

COVID-19 Preparedness & Response Plan For Lower and Medium Exposure Risk Employers

General

The following COVID-19 preparedness & response plan has been established for the City of Alma employees in accordance with the requirements in the Executive Orders (EOs) for COVID-19 signed by Governor Gretchen Whitmer, the OSHA Guidance on Preparing Workplaces for COVID-19, and the latest guidance from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to COVID-19.

The EOs, OSHA guidance, and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. City Manager Matt Schooley has read these guidance documents carefully, found the safeguards appropriate to the City of Alma based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, the EOs and CDC guidance are periodically updated. City Manager Schooley will be responsible for visiting the EO webpage and CDC guidance webpage regularly for the latest information and for revising the plan as necessary. This plan reflects the EOs and CDC guidance as of **July 27, 2020**.

City of Alma has designated department heads to coordinate with Human Resources Manager Brooke Siefka to implement, monitor, and report on the COVID-19 control strategies developed in this plan.

The plan will be made readily available to employees via [almanet](#).

Exposure Determination

The City of Alma has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to COVID-19.

The City of Alma has determined that its employees' jobs (with the exception of the police department) fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.
- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other

coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

City Manager Matt Schooley verifies that the City of Alma police department is the only high exposure/risk job in the City. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. This plan is not intended for employers who have high exposure risk jobs.

Engineering Controls

The City of Alma has implemented feasible engineering controls to minimize or eliminate employee exposure to COVID-19. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.

The City of Alma will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

- Employees shall conduct city business behind a physical barrier - Barriers have been installed at the public window of the Administrative counter of the municipal building, the counter at the police department and the service counter at the library. The transit center already has plexiglass partitions in place to limit contact with the general public.
- Automatic sanitizer hand washing stations have been installed in all City of Alma buildings for employees and public use.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Matt Schooley will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for City of Alma.

- Flexible work hours, including staggered shifts and breaks

- Crews will be divided up and rotated to ensure business continuity with safe and reliable utility services.
- Work from home policies
 - Since a majority of our services are essential, the City does not have the luxury of complete segregation from the general public. However, if you are assigned to work from home, you are expected to remain at home and be available for work during normal business hours. If you need to leave, please notify your Supervisor immediately for proper documentation of paid leave. All City employees working from home must have a signed Telecommuting Policy and Agreement form on file with their supervisor.
 - All employees who are not essential to operations, and whose job duties reasonably allow them to telework, will work remotely.
- Use of teleconferencing and web conferencing
 - There will be no face-to-face meetings with representatives of suppliers or solicitors of any kind during social distancing orders.
- Practice social distance from general public and other employees – provide visual cues
 - Maintain a distance of at least six feet from the public and other employees whenever it does not cause a direct safety hazard to the job you are performing.
 - One employee per work vehicle.
 - **When social distancing cannot be maintained by employees, cloth, surgical or another mask must be worn.**
 - Deliveries will be left outside and disinfected before being brought inside, when possible.
 - Lunch needs to be brought in with you from home or carry-out. Do not share or pass around food. Lunch breaks will be rotated when possible. In cases where it is not possible, you should maintain a distance of six feet between you and others at all times.
 - Signs shall be posted in all city owned buildings reminding employees of the social distancing standards.
- Encourage proper hygiene etiquette and use of noncontact greetings
 - Upon arrival to work, you must wash your hands before anything else. Then **once a day, at a minimum, employees shall clean their workstations, doorknobs and common areas with disinfectant.**
 - Frequently wash your hands thoroughly with soap and water for at least 20 seconds. If facilities are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol;
 - Avoid touching your eyes, nose and mouth;
 - Cover sneezes or coughs with tissues, if possible, or inside of elbow;
 - Avoid contact with people who are known to be sick;
 - Stay home when sick; and
 - The City shall make hygiene products such as sanitizer, soap, and disinfectant wipes available to be used at individual workstations.

- 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 and deep cleaned using EPA-approved disinfectants.
- Cloth face coverings (masks) shall be worn by employees when social distancing and physical barriers are not possible
 - This includes outside of city owned buildings while an employee is conducting city business
- All non-employees entering city owned buildings shall wear masks to enter along with temperature checks. (see opening guidelines)
- Signs shall be posted in all city owned buildings advising employees of the signs and symptoms of COVID-19 and related resources.

Hand Hygiene

City of Alma bathrooms shall be kept stocked with sufficient hand cleaning soaps to ensure regular opportunities for handwashing is available. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to COVID-19. The City of Alma shall provide employees with antiseptic hand sanitizers stationed throughout all city facilities. The City of Alma will provide time for employees to wash hands frequently and to use hand sanitizer.

Disinfection of Environmental Surfaces

The City of Alma will make cleaning supplies available to employees upon entry and at the worksite. Then **once a day, at a minimum, employees shall clean their workstations, doorknobs and common areas with disinfectant.**

Department Heads will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected by employees. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to COVID-19.

The City of Alma will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The department head will be responsible for seeing that this protocol is followed.

