



City of Belleville COVID-19 Preparedness and Response Plan¹

Date Implemented: April 20, 2020

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¹ This plan has updated and addressed the specific aspects of the City of Belleville as directed under Executive Order 2020-42, and a copy of this Plan is be available at City Hall. . Under Executive Order 2020-97, a copy of this Plan is be readily available to employees, labor unions, and customers, via website, internal network, and / or by hard copy.

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COVID-19 Preparedness and Response Plan
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COVID-19 Preparedness and Response Plan

Introduction

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, we, the City of Belleville, have 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, or federal guidance, related to COVID-19 are issued or amended.

I. GENERAL OVERVIEW

The following COVID-19 Preparedness & Response Plan has been established for the City of Belleville in accordance with the requirements in the most recent Executive Order (“EO”) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and also in accordance with *Guidance on Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration (“OSHA”). Appendix A contains the list of businesses and operations that are permitted to require their employees to leave their homes or residences for work must implement under the most recent EO.

Executive Order 2020-42 and subsequent Executive Order 2020-59 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 B 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 Order 2020-42 and 2020-59.

- Effective March 12, 2020, the City suspended all in-person operations that are not necessary to support, sustain or protect life.
- On March 13, 2020 those staff members not deemed to be “critical infrastructure workers” and/or those required to conduct minimum basic operations were provided with an option to be absent from work until March 30, 2020 without penalty or repercussion.

Under Executive Order 2020-42 and 2020-59, 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.”

- On March 21, 2020, those staff members not deemed to be “critical infrastructure workers” and/or those required to conduct minimum basic operations were provided with remote access for computer and telephone operations to work from home.

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

II. BASIC INFECTION PREVENTION MEASURES

Enhanced 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, including upon entry. 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. The City of Belleville will provide tissues and trash receptacles where appropriate.

Employees are discouraged from using other employees' phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is not possible, then employees must wipe down any and all items and spaces prior to sharing it with another employee.

Sick Leave

Employees are not permitted to take paid leave consistent with the Families First Coronavirus Response Act. Employees ARE permitted to take paid leave consistent with the Belleville Cares Provision which has been adopted for each collective bargaining unit, civil service, and council appointees. Any onsite employee who appears to have a respiratory illness will be separated from other employees and sent home.

A full copy of the Belleville Cares Provision for each collective bargaining unit is attached to this plan and is in effect through December 31, 2020. In general, if an employee is diagnosed with or experiencing symptoms of COVID-19, said employee will not lose any sick time, benefits, seniority, or loss of pay as a result of the diagnosis for a two-week period (80 hours). In addition, in the event an employee is subject to a quarantine or isolation order related to exposure of a family member, partner, or housemate who is experiencing symptoms of or has been diagnosed with COVID-19, the employee will be allowed to use up to two weeks of accrued sick leave until the employee is no longer subject to a quarantine or isolation order. If an employee is diagnosed with COVID-19 and requests a Leave of Absence or Sick Leave as allowed in the collective bargaining agreements, it shall be approved.

The Belleville Cares Provision will be granted for a period of up to two weeks (80 hours) of pay in total for any and / or all of the following:

- a. experiencing symptoms of COVID-19 and /or,
- b. having a COVID-19 Positive diagnosis and /or
- c. receiving treatment related to COVID-19 and /or,
- d. being subject to quarantine or isolation as a result of COVID-19.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely until June 8th, 2020. Face-to-face meetings were totally eliminated until June 8th and have been replaced with virtual communications to the extent possible.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed daily using products containing EPA-approved disinfectants. Employees are provided with disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. When choosing cleaning chemicals, the City of Belleville will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the City will inform fellow employees of their possible exposure to COVID-19 in the workplace (but maintain confidentiality as required by the Americans with Disabilities Act ("ADA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")), and instruct fellow employees about how to proceed based on the Center for Disease Control and Prevention ("CDC") Public Health Recommendations for Community-Related Exposure. The City of Belleville will immediately deep clean and professionally disinfect facilities when there is confirmed case in the workplace.

Also included in this Plan is the City's procedure on proper bathroom cleaning and disinfection method.

Enhanced Social Distancing

Employees are directed 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. Ground markings, signs, or physical barriers may also be used, if needed. Employees should remain in their assigned work area as much as possible. Employees will be provided with personal protective equipment appropriate to the exposure risk associated with the job following guidance from the Occupational Safety and Health Administration ("OSHA") and the Centers for Disease Control and Prevention ("CDC") applicable to the industry and types of jobs at the workplace and in accordance with applicable state orders. Physical barriers may also be installed for employees commensurate with their level of risk of exposure to COVID-19. The City of Belleville may consider alternating days, different and/or extra shifts that reduce the total number of employees in the workplace at one time to ensure social distancing can be maintained.

The City of Belleville will follow CDC and OSHA guidance with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. The City of Belleville will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, the City of Belleville will adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

III. Prompt Identification and isolation of sick individual

Employee Screening Before Entering the Workplace

The City of Belleville 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. At the beginning of each day at the start of each work shift, the City will screen employees for signs and symptoms of COVID-19 as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to their immediate supervisor or to the City Manager before and during the work shift. The City has provided employees with instructions for how to make such a report to the employer. A sample Employee Entry Screening Questionnaire is attached as Appendix C.

