

CITY OF LITCHFIELD
COVID-19 Preparedness and Response Plan

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City of Litchfield
COVID-19 Preparedness and Response Plan
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COVID-19 Preparedness and Response Plan

In order to respond to the coronavirus disease 2019 (“COVID-19”) and to comply with relevant state and local orders and in accordance with MIOSHA Emergency Rules for COVID-19, the City of Litchfield (“City”) has amended the following COVID-19 Preparedness and Response Plan (“Plan”). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2. The plan will be made readily available to our employees and their representatives. The plan will be made available via website and hard copy. This Plan may be updated by the City Manager as this situation evolves or as state or local orders and/or MIOSHA rules related to COVID-19 are issued or amended.

The City’s governmental departments are considered critical infrastructure. As such, government activities and services must continue.

Definitions

As used in this plan:

“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.

“COVID-19” means 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” means persons who have been confirmed through diagnostic testing to have COVID-19.

“SARS-CoV-2” means severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19.

“Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

COVID-19 Safety Coordinator

The 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 supervisors are the City Manager, Police Chief, and Department of Public Works Superintendent. The supervisors will remain on-site at all times when employees are present on site. An on-site employee may be designated in the absence of the worksite supervisors to perform the supervisory role. COVID-19 safety coordinators will implement, monitor, and report on the COVID-19 control strategies that have been developed.

Exposure Determination

The 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.

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.

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.

The 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)
City Manager	Medium	Public/Co-Worker Contact
City Treasurer/Finance Dir.	Medium	Public/Co-Worker Contact
City Clerk	Medium	Public/Co-Worker Contact
Deputy Clerk/Treasurer	Medium	Public/Co-Worker Contact
Police Officers	Medium	Public/Co-Worker Contact
Public Works/Outdoor Tasks	Lower	Outdoor Air
Public Works/Indoor Tasks	Medium	Public/Co-Worker Contact
Office Cleaner	Lower	No Public Contact

Engineering Controls

The City has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2.

The following engineering controls have been implemented:

Job/Task	Engineering Control
City Manager	Closed Building To General Public 11/26/2020.
City Treasurer/Finance Director	Closed Building To General Public 11/26/2020.
City Clerk	Closed Building To General Public 11/26/2020.. Installed Sneeze Guard Between Workers & Customers.
Deputy Clerk/Treasurer	Closed Building To General Public 11/26/2020. Installed Sneeze Guard Between Workers & Customers.
Police Officers	Closed Building To General Public 11/26/2020.
Public Works/Indoor Tasks	Closed Building To General Public 11/26/2020.

Administrative Controls

The following administrative controls have been established for the City:

Job/Task	Administrative Control
All employees	Maintain at least six feet from everyone on the worksite.
All employees	Use ground markings and/or signs to prompt employees to remain six feet from others.
City Treasurer/Finance Director, City Clerk, Deputy Clerk/Treasurer	Promote remote work (telecommuting) to the fullest extent possible.
All employees	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees	Establish alternating days or extra shifts to reduce the total number of employees in the facility at a given time.

All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing whenever possible.
All employees	Restrict the number of customers in the establishment at any given time.
All employees	Minimize the sharing of tools, equipment, and items.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings).
All employees	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	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again.
All employees	Provide customers and the public with tissues and trash receptacles.
All employees	Encourage customers to conduct their business through the phone or web.
All employees	Promote the use of the City Office drop box to minimize contact with customers.
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows or tissue rather than hands.
All employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All employees	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness.
All employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Remote Work Policy

An employee that can feasibly complete their work activities remotely is prohibited from in-person work to the extent they will come into contact with a co-worker, visitor or general public in a City-owned building until April 14, 2021. Exceptions will be made for occasions when in-person contact is necessary to maintain critical infrastructure. However, employees are reminded to abide by the administrative controls set forth in this policy.

These Jobs/Tasks cannot feasibly complete their work activities remotely and will report for in-person work for the following reasons:

Job/Task	Reason Cannot Work Remotely
City Manager	Designated COVID-19 Safety Coordinator must be on site.
Police Officers	Patrolling is necessary to protect health, safety & welfare of the community.
Dept. of Public Works	Public Works tasks include maintaining water and sewer systems, picking up leaves & brush, maintaining roads, city property & equipment.
Office Cleaner	Must physically clean city building.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. Appointments are encouraged. Signs illustrated in Appendix C will be placed on the city owned buildings. All visitors entering the building shall be screened before entering the building. A screening questionnaire (Appendix A) should be utilized for the visitors that 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 personal protective equipment prior to entering the workplace. Visitors and customers are asked to attest that they have performed and passed the self-screening questions by signing a log each day they are in any City-owned building so that the information may be used in contact tracing if needed. The log shall be kept for one year. 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.

