criteria to return to work).

2. Self-Monitoring for Symptoms

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See CDC, Watch for Symptoms list.

3. Procedures for Reporting Illness

- a. Suspected Cases. An employee will be considered to have a Suspected Case of COVID-19 if:
 1. They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.
 2. **OR** they are experiencing at least two of the following symptoms:
 - Fever;
 - Chills;
 - Repeated shaking with chills;
 - Muscle pain;
 - Headache;
 - Sore Throat; and/or
 - New loss of taste or smell.
 3. They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.
- b. If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

C. Identification and Isolation of Sick Individuals

1. Immediately notify supervisor and/or Human Resources contact;
 2. Self-quarantine for 14 days; and
 3. Seek immediate medical care or advice.
- c. If an employee qualifies as a Suspected Case, the City will:
1. Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
 2. Ensure that the employee's work area is thoroughly cleaned.
- d. Confirmed Cases. An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19. If an employee believes that he or she qualifies as a Confirmed Case he or she must:
1. Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
 2. Remain out of the workplace until they are cleared to return to work.
- e. If an employee qualifies as a Confirmed Case, the City will:
1. Within 24 hours, notify the local health department and any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 (while not disclosing the identity of the employee to ensure the individual's privacy);
 2. Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
 3. If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
 4. Communicate with employees about the presence of a confirmed case and the cleaning/disinfecting plans and when the workplace will reopen.

4. Becoming Sick at Work

The City will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- a. Not allowing known or suspected cases to report to or remain at their work location.

- b. Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- c. Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Any onsite employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. If such a situation arises, the City will identify a designated area with closable doors to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

5. PPE

The City will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

- a. All types of PPE must be:
- b. Selected based upon the hazard to the employee.
- c. Properly fitted and periodically refitted, as applicable (*e.g.*, respirators).
- d. Consistently and properly worn when required.
- e. Regularly inspected, maintained, and replaced, as necessary.
- f. Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The City will provide any required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. Employees are required to wear masks when workers cannot consistently maintain six feet of separation from other individuals in the workplace. The City will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.

D. Workplace Protections

1. Environmental Controls

The City has installed physical barriers such as clear sneeze guards at all public counters and increasing ventilation rates in the work environment by opening doors and windows to the greatest extent possible to minimize the potential for transmission of the virus indoors.

2. Administrative Controls

The City will review and implement any other necessary administrative controls as appropriate.

3. Non-Essential Travel

All non-essential travel is discontinued until further notice.

4. Working with Insurance Companies and State and Local Health Agencies

The City will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

5. Continue to Follow Existing OSHA Standards

The City will continue to adhere to all applicable existing OSHA standards and requirements.

6. Training

The City will coordinate and provide training to employees related to COVID-19. At minimum, the City will provide training as required under state executive orders and the following:

- a. Workplace infection-control practices.
- b. The proper use of PPE.
- c. Routes by which the virus causing COVID-19 is transmitted from person to person.
- d. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- e. Symptoms of COVID-19.
- f. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- g. Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- h. Rules that the worker must follow in order to prevent exposure to and spread of the virus.

- i. The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- j. How to report unsafe working conditions.

7. Recordkeeping

The City will maintain the required recordkeeping under state executive orders. The following records are required to be maintained:

- a. Required employee training.
- b. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- c. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

8. Workplace Coordinator

The City will designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. The supervisor will be on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

E. Requirements for Visitors

- a. Upon initial reopening, visitors will be allowed in City buildings by appointment only. Visitors entering the building will be given a screening prior to entering the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they will not be allowed into the building. See Appendix A for the screening questionnaire.
- b. Upon further guidance by executive orders by the Governor, health department orders, or other applicable guidance, the City may eliminate the need for appointments and screening upon entering a public building, but the public and visitors will be limited to public areas in buildings only.
- c. All visitors to public buildings must wear a mask and will be denied service and required to leave the building.
- d. Hand sanitizer will be provided at building entrances and public counters in City buildings.
- e. Floor markings will be provided in public areas to ensure that proper social distancing is observed.

F. Business Continuity Plans

The City will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

SUMMARY OF EXECUTIVE ORDER 2020-97

Executive Order 2020-97 requires all businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, or any order that follows it, to, at minimum, do the following:

- Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. **By June 1, 2020, or within two weeks of resuming in-person activities**, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under your COVID-19 Preparedness and Response Plan. The supervisor **must** remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
- Provide COVID-19 training to employees that covers, at a minimum: (1) Workplace infection-control practices. (2) The proper use of personal protective equipment. (3) Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19. (4) How to report unsafe working conditions.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (*e.g.*, police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (*e.g.*, door handles), paying special attention to parts, products, and shared equipment (*e.g.*, tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, **within 24 hours**, notify both: (1) The local public health department, and (2) Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").

0. APPENDIX A

- Follow Executive Order 2020-36,¹ and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- Restrict business-related travel for employees to essential travel only.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- Promote remote work to the fullest extent possible.
- Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.²

¹ EO 2020-36 provides that employers are prohibited from discharging, disciplining, or otherwise retaliating against an employee from staying home when he or she is at particular risk of infecting others with COVID-19. EO 2020-36 also provides that people who test positive for COVID-19 or show the principal symptoms of COVID-19 should remain in their home until certain circumstances exist and address other return-to-work criteria.

² Additional guidance on this requirement is expected to be forthcoming from state agencies/departments in accordance with Executive Directive No. 2020-6.

APPENDIX B

SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to access the workplace, I affirm that in the past 24 hours, I have not experienced:

_____ An atypical cough

_____ Atypical shortness of breath

Or at least two of the following:

_____ Fever of 100 degrees F or 37.8 degrees C, or above

_____ Chills/Repeated Shaking

_____ Muscle Pain

_____ Sore Throat

_____ Headache

_____ New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you will not be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days after symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

_____ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

_____ Traveled internationally or domestically?

If you answer “yes” to either of these questions, you are not permitted access to the premises. Self-quarantine at home for 14 days.

If no to all of the above, please check and sign below and proceed to enter the workplace premises:

_____ I will wear a face covering while in any public spaces within the premises.

Signature: _____ Date: _____

APPENDIX C

Employee Return to Work Plan

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

- a. Both 3 days have passed since their symptoms have resolved and 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
- b. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

- c. 14 days have passed since the last close contact with the sick or symptomatic individual;
or
- d. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX F

OTHER RESOURCES

Occupational Safety and Health Administration website: www.osha.gov

Centers for Disease Control and Prevention website: www.cdc.gov

National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

Governor Whitmer's Executive Order 2020-96:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456636/EO%202020-96%20Emerg%20order%20-%20MI%20Safe%20Start%20-%20re-issue.pdf

Governor Whitmer's Executive Order 2020-97:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456637/EO%202020-97%20Emerg%20order%20-%20Workplace%20safeguards%20-%20re-issue.pdf

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>