



Subject: COVID-19 Preparedness and Response Plan		Adoption Date: 06-01-2020
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Date:		City Manager:
Date:		Date:

City of Plainwell COVID-19 Preparedness and Response Plan

The City of Plainwell aims to protect its workforce by enacting all appropriate prevention efforts. The City is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Employees with questions are encouraged to contact Human Resources via phone at (269) 685-6821 and/or email at SLamorandier@plainwell.org.

The City of Plainwell designates the following worksite supervisors/employees to implement, monitor, and report on this Plan: Sandra Lamorandier, Robert Nieuwenhuis, Bryan Pond, Bill Bomar. The City will designate additional individuals as needed.

This Plan is maintained and posted at all City locations and applicable job sites. All Employees shall be provided with a copy of the plan and we encourage staff to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

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

Those who perform in-person work must do so consistent with social distancing and mitigation measures required under any relevant executive order, public health order, or the City's direction. Necessary in-person government activities include activities performed by critical infrastructure workers, such as workers in law enforcement, public safety, and first responders, trash pick-up and disposal (including recycling and composting), the maintenance of safe and sanitary public parks, activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of the City's operation's or critical infrastructure workers.

"Critical infrastructure workers" designations may change as the situation demands, but the City will endeavor to provide notice to affected employees.

1. Prevention Efforts and Workplace Controls



a. Cleanliness and Social Distancing

The City of Plainwell will limit the number of employees present on premises and the movement of employees between work sites to no more than necessary. Employees who are able to perform their essential duties remotely may be permitted to work from home. This will be adjusted as the restrictions increase or decrease based on how this situation evolves or as state or local orders related to COVID-19 are issued or amended.

Only critical infrastructure workers performing necessary work, or workers permitted by Executive Order to resume duties, are directed to report on-site. These workers will abide by the recommended social distancing and other safety measures and establishes the following:

- Gatherings where social distancing cannot be maintained are prohibited;
- Staff meetings are postponed, cancelled or held remotely where social distancing cannot take place.
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- The City utilizes ground markings, signs, and physical barriers, as appropriate, to further facilitate social distancing;
- Employees' work stations are no fewer than six feet apart;
- Whenever possible, The City utilizes flexible and/or rotational scheduling, including staggered start and break times, to limit the number of employees simultaneously working on-site;
- The City utilizes physical barriers, where possible and appropriate, separating work stations from cafeteria tables;
- The City will have one employee per city vehicle when possible;
- The City turns off water fountains;
- The City posts this Plan to emphasize the importance of personal hygiene;
- Employees' interactions with the general public and delivery personnel are modified to allow for social distancing and additional physical space between parties; and

Employees are instructed to wash their hands frequently, to use tissue paper to shield their face during any coughs and sneezes, and to avoid touching their faces. Employees shall wear face masks in any enclosed public place, or when interfacing directly with the public and/or other employees in distances of six feet or less and any other protective equipment such as gloves, goggles, and face shields, as appropriate or able for the activity being performed at the City or by City employees on behalf of the City. The City will make masks and protective gear available to its employees. Employees may use their own face masks and protective gear, except to the extent the City determines that such masks do not meet the mitigation measures required to inhibit the spread of COVID-19. 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 face masks and to places to properly dispose of them. Signs regarding proper personal hygiene will be posted in all City buildings.

The following locations are identified as high-risk areas: HALLWAYS, ELEVATORS, BREAK AREAS, LUNCH ROOMS. Employees must maintain social distancing when occupying and/or passing through these areas. To adhere to group gathering limitations, breaks may be staggered if six feet cannot be maintained.

Employees shall be provided with cleaning and disinfecting supplies that can be found at multiple locations throughout each building. Ask your supervisor and know the location.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Frequently cleaning and disinfecting tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on The City premises to designated Plan supervisors and/or Human Resources;
- Complying with The City's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
- Complying with self-isolation or quarantine orders; and
- Utilizing personal protective equipment and hand sanitizer on public transportation.

Employees are trained on the information contained within this Plan, as well as the CDC's "How to Protect Yourself and Others" and "How to Safely Wear and Take Off a Cloth Face Covering" posters, attached here. Employees return a signed acknowledgement to Human Resources, confirming their receipt and review of the information.

b. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.