A screening review is to be completed by all employees before being permitted to enter the workplace and complies with any required screening process as required by the state or Wayne County. Any individual taking employee temperatures is required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from entering the premises 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 D. A healthcare provider's note is not required to validate an illness or to return to work (although the employee must still meet the relevant criteria to return to work).

Self-Monitoring for Symptoms

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See CDC, Watch for Symptoms list.

Procedures for Reporting Illness

Suspected Cases

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

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.

OR

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat and /or
 - New loss of taste or smell

OR

- 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.
 - NOTE: Exposure does not apply to Police Officers, Police Corporals, Firefighters and Medical First Responders who have utilized necessary Personal Protection Equipment and are not exhibiting any other symptoms.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or City Manager;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then the City of Belleville 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 supervisor and/or City 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 we, the City of Belleville will:

- Within 24 hours, notify the local health department and any co-workers, contractors, or suppliers 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.

Becoming Sick at Work

The City of Belleville 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:

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

Any onsite employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. If such a situation arises, the City of Belleville will identify a designated area with closable doors to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

Personal Protective Equipment (PPE)

The City of Belleville will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- 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 Belleville will provide any required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. Employees are required to wear masks when workers cannot consistently maintain six feet of separation from other individuals in the workplace. The City of Belleville will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace. The City of Belleville also encourages employees to use PPE and hand sanitizer on public transportation.

Tools and Equipment

The City of Belleville limits the sharing of tools and equipment among Critical Infrastructure Workers; should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. The City of Belleville has provided employees with disinfectant wipes and other disinfecting products for this purpose.

IV. ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls

The City of Belleville has implemented the installation and use of physical barriers and clear plastic sneeze guards.

Administrative Controls

The City of Belleville will continue to review and implement any other necessary administrative controls as appropriate. [Insert here any specific further administrative controls implemented.]

Non-Essential Travel

All non-essential travel is discontinued until further notice.

Visitors

No visitors are allowed in any City building unless they are in conducting official business that can only be conducted in person; or if they are deemed essential to address an issue related to critical infrastructure functions until June 15, 2020. Beginning June 15, 2020, City hall will reopen to visitors for limited hours throughout the week.

All visitors entering the building shall be screened prior at the door upon entering the building. A screening questionnaire is utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions they are NOT allowed into any City building.

Face Covering for Visitors

The City of Belleville requires that any member of the public able to medically tolerate a face covering, must wear a covering over his/her nose and mouth, such as a homemade mask, scarf, bandana, or handkerchief, while in any enclosed public space.

Working with Insurance Companies and State and Local Health Agencies

The City of Belleville will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

Continue to Follow Existing OSHA Standards

The City of Belleville will continue to adhere to all applicable existing OSHA standards and requirements.

Training

The City of Belleville will coordinate and provide training to employees related to COVID-19. At minimum, the City of Belleville will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- 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.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions.

Recordkeeping

The City of Belleville shall maintain the required recordkeeping under state executive orders. The following records are required to be maintained:

1. Required employee training.
2. A record of 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.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

Workplace Coordinator

The City of Belleville has designated the City Manager to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. The City Manager or their designee will be on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

V. EMPLOYEE CLASSIFICATIONS

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The City of Belleville has evaluated employee risk levels and has determined that we have employees in the following risk categories: very high, high, medium, and lower risk. We will implement appropriate protections based on each job classification's risk level. See Appendix H for OSHA's classification system and How to Protect Workers at Different Classifications.

The City of Belleville has determined the following positions are essential employees as they provide critical services necessary to support or sustain life, support critical infrastructure workers, and/or conduct basic operations to support those operations that are necessary to sustain or protect life:

❖ Law Enforcement Officers	MEDIUM RISK
❖ Law Enforcement Reserve Officers	LOW RISK
❖ Police Chief	LOW RISK
❖ Fire Fighters	MEDIUM RISK
❖ Medical First Responders	MEDIUM RISK
❖ Fire Chief	LOW RISK
❖ City Manager	LOW RISK
❖ Treasury, Payroll, Accounts Payable, Accounts Receivables	LOW RISK
❖ Department of Water and Sewer	MEDIUM RISK
❖ Department of Public Works	MEDIUM RISK
❖ Department of Highways, Streets and Roads	LOW RISK
❖ Elected Officials	LOW RISK

All employees identified as "critical infrastructure workers" and / or necessary to conduct "minimum basic operations" were notified of their status verbally and in writing as required.

VI. Business Continuity Plans

The City Manager will serve as the COVID-19 Workplace Coordinator and will:

- (1) work with Chiefs and Department Directors to ensure employees are cross-trained to perform essential functions so the workplace can operate even if key employees are absent;
- (2) identify alternate supply chains for critical goods and services in the event of disruption; and
- (3) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

SUMMARY OF EXECUTIVE ORDER 2020-97

Executive Order 2020-97 requires all businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, or any order that follows it, to, at minimum, do the following:

- Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under your COVID-19 Preparedness and Response Plan. The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
- Provide COVID-19 training to employees that covers, at a minimum: (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.
- 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-19.²
- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (*e.g.*, police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (*e.g.*, door handles), paying special attention to parts, products, and shared equipment (*e.g.*, tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both: (1) The local public health department, and (2) Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

² The City of Belleville will use a form screening document with screening questions in accordance with local health department orders or Executive Order to ensure compliance at all levels.

