



City of Plymouth
COVID-19
Re-Opening Preparedness and Response Plan

**City of Plymouth
COVID-19 Preparedness and Response Plan
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COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (COVID-19) and to comply with relevant state and local orders related to COVID-19, we, the City of Plymouth, have prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as the situation evolves or as state or local orders related to COVID-19 are issued or amended.

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

Executive Order 2020-42 and subsequent Executive Order 2020-59 in the State of Michigan prohibits operating a business or conducting operations that require workers to leave their homes except to the extent those workers are necessary to sustain or protect life (i.e., critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guide 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.

Critical Infrastructure Worker Designation

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.

The City of Plymouth 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 including chief and administrative staff
- City Manager
- Finance: Payroll, accounts payable, accounts receivables, treasurer, utility billing
- Municipal Services Department: 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.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act. Any onsite employee who appears to have a respiratory illness will be separated from other employees and sent home.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely. Each departmental supervisor will make the final determination as to the feasibility of telework for employees.

Employee Screening Before Entering the Workplace

A screening review that complies with any required process as required by the State of Michigan or Wayne County is to be completed by all employees before being permitted to enter the workplace. 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 C.

Out of State Travel

All employees must notify their supervisor before traveling by any means outside the State of Michigan. After travel, the employee must receive a negative COVID-19 test before returning to work. City will provide testing location options.

Personal Protective Equipment

The City of Plymouth shall provide and make available to any worker performing in-person work personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space while interacting with the public.

The City of Plymouth has installed plexiglass shielding in all offices to further protect employees, contractors, and visitors to all facilities.

Enhanced Social Distancing

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

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 where they can

frequently wash hands or access hand sanitizer. Hand shaking is also prohibited to ensure good hand hygiene.

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 commonly used surfaces can be wiped down before each use. In the event that an employee who 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 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The City will then 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 Plymouth will immediately deep clean and professionally disinfect facilities when there is a confirmed case in the workplace.

Tools and Equipment

The City of Plymouth limits the sharing of tools and equipment among employees. 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 Plymouth has provided employees with disinfectant wipes and other disinfecting products for this purpose.

Visitors

No visitors are allowed in any City building unless they are deemed essential to address an issue. All visitors entering the building shall be screened prior to 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 Plymouth further 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.

In-Person Services Offered

Upon reopening City facilities, there will be limited in-person services. These will be department specific. Initially services such as Passports, Notary, PBT, Fingerprinting and Unused Drug Disposal will not be offered. These and other services will be phased in over time as procedures are put into place.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

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

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

OR

- They are experiencing at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat and/or
 - New loss of taste or smell
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19

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

- Immediately notify supervisor and/or City Manager
- Seek immediate medical care or advice

If an employee has been exposed to a COVID-19 positive person, as defined above, but exhibits no symptoms, the employee will not be permitted to return to work until:

- 10 days have passed since the last close contact with the sick or symptomatic individual or
- The symptomatic individual receives a negative COVID-19 test.

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:

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

OR

- They receive a negative COVID-19 test.

If an employee qualifies as a Suspected Case, then the City of Plymouth 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.

All employees must notify their supervisor before traveling by any means outside the State of Michigan. After travel, the employee must receive a negative COVID-19 test before returning to work.

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
- Remain out of the workplace until they are cleared to return to work (see Appendix C)

If an employee qualifies as a Confirmed Case, the City of Plymouth will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy)
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected
- Close the work area or workplace until all necessary cleaning and disinfecting is completed
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen

Business Continuity Plan

The City Manager will serve as the COVID-19 Workplace Taskforce Overlord 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
3. Develop an emergency communication plan to communicate important messages to employees and constituents

APPENDIX A

City of Plymouth 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

State of Michigan Executive Order 2020-42 and Executive Order 2020-59 define the following as critical infrastructure workers:

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.



City of Plymouth

COVID-19 Employee Daily Screening Procedure Form

In accordance with Wayne County Local Health Department Emergency Public Health Order #20-02, in response to the COVID-19 pandemic under MCL 333.2453, all City employees reporting for work shall screen themselves upon arrival at their work site. Screening shall consist of answering the following questions, signing and dating this form. The form shall be turned in to the on-duty supervisor upon completion.

