



## ***COVID-19 Workplace Preparedness and Operations Plan*** ***June 5, 2020***

**While in force, this Plan will supersede all other City policies and will be evaluated on a regular basis for any changes that may be needed to meet the Plan objectives.**

COVID-19, is not a flu but a pneumonia-like infection. The Centers for Disease Control (CDC) believes at this time that symptoms may appear in as few as two days or as long as 14 days after exposure. Except for rare situations, an employee diagnosed with the virus will have no significant long-term health care problems.

The goal of this Plan is to protect our employees, residents and visitors to our municipal complex.

### **PLAN OBJECTIVES**

- Reduce the potential spread of disease.
- Protect people at higher risk for complications.
- Maintain essential operations.
- Be proactive taking measures to minimize risk.

### **COVID-19 PREVENTATIVE MEASURES**

#### **PRE-WORKDAY PROTOCOL:**

Prior to reporting to work, all employees should perform a personal health assessment. Employees who have any of the following symptoms should call their immediate supervisor and not report to work:

- Temperature above 100.4 degrees Fahrenheit
- Symptoms of respiratory infection (fever, cough, shortness of breath)
- Other identified Covid-19 symptoms

#### **WORKDAY PROTOCOL:**

Employees reporting to work shall practice good hygiene and infection control practices, including:

- Wiping down work area with disinfectant prior to starting work
- Frequent and thorough hand washing, at least 20 seconds with soap, or use hand sanitizer if soap and running water are not immediately available
- Avoid touching face

- Adhere to six-foot social distancing and practice respiratory etiquette, including coughing or sneezing into elbow.
- Masks are encouraged to be worn and may be required at some point in the future.
- If practicable, do not use other worker's phone, desks, offices or other work tools or equipment. However, if used wipe down with disinfectant.
- Routinely clean and disinfect surfaces, equipment, and other elements of the work environment.

#### RETURN TO WORK:

An employee that has a confirmed case of COVID -19 may only return to work after meeting all of the following:

- Has tested **negative** for Covid-19; **AND**
- Has had **NO** fever for at least three (3) days without taking medication to reduce fever during that time; **AND**
- Has experienced an improvement in their respiratory symptoms (cough and shortness of breath) for three (3) days; **AND**
- At least seven (7) days have passed since their original symptoms began.

If at any time a doctor confirms that the cause of an employee's fever or other symptoms as **NOT** COVID-19 related and approves that employee to return to work, then the employees can return immediately.

#### EXPOSURE BUT NON-SYMPTOMATIC:

The CDC COVID-19 guidance states that an employee who has had exposure but remains asymptomatic (not showing signs of COVID-19) should take the following steps in addition to the aforementioned "WORKDAY PROTOCOL":

- Employees should measure their temperature and assess symptoms prior to reporting to work each day.
- The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. The City will have facemasks available or can approve employee's supplied cloth face coverings in the event of a shortage.

#### POSSIBILITY OF ALTERNATE WORK SCHEDULES:

Per CDC recommendations, and as an accommodation to employees, the City may consider and implement, at the discretion of the City Administrator, alternate work schedules during the time of this plan. Alternative schedules may include, but are not limited to, establishing 4/10 schedules, adjusting normal shift hours and/or shift days etc.

Employees who desire an alternate work schedule must submit a request to their department head in writing specifying the reason for the request. All requests will be considered based upon the specific position and the City's operational needs.

Additionally, in the event of an emergency, the City may adjust employee schedules as needed to meet operational needs.

IF AN EMPLOYEE BECOMES SYMPTOMATIC AT THE WORKPLACE:

Should an employee become sick during the day, they should *immediately* be sent home, and all surfaces in their workspace should immediately be cleaned and disinfected. The Department head, or their designee, should also compile information on anyone who had contact with the ill employee *during the time the employee showed symptoms or the two days prior to symptoms*, and all others at the workplace who had close contact within 6 feet of the ill employee during such time should be considered exposed.

## **ADDENDUM – DESIGNATION OF CITY WORKFORCE**

City employees conduct a range of operations and services that are typically essential to continued critical infrastructure viability. Pursuant to Governor Whitmer’s Executive order No. 2020-42, the City of Southgate makes the following designations:

**Tier 1 Employees** – Those employees that are critical to providing services that directly affect the life, health, and safety of the residents and businesses of the City of Southgate. The following positions are included in this tier:

- Sworn Police Officers
- Sworn Firefighters/Paramedics
- Director of Public Works
- DPW Supervisory Staff
- DPW Workers
- City Administrator
- Assistant City Administrator/Director of Finance

**Tier 2 Employees** – Those employees that are essential to providing service and support to services that directly affect the life, health, and safety of the residents and businesses of the City of Southgate. The following positions are included in this tier:

- Deputy Finance Director
- Director of Parks and Recreation
- Administrative Assistant
- Deputy Clerk
- Deputy Treasurer
- Building Director
- Assessor
- Payroll Coordinator
- Code Enforcement
- Police Clerical
- DPW Clerical

**Tier 3 Employees** – Those employees that are essential to providing support services to Tier E1 and E2. The following positions are included in this tier:

- Library Director
- Clerical Building Department
- Clerical Treasurer Department
- Clerical Finance Department
- Clerical Accounts Payable
- Part-time Fire Department
- Part-Time Finance
- Part-Time Recreation Workers
- Part-Time Code Enforcement
- City Clerk Staff-Elections
- Golf Employees

**Tier 4 Employees** -Those employees that are not considered critical infrastructure workers.

Librarians

Part-Time Clericals – Tax & Water/DPW

Part-Time DPW

Crossing Guards

Senior Activity