



City of Saline

COVID-19 Preparedness and Response Plan

Date Implemented: **April 14, 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

The existing MDHHS Gatherings and Face Mask order expires at midnight on April 19, 2021. However, due to the high level of COVID-19 cases in Michigan, the City of Saline will retain a hybrid staffing schedule where possible to ensure social distancing and continue to reduce spread.

Effective March 20, 2021, City Hall remains open to the public, at a limited capacity, for walk in services during the normal business hours of Monday to Friday, 8:30 am to 5 pm. In addition to the administrative front counter services, the Community Development Department will reopen for walk-in window services during normally scheduled hours, Monday to Friday 8:30 to 10 am, 12 to 1 pm, and 3:30 to 4:30 pm. Department Heads will create a schedule that allows any administrative staff that can complete their duties from home to continue to do so until further notice.

Employees reporting to work must still follow the screening guidelines from the August 20th policy.

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 September 30, 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 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 to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional

resources to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunchroom 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 fumigating/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

Visitors will be allowed in the workplace on a limited capacity basis that allows every individual to maintain a distance of at least 6 feet from others. All visitors entering the building will be asked to conduct a self-screen questionnaire to decide if they 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. All visitors must wear a face covering unless they cannot medically tolerate wearing one.

The City of Saline and its respective personnel must require the use of masks by all individuals and deny entry or service to all persons refusing to wear face masks while gathered. This includes participants of in-person public meetings, except where at least twelve feet of distance can be achieved while speaking as part of a public broadcast.

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 14 days; and
- Seek immediate medical care or advice.

Per the Washtenaw County Health Department, vaccinated persons with exposure to a suspected or positive COVID-19 case are not required to quarantine if they meet ALL of the following:

- the individual is fully vaccinated (at least 14 days since the final dose; and they received 2 doses of Moderna, or 2 doses of Pfizer, or 1 dose of Janssen/Johnson & Johnson) AND
- it is within 3 months of receiving the last vaccine dose AND
- the individual has not developed any symptoms since exposure.

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

- If asymptomatic, remain symptom free and quarantine for fourteen (14) days.
- If symptomatic, quarantine for a minimum of fourteen (14) 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 14 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

The 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](https://www.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. 14 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**

MIOSHA COVID-19 Emergency Rules:

https://www.michigan.gov/documents/leo/Final_MIOSHA_Rules_705164_7.pdf?utm_medium=email&utm_source=govdelivery

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>

Washtenaw County Health Department Guidance for Businesses and Organizations:

<https://www.washtenaw.org/3122/Guidance-for-Businesses-Organizations>

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: 4/14/21

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I acknowledge receiving and reviewing the City of Saline's Preparedness and Response dated April 14, 2021.

Employee Name (Printed): _____

Employee Signature: _____ Date: _____