

City of Perry

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City of Perry COVID-19 Preparedness and Response Plan

**Date Adopted
June 5, 2020**

City of Perry

COVID-19 Preparedness and Response Plan

Table of Contents

Plan

City Workers and City Business Operations.....	1
Protective Safety Measures	
Sick Leave	1
Remote Work.....	1
Employee Screening Before Entering the Workplace	1
Personal Protection Equipment.....	1
Social Distancing	2
Hygiene.....	2
Cleaning and Disinfecting.....	2
Tools and Equipment.....	2
Visitors.....	2
Employees with Suspected or Confirmed COVID-19 Cases	
Suspected Cases.....	3
Confirmed Cases.....	3
Business Continuity Plan	4

Appendices

A: Health Screening Questionnaire.....	5
B: Employee Return to Work Plan	6
C: Signs for Buildings.....	7
D: Vehicle Sanitation Guidelines.....	9
E: Other Resources.....	10
F: Certification by the City Mayor.....	11
G: Covid-19 Instruction/Training.....	12

Model 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, the City of Perry has 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.

City Workers and City Business Operations

Under Executive Orders 2020-110 the “Stay at Home” Order 2020-96 has been rescinded and any business operation that requires its employees to leave their home or place of residence for work is subject to the rules on workplace safeguards in Executive Order 2020-97 or any order that may follow from it.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave as provided for and consistent with all applicable provisions of the Families First Coronavirus Response Act and the City of Perry’s applicable vacation, sick leave, and personal time policies. Any on-site employee who appears to have a respiratory illness or any one of the symptoms of COVID-19, may 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 to work from home, will work remotely. The Mayor, in conjunction with any applicable department head or supervisor shall determine the proper implementation of remote work form non-essential employees. All City employees working remotely shall conduct their work in conformity with guidance provided by their Supervisor and with applicable City policies and procedures, to the extent possible.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix B. The screening questionnaire should be completed by all City employees before entering their workplace. Completed questionnaires shall be submitted to your supervisor and will be kept according to MCL 423.501. Employees may also be required to comply with any additional screening process required by applicable state or county authorities. If an employee fails any screening process, he or she should be sent home 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.

Personal Protective Equipment

The City shall provide, give instruction/training and make available to all Critical Infrastructure Workers (CIW) and any worker performing in-person work, personal protective equipment (PPE). PPE shall be consistently and properly worn when required, shall be regularly inspected, maintained, and replaced, as necessary, and shall be properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment. All CIWs and other in-person workers able to medically tolerate a face covering must wear a covering over his or her nose and mouth when in any enclosed public space. It is also encouraged that all City employees able to medically tolerate a face covering wear a cloth face covering whenever they are interacting within six feet of a member of the public or any other individual. Acceptable examples of cloth face masks include, but are not limited to, bandanas, homemade

cloth facemasks, and gaiter scarves. The City will make available cloth face coverings to for use by any employee who notifies **their Supervisor** that they are not able to procure their own cloth face covering.

Social Distancing

Employees are to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to 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.

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.

Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly by applying Hepacide II Quat II with cloth, mop, sponge or course sprayer on surfaces and leaving surface wet for 10 minutes before wiping dry. Employees will be provided with access to disposable disinfectant wipes, when they are available, so that any commonly used surfaces can be wiped down before each use. In the absence of disinfectant wipes, approved disinfecting sprays and paper towels will be used. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, a deep cleaning of that person's work station and immediate area will be conducted by custodial staff prior to opening the next business day.

Tools and Equipment

The sharing of tools and equipment (including, but not limited to, desks, telephones, and office equipment) among CIWs and other in-person employees should be avoided as much as possible. 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 will provide employees with disinfectant wipes and/or other disinfecting products for this purpose.

Visitors

All visitors entering a City workplace shall be screened prior to entering the workplace. A screening questionnaire should be utilized to decide if the visitor can enter the workplace. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they should not be allowed into the workplace. All visitors that are permitted to enter the workplace shall wear all appropriate PPE prior to entering the workplace.

The City requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a scarf, bandana, handkerchief, or homemade mask, while present in any enclosed public space within a City-owned building.

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

OR

- 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 **their Supervisor**;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

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

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 **their Supervisor** of his or her diagnosis; and

- Remain out of the workplace until they are cleared to return to work.

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

- Report to Shiawassee County Health Department.
- 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;
- 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, the cleaning/disinfecting plans, and when the workplace will reopen.

Business Continuity Plans

The COVID-19 Workplace Coordinator (Supervisor): shall (1) work with employees 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

**APPENDIX A
COVID-19 WORKPLACE HEALTH SCREENING
QUESTIONNAIRE**

Coronavirus Disease (COVID-19) Workplace Screening

Employee Name: _____ Date: _____

Time In: _____

In the past 24 hours, have you experienced:

Symptoms	Yes	No
Subjective fever (felt feverish- of 99 or greater)		
Cough /Shortness of Breath		
Pneumonia/Flu -Recent		

If you have answer "yes" to any of the symptoms listed above, or your temperature is 100.4 degrees Fahrenheit or higher, please do not go into work. Self-isolate at home, contact your supervisor and contact your primary care physician's office for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

Supervisors additional questions if an employee shift screening is returned with a "yes" checked.

