

Mt. Pleasant

[meet here]

COVID-19
Preparedness and Response Plan

City of Mt. Pleasant, Michigan

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Table of Contents

<u>Purpose</u>	Page 3
<u>Workplace Considerations</u>	Page 3
<u>Potential Sources of Spread</u>	Page 3
<u>Risk Levels</u>	Page 4
<u>Training</u>	Page 6
<u>Designated Supervisors</u>	Page 6
<u>Coordinator Contact Information</u>	Page 6
<u>Designated Supervisors (cont.)</u>	Page 7
<u>Responsibilities of Supervisors and Managers</u>	Page 8
<u>Basic Infection Prevention Measures & Safe Work Practices</u>	Page 8
<u>Identification & Isolation of Ill Employees</u>	Page 10
<u>PPE</u>	Page 11

Purpose

This COVID-19 Preparedness and Response Plan ("Plan") is adopted in compliance with the Michigan Occupational Safety and Health Administration (MIOSHA) Coronavirus Disease 2019 Emergency Rules dated October 14, 2020 ("Emergency Rules") as extended through October 14, 2021; and the Michigan Department of Health and Human Services (MDHHS) Gatherings and Emergency Mask Order dated October 29, 2020, including any updates as issued.

Workplace Considerations

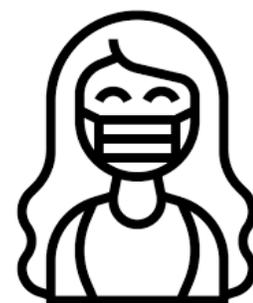
The workplace is the City of Mount Pleasant ("City"). Employees include, but are not limited to; Office Professionals, Finance, Information Technology, Public Relations, Clerk, Assessor, Utility Billing, Human Resources, City Manager's Office, Planning, Building Inspection, Downtown Development, Recreation, Parks and Public Spaces, Engineering, Geographic Information System professionals, Police Officers, Firefighters, the Municipal Airport, Street Department, Water Resource Recovery Facility, and Water Department.

This Plan is based on information and guidance from the CDC, MIOSHA and the MDHHS and is subject to change based on further information provided by the CDC, MIOSHA, MDHHS and other public officials, including further executive orders. The City may also amend this Plan based on operational needs.

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



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



Risk Levels

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

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

<i>Water Plant Operator</i>	<i>Water Resource Recovery Facility Operator</i>
<i>Payroll Specialist</i>	<i>Water and WRRF Seasonal Worker</i>

Medium exposure risk jobs include those that require frequent and/or close contact (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, employees in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, Employees in this category may have contact with the general public (e.g., schools, high-population-density work environments, and some high-volume retail settings).

<i>City Manager</i>	<i>Exec. Assistant, City Mgr.</i>
<i>Director of Public Works</i>	<i>DPW Deputy Director</i>
<i>Engineering Technician</i>	<i>City Engineer</i>
<i>Airport Manager</i>	<i>Airport On-Call Employees</i>
<i>Airport Seasonal Workers</i>	<i>Water Superintendent</i>
<i>Water Distribution Operator</i>	<i>Water Resource Recovery Facility Spt.</i>
<i>Streets Superintendent</i>	<i>Street Maintenance Specialist I & II</i>
<i>Motor Pool Mechanic</i>	<i>Street Department Seasonal</i>
<i>Office Professionals I, II & III</i>	<i>Finance Director</i>
<i>Assistant Finance Director</i>	<i>System Administrator</i>
<i>Information Technology Specialist</i>	<i>Utility Billing Supervisor</i>
<i>Water Meter Readers</i>	<i>Director of Public Relations</i>
<i>Public Relations Intern</i>	<i>City Clerk</i>

Medium exposure risk jobs (continued)

<i>Election Workers</i>	<i>Director of Human Resources</i>
<i>Assistant Director of Human Resources</i>	<i>Exec. Assistant, HR</i>
<i>Records Supervisor</i>	<i>Code Enforcement Officers</i>
<i>Downtown Development Director</i>	<i>City Planner</i>
<i>Building Inspection and Safety</i>	<i>Director of Parks and Public Spaces</i>
<i>Parks and Public Spaces Coordinator</i>	<i>Parks and Grounds I & II</i>
<i>Parks Seasonal Maintenance Staff</i>	<i>Parks and Recreation Interns</i>
<i>Director of Recreation</i>	<i>PEAK Program Coordinator</i>
<i>PEAK Program Staff (licensed daycare)</i>	<i>Recreation Coordinators</i>
<i>Recreation Assistants</i>	<i>Assessor</i>
<i>Director of Community Services and Economic</i>	

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.) Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles. Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. MIOSHA states this category could include -licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers

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

Training

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

1. Workplace infection-control practices.
2. The proper use of personal protective equipment.
3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
4. How to report unsafe working conditions.
5. COVID-19 Vaccination information and vaccine distribution locations.
6. Training records and employee acknowledgement of our Response Implementation Plan will be kept on file in the Human Resources Department.

