



City of Bay City Plan for COVID-19 Exposure, Prevention, Preparedness, and Response

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The City of Bay City takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19”, a respiratory disease caused by the SARS-CoV-2 virus, the City must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, the City has developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the City.

This Plan is based on information available from the CDC, OSHA, MIOSHA, and the Bay County Health Department at the time of its development and is subject to change based on further information provided by the CDC, OSHA, MIOSHA and other public officials. The City may amend this Plan based on operational needs.

This Plan is available to all employees, labor unions, and customers through the City’s website.

Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must always set a good example by following this Plan. This involves practicing good personal hygiene and job safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees. Managers and supervisors will also be responsible for ensuring that the SARS-CoV-2 Preparedness & Response Plan Attachment for Low & Medium Risk Employees is maintained and adhered to at their respective worksites.

Responsibilities of Employees

The City is asking every one of our employees to help with our prevention efforts while at work. **If you are sick, stay home!** In order to minimize the spread of COVID-19 at work, everyone must play their part. As set forth below, the City has instituted various housekeeping, social distancing, and other best practices for our work environment. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have specific questions about the Plan or COVID-19, please contact your respective supervisor.

OSHA and the CDC have provided the following control and preventative guidance for all employees, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol. Key times for employees to clean their hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After blowing their nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After putting on, touching, or removing cloth face coverings
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.

- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19. These symptoms range from mild symptoms to severe illness. Symptoms may appear 2 - 14 days after exposure to the virus.

Principal symptoms of COVID-19 as defined by the Bay County Health Department per Emergency Order 2020-5 are:

Any **one** of the following not explained by a known medical or physical condition:

1. Cough,
2. Shortness of breath,
3. Difficulty breathing,
4. New olfactory disorder,
5. New taste disorder

OR at least **two** of the following not explained by a known medical or physical condition:

1. Fever (measured or subjective),
2. Chills,
3. Rigors,
4. Myalgia,
5. Headache,
6. Sore throat,
7. Nausea or vomiting,
8. Diarrhea,
9. Fatigue,
10. Congestion or runny nose

OR severe respiratory illness with at least one of the following:

1. Clinical or radiographic evidence of pneumonia,
2. Acute respiratory distress syndrome (ARDS)

Workplace Protective Measures

The City has instituted the following protective measures for the workplace.

A. General Safety Policies and Rules

1. All employees will be screened by designated department personnel upon reporting to the worksite.
 - a. Screenings will be conducted in a location and manner that protects an individual's privacy. For example, in a private office or in a location out of sight and sound of other employees.
 - b. Screening will also be conducted in a manner that maintains acceptable social distancing and safety practices (maintaining a distance of at least six (6) feet and wearing an appropriate face covering).

- c. If an employee is the sole individual reporting to a worksite, they will be responsible for screening themselves and completing the COVID-19 Screening form per Bay County Health Department Emergency Order 2020-5.
2. The following questions will be asked by screening personnel and the response recorded on the COVID-19 Health Screening form:
- a. Within the previous **14 days**, has the worker had any close contact with someone identified as a positive or presumed positive case of COVID-19; and
 - b. Does the worker exhibit any signs or report any new onset symptoms consistent with the most current Council of State and Territorial Epidemiologists (CSTE) case definition for COVID-19.- See Attachment A

A “yes” response to the above screening questions requires the worker to be excluded from the worksite (but not necessarily from work, if telecommuting or remote work is an option) for following periods:

“Close Contact” means someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated according to MIOSHA Emergency Rules Corona Virus Disease 2019

“Quarantine period” means the recommended number of days that an individual be in quarantine after the individual is in close contact as prescribed in the United States Centers for Disease Control and Prevention’s guidelines regarding COVID-19. **Currently 14 days.**