1. Ask if employee has had close contact with an individual diagnosed with COVID-19?
YES OR NO

2. Has employee traveled via airplane internationally or domestically?
YES OR NO

**APPENDIX B
EMPLOYEE RETURN TO WORK
PLAN**

Consistent with Executive Order 2020-36 or any subsequent, applicable, superseding Executive Order, 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:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. 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:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*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.

APPENDIX C
SIGNS FOR BUILDINGS

**Before entering
this facility:**

**Do you have the
following symptoms?**

- Fever
- Cough
- Shortness of breath

**Have you had any of
these symptoms in the
last 14 days?**

- Yes
- No



If you answered YES to either of the above questions please visit us online or give us a call to see how we can assist you.

We encourage the public to be safe and suggest using the City Website WWW.PERRY.MI.US to pay a bill online, to print a permit, and/or to stay up to date on cancellations of meetings. The City also has a drop box you may utilize to get payments and/or forms to the City Staff, which will be checked every day.

City Hall Phone Number: 517-625-6155

Fax Number: 517-625-6157

City Hall Staff Email Contacts:

Shirley Smith cityofperry@perry.mi.us

Dori Boertman events@perry.mi.us

Jo Ann Velting treasurer@perry.mi.us

Devin Miller clerk@perry.mi.us

You may contact the following Officials regarding any concerns with their department:

City Assessor, Steve Schweikert 1-989-277-1031
assessor@perry.mi.us

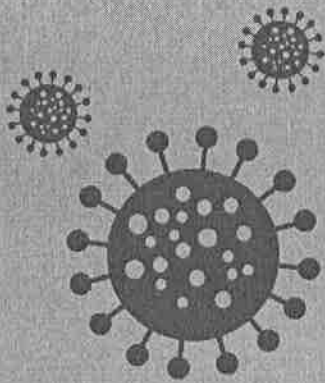
Zoning Administrator, Leland Scott
1-517-625-7826
lscott@tds.net

City Building Inspector, Rob Kehoe
1-810-516-1191
Bldoff3889@aol.com

City Police Department and City Department of Public Works can be contacted for emergencies.

City Police Department 1-517-625-3535
(NON-EMERGENCY NUMBER)
IF AN EMERGENCY, CALL 911.

City of Perry Department of Public Works,
John Souder 1-517-625-4500
dpw@perry.mi.us



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

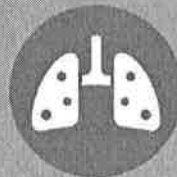
Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS

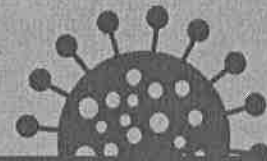


RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.* If your symptoms are life-threatening, call 911.

*Free screening available for all individuals in the state of Michigan.

For more information visit spectrumhealth.org/covid19.

X21907-EMD6154 Spectrum Health MI 2020

APPENDIX D

VEHICLE SANITATION GUIDELINES

PURPOSE

Proper cleaning and disinfection of city vehicles and equipment is necessary to reduce the bioburden of disease and prevent secondary transmission of a known or unknown highly contagious disease. The process describes the measures needed to clean and disinfect city vehicles

PERSONAL PROTECTIVE EQUIPMENT AND HEALTH

- All personnel should wear gloves for decontamination of the vehicle
Maintain doors open during cleaning for ventilation.

DRIVERS COMPARTMENT

- Maintain doors open during cleaning.
- Wipe down the dashboard and console with disinfectant. This is best accomplished by spraying the disinfectant on the towel first and then wiping. Do not spray the disinfectant directly on the dashboard, console, radio, or any other electrical equipment. The dashboard and console should be dust free. Disinfect the steering wheel, door handles, and radio microphone. These areas need special attention due to the amount of use they get. Think about how many different people use the radio, get in the truck with their gloves, on or fail to wash their hands after each call.
- Clean all the interior windows.
- Clean up any loose trash. There should not be any used gloves or trash in the cab, between the seats, or in the door pockets. The floorboards should be wiped out with the cleaner if necessary.

Note: If you are debating what needs to be disinfected, think about what your gloved hand or passengers/equipment operators routinely touch. These things should all be wiped down.

Note: Disinfectant should **NOT** be sprayed on any surface and left to dry completely.

EQUIPMENT

- There are numerous pieces of equipment that need to be decontaminated on a regular basis.

ADDITIONAL NOTES

- Once the program is up and running, the trucks should stay fairly clean. Remember you must replace any equipment used during your shift.
- Checking and cleaning the truck should be a team effort.
- Take pride in the unit that you are using, you will be responsible for its condition at the end of your shift.

APPENDIX E OTHER RESOURCES

Governor Whitmer's Executive Order 2020-97, Executive Order 2020-99, Executive Order 2020-110:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-529864--,00.html

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-530039--,00.html

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-530620--,00.html

FAQs from Governor Whitmer MI Safe Start Plan:

<https://www.michigan.gov/coronavirus>

https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_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/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>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

APPENDIX F

**City of Perry
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**Certification by COVID-19 PREPAREDNESS AND RESPONSE
PLAN**

This is to certify that I have reviewed the City of Perry 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 website at www.perry.mi.us and at each City facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

This COVID-19 Preparedness and Response Plan formally adopted at the regular meeting of the City of Perry, City Council on Tuesday, May 21, 2020.

Respectfully
submitted,

6/5/20

James Huguelet, Mayor
City of Perry

