

MARCH 12, 2020

Coronavirus

At this time the City of Alma has opened the All Hazard Emergency Operations Plan. We are currently following published guidelines from the Michigan Department of Health and Human Services and the Center for Disease Control.

Current Recommended Strategies:

- Review of City of Alma Emergency Operations Plan with staff. Focus on the Functions and Responsibilities Chart that identifies primary, joint, and secondary responsibilities for each annex in the plan.
 - The major functional annexes for a response to the coronavirus are:
 - Direction and Control (City Manager – primary, All Other Dept Heads – secondary)
 - Emergency Public Information (City Manager – primary, Clerk – secondary)
 - Resource and Supply (Public Services Director and Finance Director - joint, Clerk and Engineering – secondary)
 - Support (Clerk and Library Director are primary, City Manager – secondary)
- (Memo of 3-4-2020 to all staff - above information was published)*
- Actively Encourage Sick Employees to stay home:
 - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick. *(Memo of 3-4-2020 to all staff - above information was published)*
 - Suspend the requirement for a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. *(Section 4.7 of the Employee Manual: A certificate from a reputable physician may be required, at the option of the Supervisor, as evidence of illness before compensation for the period of illness is allowed)* Consideration of suspending this requirement by city manager –
 - Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual. *(Section 4.7 of the Employee Manual: Employees may, for personal convenience, use sick leave to care for the health or well-being of a member of the employee's immediate family, Family sick leave shall not exceed five days per calendar year. After five sick days employees may use vacation time or personal leave for care of family members.)* Five days of sick time use may be extended to

14 days upon a written request of the employee to their direct supervisor. Final approval by city manager. Memo needed.

- Separate Sick Employees:
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. *(Memo of 3-4-2020 to all staff - above information was published)* Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Emphasize Staying Home When Sick, Utilize Proper Respiratory Etiquette and hand Hygiene
 - Place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen. *(Attached posters were distributed to all departments on 3-12-2020)*
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty. *(Memo of 3-4-2020 to all staff - above information was published)*
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene. *(Each department shall inspect their work areas on a daily basis to ensure supplies are available. Contact DPW as needed to replenish)*
- Provide Routine Environmental Cleaning
 - Provide disposable wipes so that frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs can be wiped down. *(Responsibility of individual departments to wipe and clean the areas during normal business hours. Contact DPW as needed for replenishment)*
- Resource Building of Needed Day to Day Supplies and Support Annex
 - [Emergency Operations Budget Established](#)
 - [Acquisition, storage, and disbursement plans to be completed.](#)

Recommendations for Planning: Department Heads and Supervisors

- **Begin to prepare for possible increased numbers of employee absences due to illness in employees and their family members due to dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:**
 - **Assess essential functions and document priorities. Be prepared to change your business practices if needed to maintain critical operations**
 - **Plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.**
 - **Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.**
- **Begin to explore work practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.**
 - **Determine ahead of time which employees are able to work from home should the need arise. Approval by city manager prior to such arrangements being made. Complete understanding, in writing, of “work from home” expectations documented and signed prior to any approval.**
 - **Takes steps to ensure that you have the information technology and infrastructure needed to support employees who may be able to work from home. A. Hale has already taken some steps to establish protocols with IT Right for access. If your department feels there are individuals with such need, submit a list to the city manager for approval and confirmation.**
- **Review of City of Alma Emergency Operations Plan with staff – weekly**
 - **Discussion of the Support Functional Annex – employees need to know it exists**
 - **Open discussion with staff about essential functions and who has been identified – you cannot surprise employees when crisis hit. As a city employee, there is an expectation that you will be available to provide service to our citizens in times of crisis. Employees can expect that we will be open and honest with them about those expectations.**

We are not the health department or the Center for Disease Control. At this time, we will not be engaging the public with any recommendations or plans. There is plenty of information out there for the general public to digest. Our responsibility at this time is to focus on our Emergency Planning and continuity of government.

Governor Whitmer has declared a state of emergency as two cases of coronavirus have been confirmed in southeast Michigan. Understand the state of emergency is necessary to trigger specific funding requests and collaborations.

<https://www.michigan.gov/coronavirus>

<https://www.mmdhd.org/>

THE THURSDAY ADMIN MEETINGS WILL BE USED AS A VEHICLE FOR UPDATES ON THE PLAN – SHOULD WE RECEIVE ANY MORE URGENT NOTIFICATIONS, EMERGENCY MEETINGS MAY BE CONDUCTED