In response to a confirmed diagnosis or display of COVID-19 symptoms, as defined by the Daily Screening process, by any individual who worked at or visited the worksite, The City:

- Informs all employees, owners, contractors, suppliers or residents who may have come into contact with the diagnosed/symptomatic individual in the 48 hours preceding the onset of symptoms of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic individual; and
- Implements its response plan and cleaning and disinfecting protocols, including shutting down appropriate areas of the premises and conducting a deep cleaning of both the diagnosed/symptomatic individual's workstation and those common areas potentially infected by the individual.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic individual (i.e., those employees who worked within six feet of the diagnosed/symptomatic individual for at least ten minutes) in the 48-hour timeframe are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

The City of Plainwell, Human Resources Department confidentially maintains a central log of diagnosed/symptomatic employees. If applicable, the City notifies leadership, contractors or owners of confirmed COVID-19 diagnoses among workers on premises.

Within 24 hours of a confirmed COVID-19 diagnosis, The City of Plainwell notifies the local public health department.

The City's Human Resources maintains documentation related to exposure notifications.

The City completes an OSHA Form 300, as well as a Form 301, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

c. Worker Exposure Classification

Following OSHA Standards for classifying workers' exposures, City of Plainwell employees have been categorized as below:

- Public Safety officers, Deputy Director, Director while performing their daily routine activities, medium to high exposure risk due to close contact with individuals not known or suspected to have COVID-19.
- Public Safety officers, Deputy Director, Director, Firefighters, Fire Sergeants and Lieutenant: High exposure risk while treating, assisting with, or transporting known or suspected COVID-19 patients.



- Facilities personnel: Medium risk while performing activities, such maintenance and cleaning of the City buildings, due to exposure to various workspaces, offices, hard surfaces, and areas where employees prior to known COVID-19 detection may have been using such areas.
- All other City of Plainwell Employees: low risk.

2. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

a. Employees' Self-Monitoring

The following employees should **not** report to work and, upon timely notification to their supervisor and Human Resources, will be removed from the regular work schedule:

- Employees who are currently and atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person who is atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

b. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Company screens employees and visitors on a daily basis at dedicated entry points; The City ensures that employees and visitors utilize these entry points by barring entry via other egresses.

Employees are asked the following questions before entering the worksite:

- Are you **currently** and **atypically** suffering from any of the following symptoms – fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body



aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?

- Once a touchless thermometer is available, temperature checks are performed.
- If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home for minimum of 10 days since symptoms first appear or per guidance of local health department.
- Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
- Have you travelled internationally in the last 14 days?
 - If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the return from travel.

Visitors who reply “Yes” to any of the above questions are not permitted entrance.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

c. Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has tested positive for COVID-19.

An employee who believes that he or she qualifies as a Confirmed Case must:

- Immediately notify his or her supervisor of his or her diagnosis; and
- Remain out of the workplace until he or she is cleared to return to in-person work.

If any employee qualifies as a Confirmed Case and has been performing in-person operations, the City of Plainwell will:

- Notify all employees, residents, vendors or suppliers who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without personal protective equipment) in the past 14 days. Such notification shall not disclose the identity of the Confirmed Case to ensure the employee's privacy);
- Notify the local health department within 24 hours;



- 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, and when the workplace will reopen (if applicable).

d. Return to work

Employees who were themselves diagnosed with COVID-19, or experienced symptoms thereof, as defined by the Daily Screening process, may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the symptom-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Two consecutive negative results from COVID-19 tests conducted at least 24 hours apart and in accordance with the current FDA/CDC-recommended procedure.

Under the symptom-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 day have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given what could be current stressors on the healthcare system, The City may accept written statements from employees confirming all the factors supporting their release.

3. Potential Benefits for Employees Affected by COVID-19

Employees may be eligible for paid and unpaid leaves of absence.



Employees may be permitted to utilize available paid-time off provided under The City policy concurrently with or to supplement any approved leave.

a. FFCRA

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee’s regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

b. Executive Order 2020-36

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptom, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.



c. FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

The City is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then The City engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

4. Opening to Public

City buildings have a planned opening date of June 8, 2020.