- An employer 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 Centers for Disease Control and Prevention (“CDC”).
- Follow Executive Order 2020-36,³ and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- Restrict business-related travel for employees to essential travel only.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- Promote remote work to the fullest extent possible.
- Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.⁴

³ EO 2020-36 provides that employers are prohibited from discharging, disciplining, or otherwise retaliating against an employee from staying home when he or she is at particular risk of infecting others with COVID-19. EO 2020-36 also provides that people who test positive for COVID-19 or show the principal symptoms of COVID-19 should remain in their home until certain circumstances exist and address other return-to-work criteria.

⁴ Additional guidance on this requirement is expected to be forthcoming from state agencies/departments in accordance with Executive Directive No. 2020-6.

Appendix B

City of Belleville

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors:

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Financial services.

For purposes of Executive Order 2020-42 and Executive Order 2020-59, critical infrastructure workers also include:

Necessary government activities, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.

Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.

APPENDIX C

EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to access the workplace, I affirm that in the past 24 hours, I have not experienced:

- _____ An atypical cough
- _____ Atypical shortness of breath

Or at least two of the following:

- _____ Fever of 100 degrees F or 37.8 degrees C, or above
- _____ Chills/Repeated Shaking
- _____ Muscle Pain
- _____ Sore Throat
- _____ Headache
- _____ New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you will not be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

- _____ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?
- _____ Traveled internationally or domestically?

If you answer “yes” to either of these questions, you are not permitted access to the premises. Self-quarantine at home for 14 days.

If no to all of the above, please check and sign below and proceed to enter the workplace premises:

_____ I will wear a face covering while in any public spaces within the premises.

Signature: _____ Date: _____

APPENDIX D

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:

A. 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. Three (3) days have passed since their symptoms have resolved **AND** Seven (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.

B. 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; or

2. The symptomatic individual receives a negative COVID-19 test.

NOTE: 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 E

CORONAVIRUS DISEASE (COVID-19)

VISITOR HEALTH SCREENING

Office / Person Visiting: _____

Visitors Name: _____ Appointment Date: _____ Time In: _____

In the past 24 hours, have you experienced any of the following symptoms:

_____ An atypical cough

_____ Atypical shortness of breath

Or at least two of the following:

_____ Fever of 100 degrees F or 37.8 degrees C, or above

_____ Chills/Repeated Shaking

_____ Muscle Pain

_____ Sore Throat

_____ Headache

_____ New or Loss of Taste or Smell

If visitor answered “yes” to any of the symptoms listed above, visitor is not permitted access to the premises.
Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

_____ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?

_____ Traveled internationally or domestically?

If visitor answered “yes” to either of these questions, visitor is not permitted access to the premises.

_____ Visitor is required to wear a face covering while in any public spaces within the premises.

Employee:

Staff Member contacted and informed them the visitor was not allowed into the building.

Date: _____ Time: _____ Spoke to: _____

APPENDIX F

SIGN FOR BUILDINGS

The City of Belleville has posted the notice on the following page at building entrances.

STOP!

**THESE DOORS WILL BE
LOCKED UNTIL FURTHER
NOTICE**

For YOUR safety and that of our staff,
we request that you use ALL on-line
forms and services if you are able.

**For assistance by phone please call 734-697-9323 and
follow the menu of services**

**PAYMENTS MUST BE
DEPOSITED INTO DROP
BOX OR MADE ONLINE!**

Tracey Schultz Kobylarz
Interim City Manager

SIGNS FOR BUILDINGS

Spectrum Health employer resources provided these signs: one that can be posted at building entrances and one illustrating COVID-19 symptoms and prevention measures, which can be posted inside work places.

<https://www.spectrumhealth.org/covid19/employer-resources>



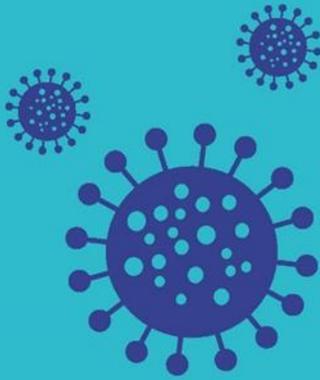
Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS



RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*

If your symptoms are life-threatening, call 911.

**Free screening available for all individuals in the state of Michigan.*

For more information visit spectrumhealth.org/covid19.

APPENDIX G

OTHER RESOURCES

Occupational Safety and Health Administration website: www.osha.gov

Centers for Disease Control and Prevention website: www.cdc.gov

National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

Governor Whitmer's Executive Order 2020-96:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456636/EO%202020-96%20Emerg%20order%20-%20MI%20Safe%20Start%20-%20re-issue.pdf

Governor Whitmer's Executive Order 2020-97:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456637/EO%202020-97%20Emerg%20order%20-%20Workplace%20safeguards%20-%20re-issue.pdf

Governor Whitmer's Executive Order 2020-42 and Executive Order 2020-59 :

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-59 :

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

City of Belleville Procedure: Proper Cleaning and Disinfection of Public Bathrooms

APPENDIX H
OSHA GUIDANCE FOR CLASSIFICATIONS
(See OSHA Guidance on Preparing Workplaces for COVID-19, pp 20-25)

Very High Exposure Risk

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category include:

- Healthcare workers (*e.g.*, doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (*e.g.*, intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (*e.g.*, manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk:

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.

