# City of Zilwaukee

# Covid-19 Preparedness and Response Plan

Effective

August 17, 2020

# City of Zilwaukee's COVID-19 Preparedness and Response Plan

In accordance with Executive Order 2020-59, the City of Zilwaukee (City) institutes this COVID-19 Preparedness and Response Plan ("Plan").

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

Employees with questions are encouraged to contact the City Manager or Office Manager via phone at 989-755-0931.

## 1. Prevention Efforts and Workplace Controls

### a. Cleanliness and Social Distancing

Only critical infrastructure workers performing necessary work are directed to report on-site. For such workers, the City abides by the recommended social distancing and other safety measures and establishes the following:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to and leaving work;
- Employees' work stations are no fewer than six feet apart;
- The City may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- Employees' interactions with the general public are modified to allow for additional physical space between parties;
- Work from home arrangements may be considered where management deems appropriate;
- Employees must submit to a daily self-screening protocol when entering the workplace; and
- Non-essential travel is postponed or cancelled.

The City provides employees with, at a minimum, non-medical grade face coverings.

Other measures may be imposed depending on the employee's job classification, and as required or recommended by federal, state, or local authorities.

In addition, the City is instituting the following cleanliness measures:

- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas.

Employees are expected to minimize COVID-19 exposure by:

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

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

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

In response to a confirmed diagnosis or display of COVID-19 symptoms, the City:

- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Notifies the public health department;
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

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

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

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

### a. Employees' Self-Monitoring

The following employees should **not** report to work and, upon notification to the City, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

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

### b. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the City screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?

    a. If a touchless thermometer is available, temperature checks are performed.

    b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.

2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?

    a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

3. Have you travelled via airplane internationally in the last 14 days?

    a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

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

### c. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

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

- 24 hours have passed since the resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

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

- 24 hours have passed since the resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

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

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

## 3. Workplace Flexibilities and policies enacted as a result of COVID-19 and related legislative mandates, Governor Executive Orders and other Federal State, and Local Requirements for Employees Affected by COVID-19

The City requires employees to use paid time off accruals for all absences including illnesses related to COVID-19 with the exception of employees eligible for Emergency Paid Sick Leave or Expanded FMLA as outlined in the Family First Coronavirus Response Act ("FFCRA").

### a. Unemployment Compensation Benefits

Under Executive Order 2020-76, and the Federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 may be eligible for unemployment benefits. Employees may refer to www.michigan.gov/uia for additional information.

### b. Executive Order 2020-166

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-166 until permitted thereunder to return to work.

### c. FMLA and ADA

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

Obligations under the Americans with Disabilities Act ('ADA") will be addressed as requested.

## 4. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak and replaces the Plan enacted April 15, 2020. As this pandemic progresses or modifications are required, the City will update this Plan and its corresponding processes.

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