

COVID-19 Preparedness & Response Plan

For The City of Traverse City, Local Municipal Government

General

The following COVID-19 preparedness & response plan has been established for the City of Traverse City in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. City Management has read these emergency rules carefully, developed the safeguards appropriate to The City of Traverse City based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

The City of Traverse City has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite COVID supervisor is Kristine Bosley, Human Resource Director. The COVID supervisor will remain available at all times when employees are present on site.

The plan will be made readily available to our employees and their representatives. The plan will be sent electronic email to City Employees and made available via City Website and/ hard copy.

Exposure Determination

The City of Traverse City has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The Human Resource Director is responsible for the exposure determination.

The City of Traverse City has determined that non-public safety employees' jobs fall into only the lower exposure and medium exposure risk categories and the Human Resource Director verifies that the City of Traverse City has two high-risk exposure jobs. as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

- **High and Very High Exposure Risk Jobs.** High and Very High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, paramedics, law enforcement, and correctional facilities.

The City of Traverse City has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Clerical/Administration	Medium	Indirect customer service, contact counter settings, office activity
Department of Public Services	Lower	Distance to public during work
Water Treatment Plant	Lower	Distance to public during work
Water/Sewer Maintenance	Medium	Indirect customer service, resident home settings
Fire Personnel	Very High-Risk	Essential
Law Enforcement	High-Risk	Essential

✔ Definitions

Close Contact: someone who was within 6ft of an infected person for at least 15 minutes starting from 2 days before illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated.

COVID-19: coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, and death.

Known Cases of COVID-19: person who have been confirmed through diagnostic testing to have COVID-19

Suspected Cases of COVID-19: persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or person who have had close contact with a person who has been confirmed through diagnostic testing

✔ Engineering Controls

The City of Traverse City has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

City Management will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job/Task	Engineering Control
Personal Hygiene	Dispensers of Hand Sanitizer
Personal Cleaning	Daily/Nightly surface cleaning
Limited Room Use by the Public	Appointment base access
Customer Service	Clear acrylic sneeze guards, utilization of drop-box for multiple departments

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard.

The following administrative controls have been established for The City of Traverse City:

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
Human Resources & Department Heads	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
Human Resources & Department Heads	Promote remote work (telecommuting) to the fullest extent possible.
Human Resources, Department Heads	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
Human Resources & Department Heads	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.
Human Resources & Department Heads	Restrict business-related travel for employees to essential travel only.
Human Resources & Department Heads	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
Department Heads	Restrict the number of customers in the establishment at any given time.
Department Heads	Minimize the sharing of tools, equipment, and items.
Human Resources & Department Heads	Provide employees with non-medical grade face coverings (cloth face coverings).
Human Resources & Department Heads	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.

All employees	Require customers and the public to wear cloth face coverings.
All employees	Encourage customers to pay for services through the phone or web, if feasible.
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
Human Resources & Department Heads	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
Human Resources	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

Department Heads will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, the City of Traverse City shall provide employees with antiseptic hand sanitizers or towelettes. The City of Traverse City will provide time for employees to wash hands frequently and to use hand sanitizer.

The City of Traverse City shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

The City of Traverse City and the Grand Traverse County Facilities will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). The City of Traverse City will make cleaning supplies available to employees upon entry and at the worksite.

The Grand Traverse County Facilities, the Director of Public Services and the Director of Municipal Utilities will be responsible for seeing that environmental surfaces in the

workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, the Grand Traverse County Facilities will consult 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 manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

Collaboratively, the Grand Traverse County Facilities, the Director of Public Services and the Director of Municipal Utilities will arrange enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The Human Resource Director will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

Electro Static Sprayers
Nightly by Cleaning Contractor

Personal Protective Equipment (PPE)

The City of Traverse City will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

The City of Traverse City will provide non-medical grade face coverings (cloth face

coverings) to employees (cloth face coverings are technically not considered PPE). The City of Traverse City will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. The City of Traverse City will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
All as required	Disposable Face Masks
	Plastic Face Shields
	Disposable Gloves
Law Enforcement – High Risk Exposure	(2) N95 Masks, Anon Gas Mask, PPE protective suit, a box of Gloves, a container of sanitation wipes, spray bottle of decontamination spray, one gator mask, clear plastic face shield, goggles. Soft cloth uniforms that are machine washable.
Fire Personnel – Very High Risk Exposure	Gloves, gowns, tyvek suits, safety glasses, goggles, full face shield, N-95, SCBA mask w/cartridge filters, PAPR's, disposable sleeves, boot covers

Health Surveillance

The City of Traverse City will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. The Human Resource Director will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, The City of Traverse City will have employees self-screen for COVID-19. The City of Traverse City will have employees complete a [questionnaire](#) covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. The City of Traverse City will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 or had a known exposure to someone who as tested positive for

COVID-19 to the Department Head and the Human Resource Director before and during the work shift. The City of Traverse City has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

Inform your immediate Supervisor

Notify Human Resources

Wear a Mask as all times

Maintain Social Distance

Go Home and Seek Advice from Medical Personnel

The City of Traverse City will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

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

The City of Traverse City will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, the Human Resource Director will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, the City of Traverse City will not reveal the name or identity of the confirmed case.

The City of Traverse City will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

✔ Training

All Department Heads shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

The City of Traverse City will train workers on, at a minimum:

- Workplace infection-control practices
- PPE Requirements, cleaning workspaces
- The proper use of personal protective equipment.
- 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.
- How to report unsafe working conditions.
- Screening procedures
- Telework duties, changes in shift schedules
- Employee Sick and Leave Policies

The Human Resource Director shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✔ Employee Self Care

The City of Traverse City has partnered with Encompass: Backing of the Badge for services which are identified as the Employee Assistance Program. Assistance can be reached 24/7 at 800-788-8630

✔ Recordkeeping

The Human Resource Director will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

The Human Resource Director will ensure that the records are kept.

UPDATED 24-NOV-2020
(MIOSHA/CET-5700 -- Revised 10/23/20)