Medium Exposure Risk:

Medium exposure risk jobs include those that require frequent and/or close contact with (*i.e.*, within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers 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, workers in this category may have contact with the general public (*e.g.*, schools, high-population density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution):

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (*i.e.*, within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers

For workers who do not have frequent contact with the general public, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls:

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment:

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.⁵

⁵ Michigan currently requires employers to require that employees wear face coverings when employees cannot consistently maintain six feet of separation from other individuals regardless of classification.

Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers

In workplaces where workers have medium exposure risk, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls:

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (*i.e.*, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (*e.g.*, pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers’ and the public’s access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (*e.g.*, drive through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (*e.g.*, on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer’s hazard assessment, and the types of exposures workers have on the job.

In rare situations that would require workers in this risk category to use respirators, see the PPE section beginning on page 14 of [OSHA’s] booklet, which provides more details about respirators. For the most up-to-date information, visit OSHA’s COVID-19 webpage:

www.osha.gov/covid-19

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers.

In workplaces where workers have high or very high exposure risk, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:

- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See “Guidelines for Environmental Infection Control in Healthcare Facilities” for more recommendations on air handling systems at: www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm
- CDC recommends that patients with known or suspected COVID-19 (*i.e.*, person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html>. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19
- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) “Biosafety in Microbiological and Biomedical Laboratories” at: https://www.cdc.gov/labs/BMBL.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fbiosafety%2Fpublications%2Findex.htm

Administrative Controls

If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.

- Develop and implement policies that reduce exposure, such as grouping COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- Ensure that psychological and behavioral support is available to address employee stress.

Safe Work Practices

- Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

Personal Protective Equipment (PPE):

Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with [COVID-19], should wear respirators. In these instances, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA's COVID-19 webpage:

www.osha.gov/covid-19

PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19.

NOTE: Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE. The CDC webpage "Healthcare-associated Infections" (www.cdc.gov/hai) provides additional information on infection control in healthcare facilities.

APPENDIX I

Employee Classification Determinations:

Positions/job/task	Determination (low, medium, high, very high)	Qualifying Factors
Law Enforcement Officers Officers	MEDIUM	Public Contact
Law Enforcement Reserve	MEDIUM	Public Contact
Police Chief	MEDIUM	Public Contact
Fire Fighters	MEDIUM	Public Contact
Medical First Responders	MEDIUM	Public Contact
Fire Chief	MEDIUM	Public Contact
City Manager	LOW	Limited public Contact
Finance, Payroll, Accounts Payable / Receivables, Treasury	LOW	Limited public contact
Department of Water and Sewer	MEDIUM	Public Contact, Environmental Hazard
Department of Public Works	MEDIUM	Public Contact, Environmental Hazard
Department of Highways, Streets and Roads	LOW	Limited public contact

Engineering Controls:

Positions/job/task	Engineering Control Implemented
Law Enforcement Officers	Physical barriers exist where feasible
Law Enforcement Reserve	Physical barriers exist where feasible
Police Chief	Physical barriers exist where feasible
Fire Fighters	Physical barriers exist where feasible
Medical First Responders	Physical barriers exist where feasible
Fire Chief	Physical barriers exist where feasible
City Manager	Additional engineering controls are not recommended for workers in the lower exposure risk group.
Finance, Payroll, Accounts Payable / Receivables, Treasury	Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.
Department of Water and Sewer	Physical barriers exist where feasible
Department of Public Works	Physical barriers exist where feasible
Department of Highways, Streets and Roads	Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended

Administrative Controls:

Positions/job/task	Administrative Control Type Implemented
Law Enforcement Officers Law Enforcement Reserve Police Chief	<ul style="list-style-type: none"> ● Face masks are provided to ALL employees and also to ill customers when necessary to contain respiratory secretions until they are able leave the workplace (<i>i.e.</i>, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: <ul style="list-style-type: none"> ● www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy. ● Keep public informed about symptoms of COVID-19 and ask sick members of the public to minimize contact with officers until they are healthy again, such as by posting signs about COVID-19 in places where sick the public may visit. ● When appropriate, the public has limited access to the worksite, and no access to restricted workplace areas.
Fire Fighters Medical First Responders Fire Chief	<ul style="list-style-type: none"> ● Face masks are provided to ALL employees and also to ill customers when necessary to contain respiratory secretions until they are able leave the workplace (<i>i.e.</i>, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: <ul style="list-style-type: none"> ● www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy. ● Keep public informed about symptoms of COVID-19 and ask sick members of the public to minimize contact with officers until they are healthy again, such as by posting signs about COVID-19 in places where sick the public may visit. <p>When appropriate, the public has limited access to the worksite, and no access to restricted workplace areas.</p>
City Manager	<ul style="list-style-type: none"> ● Monitor public health communications about COVID-19 recommendations and ensure that staff have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov. ● Collaborate with staff to designate effective means of communicating important COVID-19 information.

