

COVID-19 PREPAREDNESS AND RESPONSE PLAN

June 15, 2020

Employer: City of Mount Pleasant

I. Purpose

This COVID-19 Preparedness and Response Plan (“Plan”) is adopted in compliance with Michigan Governor Gretchen Whitmer’s Executive Orders 2020-110, dated June 1, 2020; Executive Order 2020-114 dated June 5, 2020; and Executive Order 2020-115, dated June 5, 2020.

II. Workplace Considerations

The workplace is the City of Mount Pleasant (“City”). Employees include, but are not limited to, Office Professionals, Finance, Information Technology, Public Relations, Clerk, Assessor, Utility Billing, Human Resources, City Manager’s Office, Planning, Building Inspection, Downtown Development, Recreation, Parks and Public Spaces, Engineering, Geographic Information System professionals, Police Officers, Firefighters, the Municipal Airport, Street Department, Wastewater Department and Water Department. This Plan is based on information and guidance from the CDC and OSHA at the time of its development, and is subject to change based on further information provided by the CDC, OSHA, and other public officials, including further executive orders. The City may also amend this Plan based on operational needs.

The City has identified the following potential sources that could spread COVID-19 in the workplace:

- The general public
- Customers/residents
- Co-workers
- Contractors/vendors/visitors.

The City considers its in-person employees to be at “Lower, Medium and High exposure risk” under OSHA’s Guidance on Preparing Workplaces for COVID-19 (“OSHA Guidance”), which are defined as follows:

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Employees in this category have minimal occupational contact with the public and other coworkers.

Water Plant Operator

Wastewater Treatment Operator

Payroll Specialist

Wastewater Seasonal Maintenance Worker

Medium exposure risk jobs include those that require frequent and/or close contact (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, employees in this risk

group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, Employees in this category may have contact with the general public (e.g., schools, high-population-density work environments, and some high-volume retail settings).

Employment Categories:

City Manager

Exec. Administrative Assistant, City Mgr.

Office Professionals I, II & III

Director of Public Works

Engineering Technician

City Engineer

Airport Manager

Airport Seasonal Workers and On-Call Employees

Water Superintendent

Water Distribution Operator

Wastewater Superintendent

Streets Superintendent

Street Maintenance Specialist I & II

Motor Pool Mechanic

Street Department Seasonal Maintenance Worker

Finance Director

Assistant Finance Director

System Administrator

Information Technology Specialist

Utility Billing Supervisor

Water Meter Readers

Director of Public Relations

Public Relations Intern

City Clerk

Election Workers

Assessor

Director of Human Resources

Human Resources Consultant/Safety Officer

Exec. Administrative Assistant, HR

Records Supervisor

Code Enforcement Officers

Director of Community Services and Economic Development

Downtown Development Director

City Planner

Building Inspection and Safety

Director of Parks and Public Spaces

Parks and Public Spaces Coordinator

Parks and Grounds I & II

Parks Seasonal Maintenance Staff

Parks and Recreation Interns, working in the field

Director of Recreation

PEAK Program Coordinator

PEAK Program Staff (licensed daycare)

Recreation Coordinators

Recreation Assistants

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure

risk level becomes very high.) Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles. Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. MIOSHA states this category could include -licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers

Employment Categories:

<i>Police Chief</i>	<i>Police Captain</i>	<i>Police Lieutenant</i>
<i>Police Officer</i>	<i>Police Sergeant</i>	<i>Police Detective Sergeant</i>
<i>Fire Chief</i>	<i>Assistant Fire Chief</i>	<i>Fire Lieutenant</i>
<i>Fire Sergeants</i>	<i>Fire Equipment Operators</i>	<i>Paid on Call Firefighters</i>

III. Training

The City will provide COVID-19 training to employees that covers, at a minimum, all of the following:

1. Workplace infection-control practices.
2. The proper use of personal protective equipment.
3. 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.
4. How to report unsafe working conditions.

IV. COVID-19 Designated Supervisors

The City has designated the following individual as its COVID-19 designated supervisor pursuant to EO 2020-114 ("Coordinator"): Susanne Gandy, Director of Human Resources. The Coordinator must implement, monitor, and report on the COVID-19 control strategies developed under this Plan.