- Do you have any of the following symptoms: fever, cough, shortness of breath, sore throat, or diarrhea? Yes No
- Do you have a fever? Yes No
- Within the last 14 days, have you had contact with an individual diagnosed with COVID-19? Yes No
- Have you traveled via public transportation such as on an airplane, bus, train, or boat in the last 14 days? Yes No
- Have you traveled via any form of transportation outside the State of Michigan in the last 14 days? Yes No

Employee

Date

On-Duty Supervisor

Date

APPENDIX C

Employee Return to Work Plan

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

- Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and** at least 10 days have passed *since symptoms first appear*
OR
 - They receive a negative COVID-19 test.
- Employees who have been in close contact (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:
 - 10 days have passed since the last close contact with the sick or symptomatic individual or
 - The symptomatic individual receives a negative COVID-19 test.

All employees must notify their supervisor before traveling by any means outside the State of Michigan.

All employees who have engaged in any of the following situations must receive a COVID Antigen test prior to returning to work:

- Traveling outside the State of Michigan
- Traveling on any form of public transportation, such as an airplane, bus, boat or train, whether within or outside the State of Michigan

The employee must take the test and provide the results to their supervisor before being allowed to return to work. If the test result is negative, the employee can freely return to work but still must aggressively self-monitor (i.e. multiple temperature checks daily). If the test result is positive, the employee cannot return to work until they are able to meet one of the circumstances listed above.

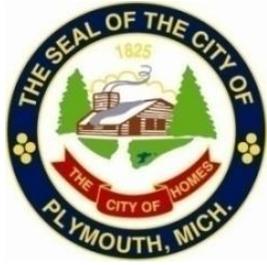
The City has partnered with IEP Healthy Urgent to provide Rapid COVID Antigen Testing to all employees. They currently have two locations, which are both open from 8:00 a.m. to 8:00 p.m. seven days a week.

- 27204 Beck Rd. in Novi 248-513-3719 Healthyurgentcarenovi.com
- 29169 Southfield Rd. in Southfield 248-569-0820 Healthyurgentcaresouthfield.com

Prior to going in for testing, the employee must:

- Request that a signed authorization for treatment form be sent electronically to the employee and to the clinic by the City of Plymouth Human Resources Department
- Check-in and register online to complete the intake process on the website of one of the above facilities

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.



City of Plymouth

COVID-19 Screening Procedure Form

In accordance with Wayne County Local Health Department Emergency Public Health Order #20-02, in response to the COVID-19 pandemic under MCL 333.2453, all contractors shall be screened prior to entry into facility. Screening shall consist of answering the following questions, signing, and dating this form.

- Do you have any of the following symptoms: fever, cough, shortness of breath, sore throat, or diarrhea? Yes No
- Do you have a fever? Yes No
- Within the last 14 days, have you had contact with an individual diagnosed with COVID-19? Yes No
- Have you traveled via public transportation such as on an airplane, bus, train, or boat in the last 14 days? Yes No
- Have you traveled via any form of transportation outside the State of Michigan in the last 14 days? Yes No

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

Contractor

Date

On-Duty Supervisor

Date

Employee:

Staff member contacted and informed them the Contractor was not allowed into the building. Date: _____ Time: _____ Spoke to: _____



City of Plymouth

COVID-19 Emergency Preparedness and Response Plan

April 16, 2020

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Risk of Exposure

Under State of Michigan Executive Orders, City of Plymouth employees are considered essential, and therefore will continue their work duties. Some personnel, including but not limited to those in the police, community development and municipal services departments, work outside and with the public, and therefore face a risk of exposure from the public and co-workers.

Workers' Individual Risk Factors

Certain workers have individual risk factors due to older age, immunocompromising conditions and pregnancy, and these factors are taken into consideration when providing flexible workspace options.

