

COVID-19 Preparedness & Response Plan

General

The following COVID-19 preparedness & response plan has been established for the City of Fraser in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. The Director of Public Safety or designee has read these emergency rules carefully, developed the safeguards appropriate to the City of Fraser based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

The City of Fraser has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisors are Director of Public Safety or designee, Director of Public Works or designee and City Manager. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via website.

Definitions

Close Contact: someone who was within 6ft of an infected person for at least 15 minutes starting from 2 days before illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated

COVID-19: coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, & death

Known Cases of COVID-19: person who have been confirmed through diagnostic testing to have COVID-19

SARS-CoV-2: severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19

Suspected Cases of COVID-19: persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or person who have had close contact with a person who has been confirmed through diagnostic testing

Exposure Determination

The City of Fraser has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Exposure levels include:

- **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.
- **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 SARS-CoV-2, 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.
- **High Exposure Risk Jobs**. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities.
- **Very High Exposure Risk** Tasks with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures Workers could include: Healthcare workers (doctors, nurses, dentists, paramedics, EMTs) performing aerosol-generating procedures on known/suspected COVID-19 patients

The City of Fraser has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors. We will note if it is a critical infrastructure position.

Job/Task/ Critical Infrastructure	Exposure Risk Determination	Qualifying Factors (Ex. No Public Contact, Public Contact)
Lieutenant (Critical)	Medium	Public contact, patient care of ill
Sergeant (Critical)	Medium	Public contact, patient care of ill
Public Safety Officer (Critical)	Very High	Public contact, patient care of ill
Paramedic (Critical)	Very high	Patient care of the ill
Public Safety Clerk/PSA (Critical)	Medium	Public contact and cash receipting
Volunteer Firefighter (Critical)	High	
Crossing Guard (Critical)	Low	
Van Driver	Medium	
Code Enforcement Officer (Critical)	Medium	
Building Clerk	Low	
City Clerk	Low	
Asst. City Clerk	Low	
Court Clerk (Critical)	Medium	Public contact and cash receipting
Finance Clerk	Low	

DPW Director (Critical)	Medium	
DPW Supervisor (Critical)	Medium	
DPW Clerk (Critical)	Medium	
DPW Operator (Critical)	Medium	
DPW Laborer (Critical)	Medium	

Engineering Controls

The City of Fraser has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. 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.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

The Director of Public Safety, or their designee, 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:

Job/Task	Engineering Control
Vapor/Sneeze Guards	Glass partitions installed at city counters to separate employee from customer

Credit Swipes	Reduce potential transmission from cash handling
Scheduled antiviral commercial spray	Utilization of the city's Clorox 360 Total cleaning system with antiviral spray
Workforce separation	Employees no longer allowed to congregate for breaks/DPW split operating sites
PPE/Hand sanitizer station	Centralized location for disbursement of PPE, hand sanitizer, & antiviral cleaning products
Signage	Signage requiring social distancing and mask usage posted
Self Monitoring	Employee daily self monitoring, including temperature

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Director of Public Safety, or their designee 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 the City of Fraser:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All low and medium risk employees	Maintain at least six feet from everyone on the worksite.
Director of Public Safety or their designee	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others. There is a physical barrier between the public.

City Manager	Promote remote work (telecommuting) to the fullest extent possible.
City Manager	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
City Manager	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
Supervisors	Minimize the sharing of tools, equipment, and items.
Director of Public Safety or their designee	Provide employees with non-medical grade face coverings (cloth face coverings/surgical mask).
All employees	Require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All visitors	Require customers and the public to wear cloth face coverings. Signage is in place.
Director of Public Safety or their designee	Where possible, keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
Director of Public Safety or designee	Provide customers and the public with tissues and trash receptacles.
City Manager	Encourage customers to use/request services through the phone or web.
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.

City Manager	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All supervisors	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
Director of Public Safety, or their designee	Ensure training completed for high and very high risk tasks.

Hand Hygiene

The Director of Public Safety, or their designee, will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, the City of Fraser shall provide employees with antiseptic hand sanitizers or towelettes. The City of Fraser will provide time for employees to wash hands frequently and to use hand sanitizer.

The City of Fraser shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

The City of Fraser will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). The City of Fraser will make cleaning supplies available to employees upon entry and at the worksite.

The Director of Public Safety, or their designee, will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. **Individual employees are ultimately responsible for their assigned work space(s) and equipment or tools.** Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, the City of Fraser will consult

information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Counter Tops/Desk	Disinfectant spray/wipes	Daily by employee using the work space
Door Handles and light switches	Disinfectant spray/wipes	Daily by employee using the work space
Common Work Area and Hallways	Clorox 360	Wed & Sat
Vehicles	Disinfectant spray/wipes	Daily by employee using the vehicle
Bathrooms	Disinfectant spray/cleaners	Janitorial staff scheduled
Tools/Equipment	UV Light or disinfectant sprays/cleaners	As deemed necessary by the employee using or their supervisor

The City of Fraser 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 Director of Public Safety, or their designee, will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

- ❖ Clorox 360 with antiviral solution will be utilized to disinfect any areas the employee was believed to have worked or visited, including but not limited to, common work areas, hallways, bathrooms, locker rooms, break rooms, individual offices, and if needed, vehicles.

- The solution will be allowed to settle and take effect on any potential viral microorganisms before enhanced cleaning begins.
- The solution is safe to use around electronics and all other materials; do not eat foods or drink liquids that may have been contacted by the aerosol.
- ❖ Staff assigned to clean should don appropriate PPE (gloves, safety glasses, and mask) and utilize disinfectant spray/wipes to clean the common surfaces utilized by the person confirmed to have COVID-19.
- ❖ The areas utilized by the infected employee should be avoided for 72 hours.