Positions/job/task	Administrative Control Type Implemented
Finance, Payroll, Accounts Payable / Receivables, Treasury	<ul style="list-style-type: none"> • Monitor public health communications about COVID-19 recommendations and ensure that staff have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov. • Collaborate with staff to designate effective means of communicating important COVID-19 information.
Department of Water and Sewer Department of Public Works	<ul style="list-style-type: none"> • Face masks are provided to ALL employees and also to ill customers when necessary to contain respiratory secretions until they are able leave the workplace (<i>i.e.</i>, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: <ul style="list-style-type: none"> • www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy. • Keep public informed about symptoms of COVID-19 and ask sick members of the public to minimize contact with officers until they are healthy again, such as by posting signs about COVID-19 in places where sick the public may visit. <p>When appropriate, the public has limited access to the worksite, and no access to restricted workplace areas.</p>
Department of Highways, Streets and Roads	<ul style="list-style-type: none"> • Monitor public health communications about COVID-19 recommendations and ensure that staff have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov. • Collaborate with staff to designate effective means of communicating important COVID-19 information.

Cleaning Schedule:

Type of Surface	Method/Disinfectant Used	Schedule/Frequency
Desks, counters	Spray, disinfectant wipes	Twice daily
Door knobs	Spray, disinfectant wipes	Twice daily
Bathroom	See attached procedure	See attached procedure

APPENDIX J

City of Belleville

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

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

- 1.) It complies with Michigan Executive Order (s) #2020-97 dated Thursday, May 21, 2020.
- 2.) The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
- 3.) The plan is available on the City of Belleville website www.belleville.mi.us and at each City of Belleville facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: _____

Signature: _____

Name of Official: _____

Title: _____

Date: _____

APPENDIX K

**City of Belleville
COVID-19
Preparedness and Response Plan
and Instructions**

Created for MMRMA Member Use by:

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April 15, 2020 for City of Belleville Use by:
Revised April 30, 2020
Revised May 4, 2020
Revised May 28, 2020

Tracey Schultz Kobylarz
Interim City Manager

COVID-19

Preparedness and Response Plan

STEP 1: Review Executive Order 2020-42 through 2020-97 and any relevant subsequent or local-level orders.

- Governor Whitmer’s Executive Order 2020-42 prohibits in-person work that is not necessary to sustain or protect life. It contains various restrictions that must be followed. In general, no person or entity may 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. In addition, all in-person government activities that are not necessary to sustain or protect life, or to support those businesses and operations that are necessary to sustain or protect life, are suspended.
- Governor Whitmer continues to issue new Executive Orders reopening Michigan’s economy. While critical infrastructure work and minimum basic operations continue to be permitted, new executive orders are being issued regularly to permit new activity and to require that businesses implement new workplace safeguards. Keep up-to-date with the most recent executive orders and executive directives at: https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455---,00.html.
- Executive Order 2020-97 is a separate, standalone order related to specific safeguards to protect Michigan’s workers. It includes safeguards applicable to all businesses and operations as well as specific requirements for different environments. This Order provides that any business or operation that violates the rules in the order “has failed to provide a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to an employee, within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011.”
- Wayne County and the City of Belleville may issue their own executive orders or public health orders that contain additional restrictions or requirements.
- Executive Order 2020-42 is in effect until April 30, 2020.
- Subsequent Executive Order 2020-59 has modified requirements for in-person work and has provided that additional resumed activities may allow in-person workers to return to work. Executive Order 2020-59 is in effect until May 15, 2020.

STEP 2: Restrict the workers permitted to perform in-person work to no more than is necessary to perform the business’s or operation’s critical infrastructure functions or to conduct minimum basic operations.

- Effective March 13, 2020, the City suspended all in-person operations that are not necessary to sustain or protect life.
- The City of Belleville has determined the following positions are essential employees as they support critical infrastructure workers and conduct basic operations, or those required to perform the resumed activity; and those which support those operations that are necessary to sustain or protect life:
 - Law Enforcement Officers
 - Law Enforcement Reserve Officers
 - Police Chief
 - Fire Fighters
 - Medical First Responders
 - Fire Chief
 - City Manager

- Finance: Payroll, Accounts Payable, Accounts Receivables, Treasury
 - Department of Water and Sewer: All duties as regularly subscribed
 - Department of Public Works: All duties as regularly subscribed
 - Department of Highways, Streets and Roads: All duties as regularly subscribed
- All employees identified as “critical infrastructure workers” and / or necessary to conduct “minimum basic operations” were notified of their status verbally and in writing as required.
- Non-essential travel has been discontinued.
- On March 13, 2020 those staff members not deemed to be “critical infrastructure workers” and/or those required to conduct minimum basic operations were provided with an option to not work until March 30, 2020 with no penalty or repercussion.
- On March 21, 2020, those staff members not deemed to be “critical infrastructure workers” and/or those required to conduct minimum basic operations were provided with remote access for computer and telephone operations to work from home.
- On May 28, 2020 those staff members necessary to conduct “minimum basic operations” or “resumed activities” were notified that they will be required to conduct basic operations and resume activities.

STEP 3: For those workers who must perform in-person work, identify how each different job classification at each worksite might be exposed to COVID-19.