To minimize in person interactions, continued use of online services, drop box, phone and email will be requested of customers/residents. Signs will be posted to notify public to not enter if sick and that face masks are required of all individuals entering City buildings. Hand sanitizer, tissues and trash receptacles will be immediately available. Sneeze Shields will be placed at work counters where public interaction occurs and all staff will wear face masks. Surfaces exposed to public will receive frequent cleaning with disinfectant.

5. Non-employees

Non-employees are not allowed beyond designated public spaces unless they are deemed essential to address an issue related to critical infrastructure functions or minimum basic operations or an require a face to face visit cannot be avoided. All non-employees will complete health screening questionnaire, determining if entrance is permissible. If a non-employee answers yes to any of the screening questions, City staff shall not allow the individual access to the building. A mask will be worn at all times.

6. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. The City of Plainwell will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by the City and in accordance with guidance from local, state, and federal health officials.

7. Emergency Communication Plan

All emergency communications will be provided by the City Manager's office and the Public Safety Department.

How to Protect Yourself and Others

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



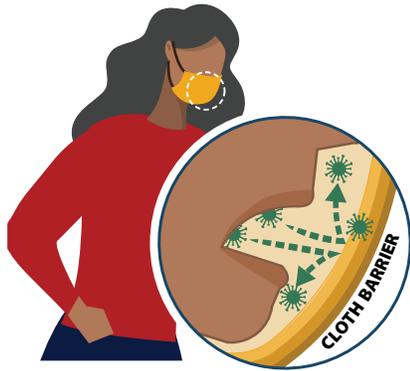
- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

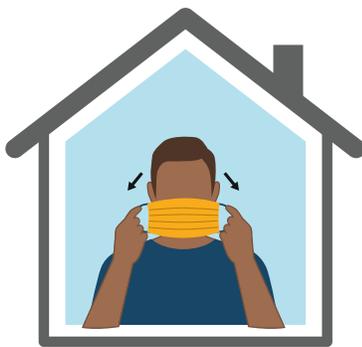


USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

ACKNOWLEDGMENT

By signing below, Employee acknowledges receipt of and training on the following:

- The City’s COVID-19 Preparedness and Response Plan;
- CDC’s “How to Protect Yourself and Others” poster; and
- CDC’s “How to Safely Wear and Take Off a Cloth Face Covering” poster.

Employee understands it is his/her responsibility to review and understand the above. Employee acknowledges and agrees that he/she will comply with all safety and COVID-19 procedures implemented by The City.

Employee

Date

COVID-19 Health Screening- City of Plainwell

1. In the last 24 hours, have you experienced:
 - Subjective fever (felt feverish)
 - New or worsening cough
 - Shortness of breath or difficulty breathing

2. In the last 24 hours, have you experienced:
 - Chills
 - Headache*
 - Sore throat
 - Loss of smell or taste
 - Runny nose or congestion*
 - Muscle aches
 - Abdominal pain
 - Fatigue
 - Nausea
 - Vomiting
 - Diarrhea*

*new or worsening symptoms outside of what an individual considers normal

3. In the past 14 days, have you:
 - Had close contact with an individual diagnosed with COVID-19?
 - Travelled via airplane internationally or domestically?

Sections 1 and 2:

If you answer “yes” to ANY of the questions in section 1, at least TWO of the questions in section 2, OR your temperature is 100.4 or higher, do not start work.

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

You should isolate at home for a minimum of 10 days since symptoms first appear or per guidance of your local health department.

If diagnosed as a probably COVID-19 or test positive, call your local health department and make them aware of your diagnosis or testing status.

You must also have 3 days without fevers and improvement in respiratory symptoms.

Section 3:

If you answer “yes” to either of these questions, do not start work.

Self-quarantine at home for 14 days. Contact your primary care physician’s office if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive, call your local health department to ensure they are aware.

Employee Name: _____

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date:							
Time In:							
Temperature:							
I read and passed the health screening:	<input type="checkbox"/> YES <input type="checkbox"/> NO						

***If you are self-screening, see your supervisor BEFORE starting work if you do not pass the health screening-see above for guidelines.**

*Completed forms can be turned into your supervisor at the end of each week.