Controls to Address Risks

Controls to address risks have been put in place to protect the health and welfare of staff and the public. These controls include:

- Providing personal protection equipment to personnel that work with the public
- Allowing workers with individual risk factors to work from home
- Closing City-owned buildings to the public
- Staggering work hours and days to limit exposure to co-workers
- Working cooperatively with Plymouth Township Police Department
- Authorizing certain Police Department calls for service to take place online
- Suspending and/or limiting certain functions that require in-person contact, such as reviews of new plans and routine inspections, PBTs and fingerprinting
- Conducting all board and commission meetings online
- Conducting all staff meetings online
- Closing all playgrounds
- Instructing all employees to stay at least six feet apart from any other person, including co-workers and the public
- Prohibiting employees from sharing tools and sanitizing all tools at the beginning of every shift and as needed during shift
- Using PPE when emergency inspections/ordinance enforcement are necessary
- Using PPE when emptying trash cans

Basic Infection Prevention Measures

City of Plymouth employees are encouraged to wash their hands frequently. Where soap and water are unavailable, they may use an alcohol-based hand sanitizer with at least 60% alcohol. All staff members have hand sanitizer at or near their workstations and all buildings have hand sanitizer in public areas.

Municipal services personnel disinfect all workstations, vehicles and public areas, and other touch points every day except Sunday. There are various products used on the surfaces. The most commonly used products are as follows: Halt (cleaner, disinfectant, deodorizer, fungicide, mildewcide, virucide), CaviWipes1 (tuberculocidal, bactericidal, virucidal), NABC Non-Acid Disinfectant Bathroom Cleaner, Shinline Multi Surface Cleaner, pes, Simply Green, Clorox wipes, as well as bleach/water solution. Police personnel disinfect workstations and vehicles at the beginning of their shift.

Policies and Procedures for Prompt Identification and Isolation of Sick People

In compliance with Wayne County Public Health Order 20-02, the City of Plymouth has developed and implemented a daily screening procedure for all staff upon reporting to work sites. Staff members are required to complete a form that includes the following questions:

- Do you have any of the following symptoms: cough, shortness of breath, sore throat, or diarrhea?
- Do you have a fever?
- Within the last 14 days, have you had contact with an individual diagnosed with COVID-19?
- Have you traveled via airplane internationally or domestically in the last 14 days?

Forms must be signed by all staff members and their supervisors. If an employee answers “yes” to any of the screening questions, the employee is not permitted on the work site and should self-isolate/self-quarantine at home for the following time periods:

- At least 14 days after traveling by airplane
- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*

OR

- They receive a negative COVID-19 test.

Any employee who come into close contact with an individual who has tested positive for COVID-19 must:

- Immediately notify supervisor and/or City Manager
- Seek immediate medical care or advice

If an employee has been exposed to a COVID-19 positive person, as defined above, but exhibits no symptoms, the employee will not be permitted to return to work until:

- 10 days have passed since the last close contact with the sick or symptomatic individual or
- The symptomatic individual receives a negative COVID-19 test.

Any employee who shows symptoms of COVID-19 while on the job will be asked to leave work and return home. The employee must then stay home as outlined in Appendix C.

Any employee who tests positive for COVID-19 is required to report their positive test to the director level supervisor in their department. They are required to self-quarantine away from work until at least seven days have passed since the date of their first positive test if they have not experienced subsequent illness.

Any employee who tests positive for COVID-19 and experiences illness must self-quarantine away from work until at least ten days have passed since the date of their first illness **and** 72 hours have passed since they have had a fever without the use of fever-reducing medicine, **and** there is improvement of respiratory symptoms or **if** they receive a negative test.

If an employee has been identified as having tested positive or suspected of having tested positive the following steps take place:

- Employees in their department are informed of the positive or suspected positive test
- Employee's area is thoroughly cleaned and disinfected
- Employees are advised to self-monitor and report any changes to their supervisor

Workplace Flexibilities and Protections

Any employee needing to self-quarantine with either a positive diagnosis or suspected positive diagnosis will use time from the leave bank titled "COVID-19 FFCRA" found within the BSA Timesheet Program. Supervisor authorization must be obtained prior to utilization of this bank. This leave bank is effective from 4/1/2020-12/31/2020.

Workplace Controls

The City has placed barriers between staff and the public by keeping buildings closed to the public and informing the public of ways to conduct business online or in drop boxes. Mail is being processed over several days in order to safeguard staff from possible contamination. Police and DMS have changed scheduling of the departments to limit the exposure between staff. The departments have split staff to work consecutive days with a stretch of time off before returning to work. These split staffs do not come into contact with the other part of the department(s) (i.e. Police Platoon A, B, C; DMS Green & Yellow Teams)

Administrative Controls

- Encouraging sick workers to stay home
- Replacing face-to-face meetings with virtual communications
- Establishing alternating days and work-at-home options

Personal Protective Equipment

Personal protective equipment is available for all staff members working with the public, based on the worker's hazard. Examples include gloves, goggles, face masks and respiratory protection when appropriate. Personnel are required to properly wear, remove, clean and store/dispose of as needed for their own and their colleagues' protection.