“Isolation period” means the recommended number of days that an individual be in isolation after the individual first displays the principal symptoms of COVID-19 as prescribed in the United States Centers for Disease Control and Prevention’s guidelines regarding COVID-19. **Currently: At least 10 days since symptoms first appeared and, at least 24 hours with no fever without fever-reducing medication and, other symptoms of COVID-19 are improving.**

An employee who tests positive for COVID-19 must not report to work until they are advised by a health care provider or public health professional that they have completed their isolation period, or all of the following conditions are met:

- a. If the employee has a fever, 24 hours have passed since the fever has stopped without the use of fever-reducing medications.
- b. The isolation period has passed.
- c. The employee’s principal symptoms of COVID-19 have improved.
- d. If the employee has been advised by a health care provider or public health professional to remain isolated, the employee is no longer subject to such advisement.

An employee who displays the principal symptoms of COVID-19 but has not yet tested positive shall not report to work until 1 of the following conditions are met:

- a. A negative diagnostic test result has been received.
- b. All of the following apply:
 - (i) The isolation period has passed since the principal symptoms of COVID-19 started.
 - (ii) The employee’s principal symptoms of COVID-19 have improved.

- (iii) If the employee had a fever, 24 hours have passed since the fever subsided without the use of fever-reducing medication.

Except as provided below, an employee who has close contact with an individual who tests positive for COVID-19 shall not report to work until 1 of the following conditions is met:

- a. The quarantine period has passed since the employee last had close contact with the individual.
- b. The employee is advised by a health care provider or public health professional that they have completed their period of quarantine.

(Any questions regarding an employee returning to work should be directed to Human Resources)

An employee who is any of the following, is otherwise subject to quarantine, is not experiencing any symptoms, and has not tested positive for COVID-19 may be allowed to participate in onsite operations when strictly necessary to preserve the function of a facility where cessation of operation of the facility would cause serious harm or danger to public health or safety:

- a. A health care professional.
- b. A worker at a health care facility.
- c. A first responder.
- d. A child protective service employee.
- e. A worker at a child caring institution, as that term is defined in section 1 of 1973 PA 116, MCL 722.111.
- f. A worker at an adult foster care facility, as that term is defined in section 3 of the adult foster care facility licensing act, 1979 PA 218, MCL 400.703.
- g. A worker at a correctional facility.
- h. A worker in the energy industry who performs essential energy services as described in the United States Cybersecurity and Infrastructure Security Agency's Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response, Version 2.0, March 28, 2020.
- i. A worker identified by the director of the department of health and human services as necessary to ensure continuation of essential public health services and enforcement of health laws, or to avoid serious harm or danger to public health or public safety. The director of the department of health and human services shall designate categories of critical employees at facilities where cessation of operations would cause serious harm or danger to public health or safety.

1. COVID-19 Health Screening Forms are to be kept confidential and maintained in a secure location separate from employee personnel files until they can be forwarded to Human Resources.
2. If you are at higher risk for getting very sick from COVID-19 (older adults, heart disease, diabetes, lung disease) and have concerns about being at work, contact Human Resources.
3. Employees must avoid physical contact with others and shall direct others to increase personal space to at least six (6) feet, where possible.