- Following OSHA Standards for classifying workers exposure, classify workers as low risk, medium risk, high risk, and very high risk.
 - VERY HIGH RISK Law Enforcement Officers
 - VERY HIGH RISK Law Enforcement Reserve Officers
 - MEDIUM RISK Police Chief
 - VERY HIGH RISK Fire Fighters
 - VERY HIGH RISK Medical First Responders
 - MEDIUM RISK Fire Chief
 - LOW RISK City Manager
 - LOW RISK Finance, Payroll, Accounts Payable / Receivables, Treasury
 - HIGH RISK Department of Water and Sewer
 - HIGH RISK Department of Public Works
 - MEDIUM RISK Department of Highways, Streets and Roads
- Each position’s interaction with the general public, customers, and coworkers has been assessed.
- Each position’s level of interaction with sick individuals has been assessed.
- Acknowledge non-occupational risk factors in employees’ homes and community settings.
- Consideration to personal risk factors that further increase workers’ risk of developing more serious complications from COVID-19 (*e.g.*, older age; presence of chronic medical conditions, including asthma and immunocompromising conditions; pregnancy) has been assessed. The City of Belleville has four full-time employees that are considered in the high risk category based on personal risk factors.

STEP 4: Implement controls and policies necessary to address those risks.

- The number of workers present on premise is limited to only those strictly necessary to perform the in-person work permitted under the current Executive Order (s).
- The number of workers present should not exceed one person per office space.
- All staff are encouraged to complete work remotely to the fullest extent possible.
- The City of Belleville promotes regular hygiene and cleaning.
- Access to places to frequently wash hands, access to hand sanitizer, and the provision of tissues and disinfect / sterilizing wipes has been provided to all staff members.
- Employees have been instructed on proper hand washing methods, to cover their coughs and sneezes with tissue, and to avoid touching their faces.
- Signs have been posted in restrooms regarding proper hand washing methods.
- The City has increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using cleaning chemicals with EPA-approved disinfectant labels with claims against emerging viral pathogens.
- Where possible, staff members are instructed to avoid shared use of offices, telephones, desks, and tools/equipment.
- Disposable disinfectant wipes have been provided and are accessible so that all commonly used surfaces can be wiped down by employees before each use.
- The City of Belleville has and will continue to provide non-medical grade face coverings for employees.

Screening procedures have been implemented before permitting Law Enforcement and Fire Personnel to enter the workplace, with employee(s) wearing personal protective equipment (PPE) in charge of screening.

- Take employees' temperatures (and /or ask employee if they have a fever), and require employees to confirm whether they are experiencing any of the principal COVID-19 symptoms (fever, atypical cough, or atypical shortness of breath), and whether they have been exposed to anyone with COVID-19. The City of Belleville will adopt a policy to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- If an employee has or develops temperature of 100.0 degrees Fahrenheit or above, or exhibits symptoms, immediately separate him/her from other employees, customers, and visitors and send home.
- Use Employee Screening Questionnaire.
- Signs have been placed on doors limiting visitors; and requiring appointments for certain services.
- If an employee is confirmed to have COVID-19, the City will inform fellow employees of their possible exposure to COVID-19 in the workplace (but maintain confidentiality as required by the Americans with Disabilities Act ("ADA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")), and instruct fellow employees about how to proceed based on the Center for Disease Control and Prevention ("CDC") Public Health Recommendations for Community-Related Exposure. Michigan now requires notification (within 24 hours) of a confirmed positive employee to both the local health departments and any co-workers, contractors, or suppliers who may have come into contact with the employee.
- The City of Belleville will immediately deep clean and professionally disinfect facilities if and when there is confirmed case in the workplace.
- Staff members are actively encouraged to stay home if they are sick, or if their household members are sick.

- Social distancing practices are in place to increase the physical distance between employees and those they interact with so that, to the maximum extent possible, employees do not regularly come within six feet of other individuals at work.
 - This includes telecommuting, staggered shifts, decreased number of employees to report for in-person work, decreased face-to-face interactions, and limited number of non-employees entering the facilities.
 - Where face-to-face interaction is necessary, staff has been provided with and instructed to use PPE including but not necessarily limited to: face shields, N-95 Masks, gloves, disposable gowns and disinfectant.
 - City Manager, Police Chief, Fire Chief and DPS Director will monitor and adopt any other social distancing practices and mitigation measures recommended by the CDC.
- Staff members have been all been provided with PPE—including gloves, face shields, face masks, and respiratory protection—to employees in higher risk categories, and employees have been trained how to put PPE on, use/wear it, and take it off correctly.
- The City has considered improving the building ventilation system by increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system. Changing the building ventilation is not an option at this time. Fortunately we have several windows that can be and are opened throughout the day for fresh air circulation.
- The City has adopted relevant and appropriate controls recommended by the Occupational Safety and Health Administration (OSHA). These should be included in your Preparedness and Response Plan.
- When staff members are required to pick up supplies for operations, they may only travel to the supply location with one employee per vehicle and practice social distancing while picking up supplies and completing the transaction.
- Employees are equipped with appropriate PPE while picking up and then delivering supplies to your facilities/operation locations.
- Review and adopt any additional restrictions that apply to your operations under Executive Order 2020-97 or subsequent order(s). Executive Order 2020-97 contains 18 generally applicable requirements for all businesses and operations as well as specific requirements for different industries and offices.

STEP 5: Put business continuity plan in place.

- The workplace coordinators who will be responsible for COVID-19 issues in the workplace are the Chiefs, Department Directors and the City Manager.
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on the site. An on-site employee may be designated to perform the supervisory role.
- Critical functions that must continue while Governor Whitmer’s “Stay Home, Stay Safe” Order remains in effect include but are not limited to: Police and Fire Services, Medical First Responder Services, Water and Sewer Services, Emergency Street and Road Maintenance, General Building Maintenance, Payroll, Accounts Payable and Receivable.
- Alternative supply chains for critical goods and services have been identified.
- An emergency communication plan has been developed and implemented which includes Emergency Telephone Tree..
- Critical functions will be continued if absenteeism spikes as a result of increases in sick employees, and those who stay home to care for sick family members and children without care. Those functions will be continued through cross training and abilities of current staff.