Emergency Command and Operations

The City of Plymouth crisis team includes the City Manager, the Director of IT/HR, the City Clerk, the Municipal Services Director, the Public Safety Director, the Finance Director, the Community Development Director, the Recreation Director, the Assistant to the City Manager, the City Communications Specialist and the Downtown Development Authority Director.

If the City Manager is unavailable due to illness, the Acting City Manager will be Department of Municipal Services Director, in accordance with the continuity plan on page 23. The City Manager or Acting City Manager has the authority under the City Charter to authorize emergency purchases above \$5,000. The Manager shall then notify the members of the City Commission via email or other method of the emergency purchase and they shall ask the City Commission for confirmation of the purchase at the next available and reasonable City Commission meeting.

Other Resources

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 Plymouth
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

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

- (1) It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020 and Michigan Executive Order 2020-59 dated April 24, 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 Plymouth website www.plymouthmi.gov and at each City of Plymouth 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:	

City of Plymouth

COVID-19

Preparedness and Response Plan and Instructions provided by State of Michigan

STEP 1: Review Executive Order 2020-42 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.

Wayne County and the City of Plymouth 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 Plymouth has determined the following positions are essential employees as they support critical infrastructure workers and conduct basic operations to support those operations that are necessary to sustain or protect life:

- Law Enforcement Officers, Police 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.

STEP 3: For those critical infrastructure 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
VERY HIGH RISK	Fire Fighters
VERY HIGH RISK	Medical First Responders
HIGH RISK	Department of Water and Sewer
HIGH RISK	Department of Public Works
MEDIUM RISK	Police Chief
MEDIUM RISK	Fire Chief
MEDIUM RISK	Department of Highways, Streets and Roads
LOW RISK	City Manager
LOW RISK	Finance, Payroll, Accounts Payable / Receivables, Treasury

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 Plymouth 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 business's or operation's critical infrastructure functions or to maintain minimum basic operations.

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 Plymouth promotes regular hygiene and cleaning.

Access to places to frequently wash hands, access to hand sanitizer, and the availability of tissues and disinfecting 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 Plymouth 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) in charge of screening wearing personal protective equipment (PPE).

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 Plymouth 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 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and

Accountability Act of 1996 (HIPAA). The City will 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 Plymouth 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, Municipal Services Director, Police Chief and Human Resources Director will monitor and adopt any other social distancing practices and mitigation measures recommended by the CDC.

Employees in higher risk categories have been all been provided with PPE, including gloves, face shields, face masks, and respiratory protection, 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).

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 their facilities/operation locations.

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.

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 accounts receivable.

Alternative supply chains for critical goods and services have been identified.

An emergency communication plan has been developed and implemented which includes an 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:

City Manager

1. Municipal Services Director
2. Police Chief
3. Human Resources Director
4. Clerk

Police Chief

1. City Manager
2. Municipal Services Director
3. Human Resources Director
4. Clerk

In no case will a person in an interim position fill one of the roles above. Anyone in an interim role will be eliminated from the list.

Employees who experience symptoms are not allowed to return to work until either at least ten days have passed since the date of their first illness **and** 72 hours have passed since they have had a fever without the use of fever-reducing medicine, **and** there is improvement of respiratory symptoms **or** if they receive a negative test.

Employees who have been in close contact (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 and who display one or more of the principal symptoms of COVID-19 are NOT allowed to return to work until either:

- Ten days have passed since the last close contact with the sick or symptomatic individual or
- The symptomatic individual receives a negative COVID-19 test.

City of Plymouth Procedure Proper Cleaning and Disinfection of Public Bathroom

Introduction

Cleaning restrooms regularly and correctly is critical to maintaining 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 Plymouth 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 Plymouth 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.
- Organizing storage areas for the safety of our team members and the public in order to reduce 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 in place.

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

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

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.

1. Preparation for this task

Collect all tools, equipment and products required

Review MSDS, product labels and caution statements

Choose appropriate safety equipment.

2. 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.

3. 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

4. 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: Both multipurpose products and stand-alone disinfectants require the solution to 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.