



# **City of Saline**

## **COVID-19 Preparedness and Response Plan**

Date Implemented: **January 3, 2022**

**City of Saline**  
**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 Saline, have prepared the following COVID-19 Preparedness and Response Plan ("Plan"). This Plan may be updated as this situation evolves, or as State or local orders related to COVID-19 are issued or amended.

### **Protective Safety Measures**

#### **Defining Fully Vaccinated**

An employee is considered "fully vaccinated" if it has been at least 14 days since the final dose; and they received 2 doses of Moderna, or 2 doses of Pfizer within the last 6 months, or 1 dose of Janssen/Johnson & Johnson within the last 2 months; or if they received a booster shot.

The City of Saline strongly encourages all employees to get vaccinated. The Washtenaw County Health Department offers a comprehensive list of vaccine site locations through its website or vaccines by appointment at their 555 Towner Clinic visit <https://www.washtenaw.org/3269> for more information or to schedule an appointment.

#### ***Sick Leave***

Employees are permitted to take paid leave consistent with the City of Saline's applicable vacation, sick and personal time policies.

#### ***Personal Protective Equipment***

City of Saline shall provide and make available to all employees, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the employee.

Due to increased transmission of COVID-19, and in accordance with Washtenaw County's recommendation, **all employees are required to wear face coverings** when they cannot consistently maintain 6 feet of separation from other individuals in the workplace. This includes in any common areas such as hallways, restrooms, break rooms, and conference areas.

#### ***Enhanced Social Distancing***

All employees, regardless of vaccination status, must socially distance by at least 6 feet from all others in the workplace. To ensure these guidelines are adhered to, where possible, employees may be relocated or provided additional resources to avoid shared use of offices, desks, telephones, and tools/equipment. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

#### ***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 to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

### ***Enhanced Cleaning and Disinfecting***

The City will continue to work with our contracted cleaning company to ensure increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use.

An employee may request an order of additional disinfectant cleaning/sanitizing supplies for their department by making a request to their direct supervisor. The direct supervisor will submit the request to the Deputy Clerk for inclusion on the next supply order.

In the event that an employee that has been in the workplace tests positive for COVID-19, the work area and/or vehicle will be thoroughly sanitized through fumigating/bombing and deep cleaned using EPA-approved disinfectants.

### ***Tools and Equipment***

City of Saline 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. City of Saline will provide employees with disinfectant wipes and other disinfecting products for this purpose.

### ***Visitors***

Per CDC and Washtenaw County guidelines, the City requires that all visitors to City facilities, regardless of vaccination status, wear face coverings. Visitors presenting symptoms or signs of COVID-19 will be asked not to enter City buildings until they have confirmed that they are not COVID positive.

### **Employees with Suspected or Confirmed COVID-19 Cases**

#### **Defining Close Contact**

“Close contact” is defined as an individual who:

- was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period (with or without a mask)
- provided at home care to someone sick with COVID-19
- had direct physical contact with someone who is sick with COVID-19
- shared eating or drinking utensils with an infected person

The contagious period starts 2 days before symptoms begin (or 2 days before the positive test if the person is asymptomatic). The 15-minute exposure period does not have to be all at once. Individual exposures over a 24-hour period should be added up to determine total exposure time.

#### **Reporting Procedure**

Any employee coming into close contact with a confirmed Covid-19 case must report to Human Resources (Elle Getschman) and the employee’s Department Head as soon as reasonably possible after receiving confirmation of the contact.

### ***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.
- 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
  - the employee came in close contact (as defined above) with someone who has tested positive for COVID-19.

If an employee believes that they qualify as a Suspected Case (as described above), they must:

- Immediately notify their supervisor and/or Human Resources;
- Self-isolate for at least 5 days since symptoms first appeared or positive test result;
- If symptoms develop at any time after exposure, immediately report any onset of symptoms to Human Resources and seek testing to determine if you have a confirmed case of COVID-19.

Per the Washtenaw County Health Department, fully vaccinated persons as defined on page 3 above, with exposure to a suspected or positive COVID-19 case, are not required to quarantine if they do not develop any symptoms. Fully vaccinated persons with exposure to a confirmed or suspected case are asked to get tested 5 days after exposure if possible, and wear a well-fitting mask (surgical, N95, or KN95) for at least 10 days following exposure.

If an employee is COVID-19 positive, in order to return to work, they must follow the Return-to-Work Plan in Appendix A.

If an employee qualifies as a Suspected Case, then the City of Saline will:

- Notify all employees who may have come into close contact with the employee (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.

### ***Confirmed Cases***

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations and has tested positive for COVID-19. An employee will be presumed positive if they were a suspected case and subsequently developed symptoms associated with the virus.

If an employee believes that they qualify as a Confirmed Case (as described above), they must:

- Immediately notify supervisor and/or Human Resources of their diagnosis; and
- Remain out of the workplace until they are cleared to return to work. See Appendix A for Return-to-Work Plan.

