

City of Hillsdale, Michigan
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, the City of Hillsdale has 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.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-42 and subsequent Executive Orders 2020-59, 2020-91 and 2020-92, prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42 and 2020-59.

Under Executive Orders 2020-42, 2020-59, 2020-91 and 2020-92, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix A. The screening questionnaire should be completed by all City employees before entering their workplace. Employees may also be required to comply with any additional screening process required by applicable state or county authorities. If an employee fails any 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. The screening process may be completed electronically if this method becomes available for city employees.

Personal Protective Equipment

The City shall provide and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE)

Social Distancing

Employees are to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

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.

Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly using disinfectant products with EPA-approved emerging viral pathogens claims, to the extent available. Employees will be provided with access to disposable disinfectant wipes, when they are available, so that any commonly used surfaces can be wiped down before each use. In the absence of disinfectant wipes, approved disinfecting sprays and paper towels will be used. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, a deep cleaning of that person's work station and immediate area will be conducted by custodial staff prior to opening the next business day.

City of Hillsdale and Board of Public Utilities buildings and vehicles are disinfected on a frequent basis utilizing Electrostatic Sprayers and wipes using cleaning chemicals which have been shown to eliminate the Covid-19 virus.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering a City workplace shall be screened prior to entering the workplace. A screening questionnaire should be utilized to decide if the visitor can enter the workplace. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they should not be allowed into the workplace. All visitors that are permitted to enter the workplace shall wear all appropriate PPE prior to entering the workplace.

The City encourages members of the public that are able to medically tolerate a face covering, to wear a covering over his or her nose and mouth, such as a scarf, bandana, handkerchief, or homemade mask, while present in any enclosed public space within a City-owned building.

All visitors to any City office shall be restricted to specified marked areas within buildings or required to utilize outside service windows where necessary.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the COVID-19 symptoms:
- 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 their HR. Manager (517-437-6443)
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then the City will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) 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 the HR. Manager 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 will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) 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.

When possible, meetings between City of Hillsdale and the Public should be conducted via phone/computer. When this is not possible the following will apply:

- One-on-one meetings between a member of the public and a member of the City staff are allowed to occur in the staff member's office, but both participants will be required to wear masks provided by the City.
- Interactions and meetings involving member of the public and City staff that are larger than one-on-one shall take place in only the second story conference room of city hall or other City Offices and attendants shall be provided a masks by the city what will be worn during the meeting.

To open we will follow the requirements of Executive Order 2020-91 and/or future Executive Orders that supersede it.

APPENDIX A

City of Hillsdale Michigan

COVID-19 WORKPLACE HEALTH SCREENING QUESTIONNAIRE

Employee name: _____

Date: _____ Time: _____

In the past 24 hours, have you experienced?

Any of the Covid-19 Symptoms: Yes _____ No _____
(Fever, shortness of breath, cough, sore throat, etc.)

Current temperature: _____

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. Self-isolate at home and contact your primary care physician’s office for direction.

In the past 14 days have you:

Had close contact with an individual diagnosed with COVID-19? Yes _____ No _____

If you answer “yes” to either of these questions, please do not go into work (unless exempt). Self-quarantine at home for 14 days.

Department Managers will be responsible to insure each employee completes the “Screening Questionnaire: daily before entering the work place. All copies to be given to Safety Coordinator on a daily basis.

If possible this questionnaire will be completed electronically.

APPENDIX B

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, 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” (being within approximately six feet for a prolonged period of time) 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.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

Appendix C

Public Restrooms

Due to their use in each park facility, as well as Fields of Dreams, public restrooms are a location where transmission of COVID-19 is at its highest chance. As such the City will be implementing the following changes in order to make them safely accessible:

- Clean and sanitize all public restrooms at once daily.
 - Post signs to that effect, stating that they are cleaned once per day, posting the approximate time.
 - We will ask for their cooperation in keeping it clean and will give them a number to call if there are problems.
- Check the facilities 2-3 times per day to assure normal supplies are available. If we find that a facility has been trashed, we will close it until we can schedule a thorough cleaning prior to reopening. If we have an ongoing problem, we will close the facilities.

General Information

- Employees should not participate in any unnecessary physical contact.
- City Employees at Hillsdale Airport, Dial-a-Ride, and Public Library shall be required to wear masks at all times when interaction with the public and unable to maintain six (6') of physical distance.
- City parks will open with only initial cleaning performed, this includes pavilions.
- Public drinking fountains will not be open due to inability to insure safety.
- Que positions shall be placed on the floor/walkways to help insure physical distancing.

ADDENDUM 1
DEPARTMENT OF PUBLIC SERVICES AND THE BOARD OF PUBLIC UTILITIES
IN-HOME REPAIR OR MAINTENANCE PROTOCOL

Employees will follow all procedures set forth in the City of Hillsdale's Covid-19 Preparedness and Response Plan.

Employees of the City of Hillsdale or the Board of Public Utilities will follow the most recent CDC and Michigan Dept. of Health and Human Services requirements and guidelines in regards to dealing with Covid-19.

Management of the City of Hillsdale and Board of Public Utilities will maintain accurate records, including date and time of services provided to customers in their residence or business, in the event contact tracing is necessary.

Plan update: 04-29-2021