COVID-19 Designated Supervisors

The City has designated the following individual as its COVID-19 safety coordinator pursuant to the Emergency Rules ("Coordinator"): *Susanne Gandy, Director of Human Resources*. The Coordinator must implement, monitor, and report on the COVID-19 control strategies developed under this Plan. The coordinator will be assisted by *Shar Rappuhn, Assistant Director of Human Resources*.

Coordinator Contact Information

Susanne Gandy

Phone: (231) 349-1706 or (989) 779-5313

Email: sgandy@mt-pleasant.org

Shar Rappuhn

Phone: (330) 618-3271 or (989) 779-5312

Email: srappuhn@mt-pleasant.org



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

protective equipment needs. If none of the listed individuals are on-site, then the Coordinator or Department Head may designate an onsite worker to serve as a designated safety coordinator. Contact Human Resources for assistance.

COVID-19 Designated Safety Coordinators (continued)

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

Water Resource Recovery Facility Superintendent
City Engineer
Street Superintendent

Sarah Marshall
Stacie Tewari
Matt Weaver

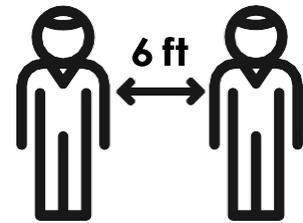
Responsibilities of Supervisors and Managers

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. They should gather, review and evaluate health screening questionnaires from the employees in their departments on a daily basis. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and job site safety practices to prevent the spread of the virus. Managers and supervisors must expect and require this same behavior from all employees.

Basic Infection Prevention Measures & Safe Work Practices

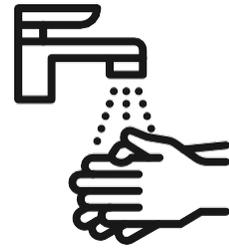
To protect its in-person employees, the City will:

1. Require all employees to complete and submit a daily health screening questionnaire to their supervisor, prior to work. Completed questionnaires will be stored in the Human Resources Department.
2. The City will document employee vaccination status, as provided by the employee on a voluntary basis. Fully vaccinated employees will be allowed to follow the relaxed PPE and social distancing requirements as established by CDC, MIOSHA and MDHHS. Vaccination cards will be retained in the employee's medical file.
3. Comply with all workplace safeguards outlined in the Emergency Rules and subsequent emergency rules.
4. Require non-vaccinated in-person employees to comply with the social distancing practices described in the Emergency Rules, which includes keeping workers at least six feet from one another to the maximum extent possible



and provide appropriate markings and visual guidance on spacing.

5. Promote frequent and thorough hand washing, which includes providing employees with a place to wash their hands. If soap and running water are not immediately available, the City will provide alcohol-based hand rubs containing at least 60% alcohol.



6. Require employees to stay home if they are sick.

7. Encourage respiratory etiquette, including covering coughs and sneezes.



8. Discourage employees from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

9. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, the City will consult the information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The City will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).



10. Face-to-face meetings should be replaced with virtual meetings unless all parties are fully vaccinated against COVID-19, or if unvaccinated masks are worn and social distancing can be accomplished within the meeting location.

11. Disallow rental of meeting and conference rooms within City facilities, until further notice.

12. Supervisors will evaluate and assess all travel requests for employee trainings or conferences and may approve based on needs of the organization.

13. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for employees.

14. Encourage employees to use personal protective equipment and hand sanitizer in the work place.

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



Identification and Isolation of Ill Employees (Response)

1. The City will instruct in-person employees to self-monitor for signs and symptoms of COVID-19. Employees must not report to work if they have signs or symptoms of COVID-19.
2. The City will conduct a daily entry self-health screening protocol, which includes asking workers entering the workplace to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel. Notwithstanding anything in the company's employment policies, no written note from a physician is required for employees who are staying home from work due to illness, nor is a written note required for an employee to return to work.
3. Employees in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. The worker will wear a face mask until he or she leaves or is transported from the workplace.
4. If an in-person worker tests positive for COVID-19, the City will take the following additional measures:
 - a. Closing the affected building (or part of the building) to all workers;
 - b. Having the affected building (or part of the building) professionally cleaned and sanitized;

- c. Notifying all workers (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure; and
 - d. Notifying the local public health department.
 - e. A record of each notification to the employees and the health department will be logged and maintained as regulated under MIOSHA guidance.
5. The City will allow workers with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").

Personal Protective Equipment ("PPE")

An employee's COVID-19 vaccination status will be considered when requiring PPE to be worn and the City will follow MIOSHA, MDHHS and CDC guidance on face mask coverings.

See Employment Categories noted under Workplace Considerations

Lower Risk Employees

Pursuant to the Emergency Rules, the City will provide non-medical grade face coverings to all on-site employees and require non-vaccinated employees to wear a face covering when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields to be worn over the mask when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

Medium Risk Employees

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

High-Risk Employees

Pursuant to the Emergency Rules, the City will provide on-site employees with PPE, including gloves, gowns, and non-medical and medical-grade face coverings, face masks, and/or face shields or goggles pursuant to 29 CFR 1910 Subpart I. All on-site non-vaccinated employees are required to wear face coverings when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields to be worn over the mask when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

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

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

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

Revised: November 6, 2020, March 17, 2021, June 17, 2021

Issued: June 1, 2020