4. To the extent possible, all meetings will be conducted by telephone or electronically. If necessary, to conduct, in-person meetings will be limited to 10 people or less and social distancing must be maintained.
5. Employees are encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time.
6. Employees should limit the use of co-worker's tools and equipment. To the extent tools must be shared, tools shall be cleaned before and after each use. When cleaning tools and equipment, consult manufacturer recommendations for proper cleaning techniques and restrictions.
7. Employees are encouraged to minimize ridesharing. While in vehicles, employees must ensure adequate ventilation. If ridesharing or utilizing public transportation, employees are encouraged to utilize personal protective equipment and hand sanitizer.
8. If it is necessary for employees to ride in a City vehicle together, employees must wear a suitable face mask while inside the vehicle.
9. If practicable, each employee should use/drive the same City vehicle or piece of equipment every day.
10. Drinking fountains at worksites are to be shut off until further notice.
11. A dedicated entry point for all personnel will be designated at each worksite. Entry into the worksite will be restricted to this dedicated entry point.
12. Visual indicators of appropriate spacing for employees outside of worksite buildings, in case of congestion, will be established.
13. Dedicated cleaning stations will be established at designated entry points. The stations will provide, at a minimum, necessary supplies for employees, customers and visitors to sanitize their hands and clean/disinfect frequently touched entry areas such as door handles/knobs.
14. All essential work-related travel must be approved by the Department Head and Human Resources. All non-essential work-related travel is suspended until further notice.
15. Employees or visitors reporting to the worksite must wear a suitable facemask in accordance with the Michigan Department of Health and Human Services (MDHHS) Epidemic Order dated January 22, 2021.
16. Masks must be worn when workers cannot consistently maintain six feet of separation from other individuals in the workplace, including in shared spaces during in-person meetings and in restrooms and hallways.

B. Employees Entering Occupied Building and Homes

1. Employees shall ask other occupants to keep a personal distance of six (6) feet at a minimum. Employees should wash or sanitize their hands immediately before entering an occupied building or home and immediately upon leaving.
2. Maintain an accurate appointment record, including date and time of service, name of client, and contact information, to aid with contact tracing.
3. Prior to entering a home, inquire with the customer whether anyone in the household has been diagnosed with COVID-19, or has had close contact with someone who has been diagnosed with COVID-19. If so, the visit must be rescheduled for a different time.

C. Work Site Visitors

1. The number of visitors to a work site will be limited to only those necessary for work.
2. All visitors will be screened by designated Department personnel utilizing the same employee screening questions. If a visitor answers “yes” to any of the questions, they will not be permitted access to the work site.
3. Site deliveries will be permitted but should be properly coordinated to minimize exposure to the employee and delivery person. Delivery personnel should remain in their vehicles if possible.
4. Visitors to worksites shall be required to wear a facemask in accordance with MDHHS Epidemic Order dated January 22, 2021.

D. Personal Protective Equipment and Work Practice Controls

1. Personnel will be issued PPE as necessary according to their job assignment.

E. Employee Lunches

1. All employee lounges/breakrooms will be closed until further notice.
 - a. Employees will be allowed to eat at their respective workstations.
2. Shared use of items at the workplace such as refrigerators, coffee pots, vending machines, etc., is not allowed until further notice.
3. If employees bring their lunch to work, they must supply their own portable cooler to bring it in.

Workplace Cleaning and Disinfecting:

The City has instituted regular housekeeping practices, which includes cleaning and disinfecting the work environment where possible. Employees shall regularly do the same in their assigned work areas.

- A. Twice daily, employees shall clean all frequently touched surfaces in their workspace, such as workstations, keyboards, telephones, handrails, and doorknobs utilizing provided cleaning materials.
- B. Employees will be provided with necessary time to frequently wash their hands or utilize hand sanitizer.

- C. Break/lunchroom areas shall be cleaned at least twice per day while in use.
- D. Vehicles and equipment/tools shall be cleaned at least once per day and before change in operator.
 - 1. If surfaces are dirty, clean them using a detergent or soap and water before you disinfect them.
 - 2. For disinfection, most common, EPA-registered, household disinfectants should be effective.
 - 3. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).
- E. The City will clean those areas that a sick individual may have contacted, and it will do so before employee's access that workspace again following the below recommendations from the CDC:
 - 1. Close off areas used by the person who is sick.
 - o Companies do not necessarily need to close operations, if they can close off affected areas.
 - 2. Open outside doors and windows to increase air circulation in the area.
 - 3. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
 - 4. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
 - 5. Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - o Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - o Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
 - o Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - o Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - o Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
 - 6. Once area has been appropriately disinfected, it can be opened for use.
 - o Workers without close contact with the person who is sick can return to work immediately after disinfection.

7. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.
- F. The City will ensure that any disinfection shall be conducted following the CDC recommendations:
 1. Clean dirty surfaces with soap and water before disinfecting them.
 2. To disinfect surfaces, use products that meet EPA criteria for use against SARS-CoV2-19 , the virus that causes COVID-19 and are appropriate for the surface.
 3. Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 4. You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer’s instructions for use.

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:
 - After blowing one’s nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance such as a child.

Vehicles:

People who are known or suspected to have COVID-19 may use non-emergency vehicle services, such as passenger vans, accessible vans, and cars, for transportation to receive essential medical care. When transporting a known confirmed positive passenger, it is recommended that drivers wear an N95 respirator or facemask (if a respirator is not available) and eye protection such as a face shield or goggles (as long as they do not create a driving hazard), and the passenger should wear a facemask or cloth face covering. Occupants of these vehicles should avoid or limit close contact (within 6 feet) with others. The use of larger vehicles such as vans is recommended when feasible to allow greater social (physical) distance between vehicle occupants. Additionally, drivers should practice regular hand hygiene, avoid touching their nose, mouth, or eyes, and avoid picking up multiple passengers who would not otherwise be riding together on the same route. CDC recommends that individuals wear cloth face coverings in settings where other social distancing measures are difficult to maintain, especially in areas with significant community transmission. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others; these face coverings are not surgical masks, respirators, or personal protective equipment (PPE). 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 following are general guidelines from the CDC for cleaning and disinfecting these vehicles.

At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift and between transporting passengers who are visibly sick. Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. Use of a disposable gown is also recommended, if available.

- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:
 - EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the virus that causes COVID-19. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
 - Diluted household bleach solutions prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
 - Alcohol solutions with at least 70% alcohol.

- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.
- For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.

Exposure Situations:

Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home. If you are at work and become ill, don your face mask, isolate yourself and notify your supervisor.

Supervisors shall have the employee leave the work site as soon as possible. Depending on the severity of the isolated worker's illness, he or she might be able to return home or seek medical care on his or her own, but some individuals may need emergency medical services. If an employee requires emergency medical services dial 911.

- A. Notify Human Resources.
- B. The area where the person worked and had dwelled will be isolated and thoroughly cleaned.
- C. Note that entire buildings, floors, or areas will not be evacuated or shut down.
- D. Individuals who may have had close contact with an employee with a confirmed case of COVID-19 will be notified within 24 hours by Human Resources.
 - 1. Human Resources will inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
 - i. Do not disclose any identifying information regarding employees.
 - 2. Human Resources will notify the Bay County Health Department immediately if there is a confirmed case of COVID-19 in the workplace.
 - 3. Human Resources will direct workers who have a confirmed positive test (PCR or Antigen) or have been declared a probable case by a health care provider to immediately (within 24 hours) report details of their illness and close contacts to the Bay County Health Department.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider. The City will require an employee to provide medical documentation

stating that the employee may return to work. This documentation will be provided to the Human Resources Department, prior to an employee's return to work.

If the City becomes aware of a customer, supplier or visitor to an office or worksite has a confirmed case of COVID-19, it shall notify all employees who had contact with the customer, supplier or visitor of the potential exposure.

Training

All City employees will be provided with training by designated personnel that covers:

- A. Routes by which the virus causing COVID-19 is transmitted from person to person.
- B. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- C. Symptoms of COVID-19.
- D. Steps the worker must take to notify the City of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- E. Measures that the City is taking to prevent worker exposure to the virus.
- F. Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- G. The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- H. How to report unsafe working conditions.
- I. A record of this training will be maintained by Human Resources in an employee's personnel file.

OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, the City will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria.

For the purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employees.

OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule, like the common cold or the seasonal flu and thus, OSHA is considering it an "illness". However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee comes to work with symptoms consistent with COVID-19 but does not have confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, the City will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illness that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work

environment. If an employee has a confirmed case of COVID-19 that is work-related, the City will follow OSHA guidelines for reporting the incident.