The Coordinator may be reached at:

Phone number: 231-349-1706 or 989-779-5313

Email: sgandy@mt-pleasant.org

The Coordinator will be assisted by Shar Rappuhn, Human Resource Consultant and Safety Officer

Phone number: 989-779-5312

Email: srappuhn@mt-pleasant.org

Each City Division will also be supported by their Division Director and Department Heads or designee, who will assist with education, training, reporting and personal protective equipment needs:

City Manager:	Nancy Ridley
Community Services and Economic Development:	William Mrdeza
Director of Parks and Public Spaces	Chris Bundy
Parks and Public Spaces Coordinator	Craig Brune
Director of Recreation	Ryan Longoria
Downtown Development Director	Michelle Sponseller
City Planner	Jacob Kain
Building Inspection & Safety	Brian Kench
Finance:	Mary Ann Kornexl
Assistant Finance Director	Chris Saladine
Clerk	Jeremy Howard
Public Relations Director	Darcy Orlik
System Administrator	Steve Maynard
Division of Public Safety:	Paul Lauria
Police Captain	Andy Latham
Police Lieutenant	Don Sytsema
Police Sergeants	
Fire Chief	Rick Beltinck
Assistant Fire Chief	Doug Lobsinger
Fire Lieutenant	Randy Keeler
Fire Sergeants	
Division of Public Works:	Jason Moore
Airport Manager	Bill Brickner
Water Superintendent	Vacant

Wastewater Superintendent

Tim Middleton

City Engineer

Stacie Tewari

Street Superintendent

Matt Weaver

If none of these individuals are on site, then the Coordinator or Department Head may designate an onsite worker to serve as a designated supervisor.

V. Responsibilities of Supervisors and Managers

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must expect and require this same behavior from all employees.

VI. Basic Infection Prevention Measures & Safe Work Practices

To protect its in-person employees, the City will:

1. Comply with all workplace safeguards set forth in EO 2020-114 and subsequent executive orders.
2. Require in-person employees to comply with the social distancing practices described in EO 2020-114, which includes keeping workers at least six feet from one another to the maximum extent possible and provide appropriate markings and visual guidance on spacing.
3. Promote frequent and thorough hand washing, including by providing employees with a place to wash their hands. If soap and running water are not immediately available, the City will provide alcohol-based hand rubs containing at least 60% alcohol.
4. Require employees to stay home if they are sick.
5. Encourage respiratory etiquette, including covering coughs and sneezes.
6. Discourage employees from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
7. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, the City 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 City will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

8. Face-to-face meetings should be replaced with virtual meetings, unless social distancing can be accomplished within the meeting location.
9. Disallow use or rental of meeting and conference rooms within City facilities, until further notice.
10. To the extent feasible, allow in-person employees to work on alternating days/shifts to reduce total number of employees in the facility.
11. Discontinue nonessential travel for employees.
12. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for employees.
13. Promote remote work to the fullest extent possible.
14. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
15. Install physical barriers, such as clear plastic sneeze guards, where feasible.

VII. Identification and Isolation of Ill Employees; Response

1. The City will instruct in-person employees to self-monitor themselves for signs and symptoms of COVID-19. Employees must not report to work if they have signs or symptoms of COVID-19 or other illness.
2. The City will conduct a daily entry self-screening protocol, which will include asking workers entering the workplace to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel. The City may also require workers to take their temperature and record the result in writing before working. Workers will enter the workplace at dedicated entry points.
3. Notwithstanding anything in the company's employment policies, no written note from a physician is required for employees who are staying home from work due to illness, nor is a written note required for an employee to return to work.
4. Employees in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. If a face mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.

5. All employees may take any leave permitted under federal or state law or the City's policies, including any leave for which they are eligible and for which they have a qualifying reason under the Families First Coronavirus Response Act.
6. If an in-person worker tests positive for COVID-19, the City will take the following additional measures:
 - a. Closing the affected building (or part of the building) to all workers;
 - b. Having the affected building (or part of the building) professionally cleaned and sanitized;
 - c. Notifying all workers (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure; and
 - d. Notifying the local public health department.
7. The City will allow workers 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 Centers for Disease Control and Prevention ("CDC").

VIII. Personal Protective Equipment ("PPE")

Lower Risk Employees:

Pursuant to EO 2020-114, the City will provide non-medical grade face coverings to all on-site employees and require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

See Employment Categories noted in II Workplace Considerations

Medium Risk Employees:

Based on the nature of the workplace and the worker's task, the worker may need to wear a combination of gloves, a gown, a face mask, and/or a face shield or goggles. Pursuant to EO 2020-114, the City will provide non-medical grade face coverings to all on-site employees and require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

See Employment Categories noted in II. Workplace Considerations

High Risk Employees:

Pursuant to EO 2020-114, the City will provide on-site employees with PPE, including gloves, gowns and non-medical and medical grade face coverings, face masks, and/or face shields or

goggles pursuant to 29 CFR 1910 Subpart I. All on-site employees are required to wear face coverings when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Emergency First Responders are required to wear face masks or shields, when it does not functionally impede the ability to do their job, respond in emergency situations or conflict with higher level protection PPE, as issued.

See Employment Categories noted in II. Workplace Considerations

The City has also issued a COVID-19 Response Implementation Plan, which further details the guidance provided in this document and is designed to be a “how to” guide for all Employees.

Employees with questions or concerns should contact their supervisor or the Workplace Coordinator.

Revised: June 15, 2020

Issued: June 1, 2020