Personal Protective Equipment (PPE)

The City of Alma will provide employees with personal protective equipment for protection from COVID-19 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

All types of PPE are to be:

- Selected based upon the hazard to the worker.

- Consistently and properly worn.
- Replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The City of Alma will provide non-medical grade face coverings to employees. City of Alma employees are required to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.

Health Surveillance

The City of Alma 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. Department heads will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, the City of Alma will have employees self-screen for COVID-19 utilizing the Mid-Michigan District Health Department COVID-19 Workplace Health Screening form. All employees entering the municipal building are required to take their temperature with the infrared thermometer that is present in the lobby. The reading shall be recorded on the form. Employees shall complete the questions on the form covering the signs and symptoms of COVID-19:

In the past 14 days have you had any of the following symptoms develop or worsen with no other known cause:

- **Fever or felt feverish**
- **Cough**
- **Shortness of breath/difficulty breathing**
- **Sore throat**
- **Diarrhea**
- **Chills**
- **Muscle pain**
- **New loss of taste or smell**

If an employee answers 'yes' to any of the symptoms listed above, **or** the employee temperature is **100.4 degrees F or higher**, they are not permitted in the workplace. That employee shall be sent home to self-isolate and shall be required to contact their health care provider for direction.

In the past 14 days, have you:

- **Had close contact with an individual diagnosed with COVID-19?**
- **Traveled internationally or taken a cruise?**

If an employee answers 'yes' to either of these questions, they shall not be permitted to work. The employee shall self-quarantine for 14 days or as directed by the health department.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their immediate supervisor before and during the work shift.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

- If at work, you will be immediately sent home. Ensure Supervisor and Human Resource Manager are notified.
- If at home, call the Department and inform on-duty Supervisor and remain at home. Also, ensure Human Resources Manager is notified.
- Contact your primary care physician.
- If unable to make contact with your physician, notify Supervisor who will contact the Human Resource Manager and an attempt will be made to get you seen at the nearest testing center.
- If tested for COVID-19 and results return positive, you will be notified by the health department.
- You will be contacted by the Health Department and given instructions on next steps. You will be asked a series of questions to inform them of your recent whereabouts. You will then receive a telephone call twice a day and you will also be required to take your temperature.
- **If you test negative or the physician does not order a test, you will not return to work until you have been fever free (without the use of medication) for at least 72 hours and any other symptoms that you may have had improve (i.e. cough or shortness of breath).**
- If you decide to stay at home, ensure that you are away from anyone in the house. If at all possible, a place where you have a separate bathroom and sleeping arrangements would be best. Disinfect everything you touch and consider wearing a mask.
- With any of the above, you can expect to be sent home to self-monitor and self-care.
- If you start to experience difficulty breathing, call 911 immediately.

The City of Alma 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:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

The City of Alma will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, the City of Alma will notify the local public health department (utilizing the MMDHD Business Form), and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19. When notifying coworkers, contractors, and suppliers, the City of Alma will not reveal the name or identity of the confirmed case.

The City of Alma 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 CDC.

- Persons with COVID-19 who have symptoms and were directed to care for themselves at home

may discontinue isolation under the following conditions:

- At least 10 days have passed since symptom onset and
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
 - Other symptoms have improved.
- Persons infected with COVID-19 who never develop symptoms (asymptomatic) may discontinue isolation and other precautions 10 days after the date of their first positive test for COVID-19.

Training

Department heads, working with the human resource manager shall coordinate COVID-19 training and ensure compliance with all training requirements.

City of Alma will train workers on, at a minimum:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.
2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Symptoms of COVID-19.
4. Workplace infection-control practices.
5. The proper use of PPE, including the steps for putting it on and taking it off.
6. 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.
7. How to report unsafe working conditions.

Human Resource Manager shall create a record of the training. The record will list the names of the employees trained, the training date, name of trainer, and content of training.

Recordkeeping

City of Alma will maintain the following records as they relate to the COVID-19 preparedness and response plan:

1. Training records.
2. A record of daily entry self-screening results for all employees or contractors entering the workplace, including a questionnaire covering signs and symptoms of COVID-19 and exposure to people with suspected or confirmed COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, a record that within 24 hours the local public health department was notified as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Human Resource Manager will ensure that the records are kept.

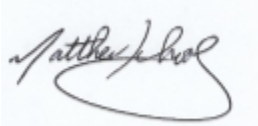
City of Alma
COVID-19 Preparedness and Response Plan
Certification by Responsible Public Official

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

1. It complies with Michigan MIOSHA Guidelines published by the Department of Labor and Economic Opportunity.
2. The Plan is consistent with the guidance from the U.S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID19;
3. The plan is available on the City of Alma's website, www.myalma.org and at each City of Alma facilities where in-person operations take place during the COVID-19 emergency.

I declare that the forgoing is true and correct.

Municipality: City of Alma

A handwritten signature in black ink, appearing to read "Matthew Schooley", is written over a light blue rectangular background.

Name of Official: Matthew Schooley

Title: City Manager

Date: July 27, 2020