



City of Saline

COVID-19 Preparedness and Response Plan

Date Implemented: **February 9, 2021**

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COVID-19 Preparedness and Response Plan

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, we, the City of Saline, have 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 related to COVID-19 are issued or amended.

Working from Home Guidelines

Effective February 8, 2021, and in accordance with the Michigan Occupational Health and Safety Administration’s (MIOSHA) Covid-19 Emergency Rules and the Michigan Department of Health and Human Services (MDHHS) Gathering and Face Mask Order, all City of Saline workers that can feasibly complete their job duties from home, must continue to work remotely through at least March 29, 2021. This excludes the Department of Public Works, Police Department, and Wastewater/Water Treatment employees who are providing critical safety and infrastructure services.

City of Saline administrative employees must only report to work on an as needed basis. These employees must have a specific on-site work plan, including a listing of relevant duties, to provide to HR as a justification for why they need to conduct work on site. There will be a general schedule provided to these employees that they can use to indicate when they need to come into City Hall to access materials or perform job duties that are otherwise unable to be fulfilled from home. This schedule should be consulted prior to an employee coming into City Hall to reduce contact among employees in the office. Employees reporting to work must still follow the screening guidelines from the August 20th policy. These work from home guidelines will remain in place until March 29, 2021.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act (FFCRA) and City of Saline’s applicable vacation, sick and personal time policies. FFCRA leave is available to eligible employees until March 31st, 2021. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Employee Screening Before Entering the Workplace

A sample Self-Screening Tool for COVID-19 Disease is attached as Appendix A. 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 should be sent home 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 B.

Personal Protective Equipment

City of Saline shall provide and make available to all employees, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the employee. Any employee able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as 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. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed at a minimum of once a day using products containing 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. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the work area and/or vehicle will be thoroughly sanitized through fuming/bombing and deep cleaned using EPA-approved disinfectants.

Tools and Equipment

City of Saline limits the sharing of tools and equipment among employees; should any sharing of tools be required; employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. City of Saline will provide employees with disinfectant wipes and other disinfecting products for this purpose.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. The aforementioned screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Employees with Suspected or Confirmed COVID-19 Cases

Defining Close Contact

Close contact is defined as is an individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before the illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated. This includes providing home care to someone sick with COVID-19, coming into direct physical contact with the person, or sharing eating/drinking utensils (MIOSHA/CDC).

Reporting Procedure

Any employee coming into close contact with a confirmed Covid-19 case must report to Human Resources (Elle Getschman) and the employee's Department Head as soon as reasonably possible after receiving confirmation of the contact.

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.

- 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.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources;
- Self-quarantine for 10 days* and continue to monitor your symptoms for 14 days; and
- Seek immediate medical care or advice.

If an employee is COVID-19 positive, in order to return to work, they must:

- If asymptomatic, remain symptom free and quarantine for ten (10) days.
- If symptomatic, quarantine for a minimum of ten (10) days and be symptom free, without medication, for at least 24 hours prior to return to work. Those with severe illness may quarantine for up to twenty (20) days.

*If a "critical infrastructure worker" (defined by the City as any PD, DPW or WWTP workers) has been in "close contact" with a confirmed or suspected COVID case, but is asymptomatic, this employee should work with the department head and Human Resources to determine what the next steps are. If possible, the employee will follow the 10 day quarantine procedure, but if this is not possible while allowing critical City functions to be met, then the following procedures must continue: employee pre-screen at home and at the workplace, regularly monitor condition with HR or occupational health provider, wear a mask, social distance, and clean/disinfect workspaces.

If an employee qualifies as a Suspected Case, then we the City of Saline will:

- Notify all employees who may have come into close contact with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

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 (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then the City of Saline will:

- Notify all employees who may have come into close contact (as defined above) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Business Continuity Plans

The COVID-19 Leadership Team 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.

Classification of Workers' Exposure

Following OSHA Standards for classifying workers' exposures City of Saline employees have been categorized as below:

- Police Officers, Sergeants, and Police Chief: While performing their daily routine activities the immediate health risk is low.
- All other City of Saline Employees: Are considered low risk.

Emergency Communication Plan

City Manager is the Public Information and Communication officer and all communications will be funneled through the City Manager's office.

APPENDIX A

**COVID-19
Workplace Health Screening**



Company Name: _____

Employee Name: _____ Date: _____

Current Temperature: _____ Time: _____

In the past 48 hours, have you experienced the following symptoms not explained by a known medical or physical condition:		
Fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of taste or smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answer "yes" to ANY of the symptoms listed above, or if your temperature is 100.4°F or higher, please do not go into work. Seek COVID-19 testing and isolate at home until test results are available.</i>		

In the past 48 hours, have you experienced the following symptoms not explained by a known medical or physical condition:		
Abdominal pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Congestion or runny nose	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea or vomiting	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answer "yes" to TWO or more of the symptoms listed above, please do not go into work. Seek COVID-19 testing and isolate at home until test results are available.</i>		

In the past 14 days, have you:		
Been in close contact with anyone suspected or confirmed to have COVID-19 (close contact means closer than 6 feet for 15 minutes or more in a 24-hour period, with or without wearing masks)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answer "yes" to the question above, please do not go into work. You must quarantine at home for a minimum of 10 days (possibly 14 days) after close contact with a person who has COVID-19.</i>		

Are you currently:		
Under evaluation for COVID-19 (for example, are you waiting for COVID-19 test results, or have you recently been diagnosed with COVID-19)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answer "yes" to the question above, please do not go into work. You must self-isolate at home while waiting for test results. You must also self-isolate at home after being diagnosed with COVID-19.</i>		

For questions, visit washtenaw.org/COVID19 or contact the Washtenaw County Health Department at L-wchdcontact@washtenaw.org or 734-544-6700.

December 4, 2020

**APPENDIX B
EMPLOYEE RETURN TO WORK PLAN**

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:

1. 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
2. They receive a negative COVID-19 test.

Employees who have been in “close contact” (within 6 feet of an infected person for at least 15 minutes starting from 2 days before the illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated) 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:

1. 10 days have passed since the last close contact with the sick or symptomatic individual; and
2. The symptomatic individual receives a negative COVID-19 test.

If a “critical infrastructure worker” (defined by the City as any PD, DPW or WWTP workers) has been in “close contact” with a confirmed or suspected COVID case, but is asymptomatic, this employee should work with the department head and Human Resources to determine what the next steps are. If possible, the employee will follow the two week quarantine procedure, but if this is not possible while allowing critical City functions to be met, then the following procedures must continue: employee pre-screen at home and at the workplace, regularly monitor condition with HR or occupational health provider, wear a mask, social distance, and clean/disinfect workspaces.

APPENDIX C OTHER RESOURCES

MDHHS Gatherings and Facemask Order:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-551407--,00.html

Governor Whitmer's Executive Order 2020-59:

https://www.michigan.gov/documents/whitmer/EO_2020-59_Signed_688350_7.pdf

Governor Whitmer's Executive Order 2020-42:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

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/HandSanitizer-p.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>

APPENDIX D

**CITY OF SALINE
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed the City of Saline's COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
2. The plan is available on the City of Saline's website www.cityofsaline.org and at each City of Saline facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: City of Saline

Signature:



Name of Official: Colleen O'Toole

Title: City Manager

Date: 2/9/2021