- Employees have been cross-trained to perform essential functions so the workplace can operate even if key employees are absent.
- The following Plans will be implemented if essential employee will be filled if incapacitated:
 1. City Manager
 - A. Police Chief
 - B. DPS Director
 - C. Mayor
 - D. Fire Chief
 - E. Clerk
 2. Police Chief
 - A. City Manager
 - B. Mayor
 - C. DPS Director
 - D. Fire Chief
 - E. Clerk
 3. Fire Chief
 - A. Police Chief
 - B. City Manager
 - C. Mayor
 - D. DPS Director
 - E. Clerk

- Employees who experience symptoms are not allowed to return to work until either:
 - (1) they receive a negative COVID-19 test; or
 - (2) 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.

- 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 and who display one or more of the principal symptoms of COVID-19 are NOT allowed to return to work until either:
 - (1) 14 days have passed since the last close contact with the sick or symptomatic individual;
 - or (2) the symptomatic individual receives a negative COVID-19 test.

City of Belleville Procedure

Proper Cleaning and Disinfection of Public Bathroom

Introduction

Cleaning restrooms regularly and correctly is critical to maintain a clean, healthy and odor-free space. The following information will provide all team members with guidelines to create and properly maintain sanitary conditions in the workspace. It will also provide DPW / DPS team members with specific directions on how to clean and maintain common areas and restrooms.

Employee Rights

Employees have the right to working conditions that do not pose a risk of serious harm and to receive information and training about workplace hazards, methods to prevent them, and the OSHA standards that apply to their workplace. You also have the right to review records of work-related injuries and illnesses and file a complaint asking OSHA to inspect our workplace if you believe there is a serious hazard or that the City of Belleville is not following OSHA's rules. Further, you have the right to exercise your rights without retaliation, including reporting an injury or raising health and safety concerns with the City of Belleville or OSHA. If you have been retaliated against for exercising your rights, you must file a complaint with OSHA as soon as possible, but no later than 30 days.

OSHA Regulations and Standards

OSHA requires employers to provide all workers with sanitary and immediately available toilet facilities (restrooms). The sanitation standards ([29 CFR 1910.141](#), [29 CFR 1926.51](#) and [29 CFR 1928.110](#)) are intended to ensure that workers do not suffer adverse health effects that can result if toilets are not sanitary and/or are not available when needed.

Employers must provide at least the minimum number of toilet facilities, in toilet rooms separate for each sex (see the table in [29 CFR 1910.141\(c\)\(1\)\(i\)](#)), and prompt access to the facilities when needed. Restroom access frequency needs may vary significantly from worker to worker, and may be affected by medications, fluid intake, air temperature and other factors.

Other OSHA standards that may apply:

1915.88(a)(2)

The employer shall establish and implement a schedule for servicing, cleaning, and supplying each facility to ensure it is maintained in a clean, sanitary, and serviceable condition.

1915.88(d)(1)(iii)

The employer shall establish and implement a schedule to ensure that each toilet is maintained in a clean, sanitary, and serviceable condition.

1915.88(e)(2)(ii)

If the facility uses soap and water, it is supplied with clean, single-use hand towels stored in a sanitary container and a sanitary means for disposing of them.

1915.88(i)(1)(iv)

Each receptacle is emptied as often as necessary to prevent it from overflowing and in a manner that does not create a hazard for employees.

Routine Maintenance / Housekeeping Schedule

Developing and implementing a schedule for routine maintenance and housekeeping activities promote a safe working environment by incorporating safe practices into day-to-day activities.

Routine cleaning and restocking of supplies in common areas such as bathrooms reduce the risk of exposure to harmful contaminants (e.g., germs and hazardous or toxic substances) that could cause injury, illness and loss of workdays.

Organized storage areas are also important to the safety of our team members and the public in order to hazards such as slips, trips, falls, or falling objects.

Assignment of Worker Responsibilities

Housekeeping is a team effort all team members will engage in good housekeeping practices. All team members are responsible for keeping their work areas tidy during their normal shift, as well as at the end of their shift, to ensure that the work area is clean, organized, and free of debris or obstructions.

It is also important that all files, documents, as well as all used and unused materials are returned to their proper storage location as soon as possible, but not later than the end of the work shift.

Department leadership will regularly inspect the workplaces to ensure that good housekeeping practices are effective.

Visible Dirt And Unseen Germs

The level of restroom hygiene directly impacts the overall impression of our facilities. When it comes to public restrooms, there are two important jobs: cleaning for appearance and cleaning for health. Maintaining a visibly clean restroom is obviously important for influencing the perception of the facility. Disinfecting the restroom is important to reduce the risks of harmful microorganisms which are routinely found in restrooms and are associated with outbreaks of illness. Keeping the restrooms clean and disinfected will help prevent the spread of illness-causing germs to team members and to the community at-large.

Educate

1. Provide training and continual “refresher” training for all team members. Training is a crucial component to maintaining a clean and healthy environment.