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

- Notify all employees who may have come into close contact (as defined above) with the employee (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;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case.

***Remote Work***

Where feasible by position, supervisors may grant an employee the permission to work remotely during leave related to COVID-19 quarantine for suspected or confirmed cases as defined above.

**Business Continuity Plans**

The COVID-19 Leadership Team will: (1) work with management to cross-train employees 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; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

**Classification of Workers' Exposure**

Following OSHA Standards for classifying workers' exposures City of Saline employees have been categorized as below:

- Police Officers, Sergeants, and Police Chief: While performing their daily routine activities the immediate health risk is low.
- All other City of Saline Employees: Are considered low risk.

**Emergency Communication Plan**

The City Manager is the Public Information and Communication Officer and all communications will be funneled through the City Manager's office.

## **APPENDIX A EMPLOYEE RETURN TO WORK PLAN**

Employees who test positive for COVID-19 or are presumed positive because they 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:

1. At least 5 days have passed since their symptoms have started, or since a positive test date if asymptomatic AND 24 hours have passed without fever (without use of medication) AND other symptoms have improved (if any); AND
2. One of the following must be submitted to Human Resources:
  - Negative COVID-19 test results (PCR or rapid antigen)
  - A doctor's note indicating clearance to return to work
  - Written approval from their Department Head indicating they are cleared to return to work based on the circumstances of the individual case

The individual must continue to wear a well-fitting mask (surgical, N95, or KN95) in the workplace for up to 10 days after exposure or positive test result.

For any of the following individuals with a close contact as defined on page 4 of this policy:

- Non vaccinated
- Individuals who received their 2<sup>nd</sup> dose of Pfizer or Moderna 6 months ago and have not received a booster
- Individuals who received their Johnson and Johnson dose more than 2 months ago and have not received a booster

These individuals will:

1. Stay home (quarantine) for 5 days. Day 0 is considered the last day of contact with the COVID positive individual; AND
2. On day 6 upon return to work will wear one of the following types of masks to work for up to 10 days from the last day of contact: surgical, KN95 or N95; AND
3. Get tested on day 5 if possible. If positive they will self-isolate until they meet the return-to-work criteria for a positive COVID case.
4. One of the following must be submitted to Human Resources:
  - Negative COVID-19 test results
  - A doctor's note indicating clearance to return to work
  - Written approval from their Department Head indicating they are cleared to return to work based on the circumstances of the individual case.

If the individual develops symptoms, they will avoid others and get tested (PCR or rapid antigen).

Please note that fully vaccinated employees (within the last 6 months for Pfizer or Moderna, 2 months for Johnson and Johnson, or received a booster) will not need to quarantine after a close contact unless they develop symptoms.

Per Washtenaw County the 5-day isolation time and return to work date calculation is as follows:

Day 0 = date symptoms first started (or date the positive COVID-19 test was taken if asymptomatic)  
Day 1 = the day after symptoms started (or the day after the positive test was taken if asymptomatic)  
Day 5 = must isolate at home through the end of Day 5  
Day 6 = first date of potential eligibility to end isolation and return to work  
Days 6-10 = Wear a well-fitting mask at work

If a “critical infrastructure worker” (defined by the City as any PD, DPW or WWTP workers) has been in “close contact” with a confirmed or suspected COVID case and is not vaccinated, but is asymptomatic, this employee should work with the department head and Human Resources to determine what the next steps are. If possible, the employee will follow the two-week quarantine procedure, but if this is not possible while allowing critical City functions to be met, then the following procedures must continue: employee pre-screen at home and at the workplace, regularly monitor condition with HR or occupational health provider, wear a mask for 10 days (surgical, KN95, or N95), social distance, and clean/disinfect workspaces.



## **APPENDIX B OTHER RESOURCES**

Washtenaw County Guidance for Businesses, Organizations, and Workers:

<https://www.washtenaw.org/DocumentCenter/View/16500/COVID-19-FAQ-for-Workplaces---122921-update>

Washtenaw County COVID Vaccinations:

<https://www.washtenaw.org/3269/COVID-19-Vaccination>

MIOSHA COVID-19 Emergency Rules:

[https://www.michigan.gov/documents/leo/MIOSHA\\_COVID\\_Emergency\\_Rules\\_726100\\_7.pdf](https://www.michigan.gov/documents/leo/MIOSHA_COVID_Emergency_Rules_726100_7.pdf)

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/HandSanitizer-p.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>

## APPENDIX C

### CITY OF SALINE COVID-19 PREPAREDNESS AND RESPONSE PLAN

#### Certification by Responsible Public Official

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

1. 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.
2. The plan is available on the City of Saline's website [www.cityofsaline.org](http://www.cityofsaline.org) and at each City of Saline facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: City of Saline

Signature:



Name of Official: Colleen O'Toole

Title: City Manager

Date: 1/3/2022

## **City of Saline COVID-19 Preparedness and Response Plan**

I acknowledge receiving and reviewing the City of Saline's Preparedness and Response dated January 3, 2022.

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_