Personal Protective Equipment (PPE)

The City of Fraser will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and 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 Fraser will provide non-medical grade face coverings (example, cloth face coverings) to employees (cloth face coverings are technically not considered PPE). The City of Fraser will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. The City of Fraser will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
EMS	Gloves, N95 mask, safety glasses/shield and coveralls if COVID positive, or screened COVID positive; patients are required to wear a mask and/or shield during care

Health Surveillance

The City of Fraser will 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, together with, if possible, a temperature screening. The Director of Public Safety or designee 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 Fraser will have employees self-screen for COVID-19. The City of Fraser will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. The City of Fraser will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their supervisor and Human Resources before and during the work shift. The City of Fraser has provided employees with instructions for how to make such a report to the employer.

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

LIST REPORTING INSTRUCTIONS PROVIDED TO EMPLOYEES:

The City of Fraser 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 Fraser 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, Human Resources will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, the City of Fraser will not reveal the name or identity of the confirmed case.

The City of Fraser 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.

Training

The Director of Public Safety, or their designee, shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements. It will be the responsibility of department heads to ensure their personnel have completed the required training.

The City of Fraser will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- 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.
- How to report unsafe working conditions.

Supervisors will oversee training and forwarding of records to the Director of Public Safety, or their designee. Records should include the name of the employee(s) trained and the date of the training.

Recordkeeping

The Director of Public Safety, or their designee, will maintain records of the following requirements:

- **Training.** The employer shall maintain a record of all COVID-19 employee training; typically in the personnel file.
- **Screening protocols.** The employer shall maintain a record of screening for each employee or visitor entering the workplace; scanned into a digital file on a monthly basis.
- **When an employee is identified with a confirmed case of COVID-19,** record when 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.

The City Manager will ensure that the records are kept.

Compensation during quarantine or when sick with COVID-19

Non-critical infrastructure employees: Employees that are able to work while quarantining or ill may work from home and receive regular pay.

Critical infrastructure employees: Critical infrastructure employees are able to work after close contact, as long as they are symptom free. Employees that are not able to work from home due to illness may utilize sick leave and other available leave balances. Employees are also eligible to use emergency paid sick leave. The City Manager will approve the use and duration of emergency paid sick leave.

For questions about leave, please contact HR.

School or Childcare Unavailable

Employee may be eligible for pay under the FFCRA and may use accumulated leave, including sick leave, for uncovered time.

Employee Return to Work

Quarantine: Non-critical infrastructure employees that are returning to work from quarantine may do so after 14 days from exposure.

COVID-19 Illness: Employees may return to work following CDC guidelines.

Critical Infrastructure Worker Exposure Protocol

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers (which includes police, fire and emergency medical services) may be permitted to continue to work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

- Primary point of contact for all testing results/updates shall be the Director of Public Safety, or their designee.
- Secondary point of contact for all testing results/updates shall be the on duty supervisor.

Exposure Defined: A potential exposure is defined as a household contact or having close contact (within 6 feet) with an individual confirmed or suspected of having COVID-19 for more than 15 minutes without CDC recommended proper personal protective equipment (PPE). The timeframe for having contact with a COVID-19 confirmed or suspected individual includes 48 hours before the individual became symptomatic.

Critical Infrastructure workers with an exposure: Employees who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- Pre-Screen: Employees shall measure their temperature, assess symptoms prior to starting work, and record the results on their COVID monthly sheet.
- Regular Monitoring: As long as the employee doesn't have a fever or symptoms, they should continue to self-monitor.
- Wear a Mask: The employee shall wear a face mask at all times while in the workplace.
- Social Distance: The employee should maintain 6 feet social distancing as work duties permit in the workplace.
- Clean and disinfect work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment before and after a shift.
- Sick at Work: If the employee begins showing symptoms of COVID-19 during their shift, **they should be sent home immediately** and if available, **shall be directed to take a rapid viral test**. Surfaces in their workspace shall be cleaned and disinfected.

Workers who have been, or may have been, exposed to the virus COVID-19, may be required to undertake viral testing, utilizing either a rapid or standard test, to determine

any infection status at least 3 days from initial exposure or upon becoming aware of a suspected exposure.

What to do after a viral test:

If you test negative for COVID-19 and remain asymptomatic:

- You will be asked to continue working or return to work.
- A negative test result only means that you did not have COVID-19 at the time of testing or that your sample was collected too early in your infection.
- If you have symptoms later, you may need another test to determine if you are infected with the virus that causes COVID-19.

If you test positive for and have symptoms of COVID-19:

- Know what protective steps to take if you are sick.
- Contact your healthcare provider if you have questions about your health or if your symptoms are getting worse.
- You will be required to quarantine for 14 days from the positive test date, and /or on-set of symptoms date.
- After the 14-day quarantine, you will be allowed to return to work following the CDC guidelines, and;
 - with notification/permission of the Director or designee,
 - 24 hours with no fever without fever reducing medications,
 - Other symptoms are improving.
 - A doctor's note is also preferred prior to returning (not required)

*****According to CDC the loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*****

If you test positive for COVID-19 and remain asymptomatic:

- If you remain asymptomatic you will be required to quarantine for 10 days from the positive test date.
- You will be allowed to return to work when:
 - You have completed the required 10-days quarantine OR,
 - You have the option of taking an additional test(s) in order to return to work in less than the 10 days required for quarantine.
 -

******According to the Macomb County Health Department, once you have COVID-19, you may test positive for up to 3 months.******

Employees required to take a test that results in an expense to the employee should seek reimbursement from the City utilizing the chain of command. Supporting documentation in the form of a detailed receipt is required.