2. All team members must be educated on the difference between cleaning and disinfecting. Cleaning is the process of removing the soil from a surface, as soil harbors germs such as E. Coli, salmonella and influenza. Disinfecting is the process of killing those germs and removing them from the area.

Cleaning well allows the disinfecting agents to work more effectively than disinfecting alone. Without cleaning, disinfecting ingredients in the cleaner can end up interacting with the soil and reducing its disinfecting capability. All team members will understand the difference between cleaning and disinfecting to ensure a clean and hygienic restroom.

Frequency of Cleaning

This is determined by restroom conditions but not less than once a day. These steps should be taken throughout the day as needed and every evening.

Preparation for this task

Collect all tools, equipment and products required. Review MSDS, product labels and caution statements. Choose appropriate safety equipment.

Safety directions for this task

Wear disposable gloves to help minimize contact with germs in the restroom facility. Protective eyewear should also be worn to protect your eyes from splashes made by chemicals or biohazards.

Tools Needed

“Wet Floor” Signs
Cleaning Cloths and Paper Towels.
Putty Knife
Broom and Dustpan
Toilet Brush
Mop and Bucket

Products Needed

Restroom Disinfectant

Approved Cleaning Products for toilets, sink, faucet, window, mirror and floors

Best Practices

Step 1: Prop the door open to prevent noxious fumes.

- Check and refill dispensers, soap, toilet tissue, paper towels, toilet seat covers etc.
- Discard trash in appropriate location making sure that any liquid does not drip onto floor and cause a possible wet floor hazard.

NOTE: Use extra caution when handling trash as it may contain broken glass, liquids or waste from sanitary napkins or diapers.

- Spray dispensers with approved cleaning product.
- Wipe dry with clean cloth or paper towel.

Step 2: Use a clean dust mop to clean around the perimeter of the bathroom ceiling and down each corner all the way to the floor and back up to continue around the ceiling. Brush lightly across the ceiling making sure to clean all the corners, light, vent & fan fixtures. Remove dust and cobwebs from top of walls, doorways, lights, fans and other hard to reach areas.

Step 3: Using a clean cloth dampened with the appropriate industrial cleaner, wipe down the baseboards, the top edge of the baseboards, the door handles, doors, and door frames

Step 4: Clean & dry light fixtures, wash glass light covers in mild soapy water.

Step 5: Clean light switch covers with a rag misted with industrial cleaner.

Step 6: Clean cupboards and items hanging on the walls.

Step 7: Flush toilets and urinals.

- Force water over traps with swab to remove water from bowls and urinals.
- Apply toilet bowl cleaner to exposed surfaces including under the rim.
- Brush thoroughly over exposed surfaces.

NOTE: Let stand for 10 minutes to kill germs and odors. Proceed to next step to give disinfectant cleaner time to work

Step 8: While the toilet bowl cleaner sets a couple minutes, check the base of the toilet. There is often urine and dirt buildup where the toilet base meets the floor. Using industrial cleaner and a small scrub brush, scrub all around the toilet base using disposable towels to wipe up. (Mopping later should finish the job.)

Step 9: Swish the toilet cleaner around the inside of the toilet using particular care to scrub well under the rim and flush.

Step 10: Using a cloth misted with industrial cleaner wipe down all surfaces including the toilet seat cover, the toilet seat, the toilet seat hinges, handle and all exterior surfaces of the toilet.

Step 11: Spray approved cleaning product onto sinks counter tops, and fixtures.

- Wipe with a clean cloth or paper towel.
- If the faucets have a buildup of lime or calcium deposits, use an industrial cleaner to remove the buildup.

Step 12: Clean the mirror with approved cleaning product and dry using a clean cloth. Use circular strokes and once partially dry change to diagonal strokes working from an upper corner to the opposite lower corner.

Step 13: Sweep

- Use putty knife to remove gum from floors and other surfaces.
- Sweep entire floor surface to be cleaned with a broom.

Step 14: Mop the floor with mild soapy water.

- To damp mop the floor, fill the bucket with COLD water and add the correct amount of detergent.
- The first deep cleaning will require heavy scrubbing to thoroughly clean the floor.
- Follow up cleaning may require that the mop is rinsed multiple times.

Step 15: Spray approved cleaning product directly on light switches, doors and doorknobs. Wipe with clean cloth or paper towel.

Step 16: Place CAUTION WET FLOOR sign outside of open bathroom door and allow all surfaces to dry.

Step 17: Remove and discard disposable gloves.

Step 18: Wash hands before returning to service area.

NOTE: Remove wet floor sign only when surface is thoroughly dry

Other Notes

Proper Dwell Time: Whether using a multipurpose product or stand-alone disinfectant, the solution must be left on surfaces as indicated on the label instructions in order to be most effective. Avoid simply spraying and wiping, and instead read and follow label instructions carefully, regardless of brand. Remember to always use products as directed in order to maximize efficiency and safety.

Preventing Cross-Contamination Restrooms contain several highly touched objects like door handles, toilet seats, faucets and sinks, flushing levers, counters, soap, and paper dispensers. Preventing cross-contamination requires regular and thorough top-to-bottom cleaning of these high-touch contact surfaces. It also requires that team members clean and sanitize the tools, such as brushes, mops and other tools, after each use.

Appendix L

CERTIFICATION OF RESPONSIBLE OFFICIAL

COVID-19 Preparedness and Response Plan

City Manager, Tracey Schultz Kobylarz

May 28, 2020