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. 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 shall provide employees with antiseptic hand sanitizers or towelettes. The City will provide time for employees to wash hands frequently and to use hand sanitizer.

The 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. 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 as illustrated in Appendix D. Hand shaking is also prohibited to ensure good hand hygiene.

Disinfection of Environmental Surfaces

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly using disinfectant products with EPA-approved emerging viral pathogens claims, to the extent available. 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. The City of Litchfield will perform 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 sharing of tools and equipment (including, but not limited to, desks, telephones, and office equipment) among 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.

All City vehicles should be regularly cleaned pursuant to the procedures attached as Appendix E.

Personal Protective Equipment (PPE)

The City shall provide and make available to all employees performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the in-person worker. PPE shall be consistently and properly worn, 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 in-person workers able to medically tolerate a face covering that is within six feet of other individuals must wear a covering over his or her nose and mouth when in any enclosed public space. It is also required 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 the City Manager that they are not able to procure their own cloth face covering.

Health Surveillance

An Employee Entry Screening Questionnaire is attached as Appendix A. The screening questionnaire should be reviewed by all City employees before entering their workplace. 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 will be sent home. Employees who are sick shall not report to work or work in any isolated location. In person employees are asked to attest that they have performed and have passed the self-screening questions by signing a daily log. The log shall be kept for one year. Employees are to promptly report any signs and symptoms of COVID-19 to their immediate supervisor or City Manager before or during the work shift. The City of Litchfield 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 City Manager 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 will not reveal the name or identity of the confirmed case.

The 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.

The City will maintain records of 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 for one year.

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 Litchfield's applicable vacation and sick leave policies. Any on-site employee who appears to have a respiratory illness may be separated from other employees and sent home.

Training

The COVID-19 Safety Coordinator shall provide training to employees on SARS-CoV-2 and COVID-19 covering workplace infection-control practices, 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, and how to report unsafe working conditions. The COVID-19 Safety Coordinator shall provide updated training if the City's preparedness and response plan or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19. The COVID-19 Safety Coordinator shall maintain a record of all COVID-19 employee training for one year.

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
- 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 the City Manager;
- 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.

The employee may return to work as outlined in Appendix B.

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 the City Manager 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:

- 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.

The employee may return to work as outlined in Appendix B.

APPENDIX A

COVID-19 WORKPLACE HEALTH SCREENING QUESTIONNAIRE

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): Yes _____ No _____

New or worsening cough: Yes _____ No _____

Shortness of breath: Yes _____ No _____

Sore throat: Yes _____ No _____

Diarrhea: Yes _____ No _____

Current temperature: _____

If you answer “yes” to any of the symptoms listed above, or if your temperature is 100.4°F or higher, please do not go into work. Contact the City Manager and Department Supervisor to discuss your symptoms and to decide further actions the employee should take. If necessary follow directions below:

-- Self-isolate at home and contact your primary care physician’s office for direction.

-- You should isolate at home for a minimum of 14 days from when symptoms first appear.

-- You must also have 3 days without fevers and improvement in respiratory systems.

In the past 14 days have you:

Had close contact with an individual diagnosed with COVID-19? Yes _____ No _____

Traveled internationally Yes _____ No _____

If you answer “yes” to either of these questions, please do not go into work (unless exempt). Self-quarantine at home for 14 days.

APPENDIX B

EMPLOYEE RETURN TO WORK PLAN

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 both 3 days have passed since their symptoms have resolved *and* 14 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result.

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 should not be permitted to return to work until 14 days have passed since the last close contact with the sick or symptomatic individual.

In order to maintain critical infrastructure, certain in-person workers may be permitted to continue working following exposure to a person with suspected or confirmed COVID-19 provided they remain asymptomatic and have not tested positive. Additionally, the following risk mitigation precautions will be implemented prior to and during the work shift:

- Pre-Screen: Employees must pre-screen at home prior to coming on-site. Employees should not attempt to enter the workplace if any of the following are present: symptoms of COVID-19; temperature equal to or higher than 100.4* F; or are waiting for the results of a viral test.
- Screen at the workplace: The employee’s supervisor should conduct an onsite symptom assessment, including temperature screening, prior to each work shift.
- Wear a cloth mask: All employees must wear a cloth mask in accordance with CDC and OSHA guidance and any state or local requirements.
- Social Distance: The employee should stay at least 6 feet apart from others and practice social distancing as work duties permit in the workplace.
- Clean and disinfect workspaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared equipment routinely.

If the employee becomes sick during the day, they should be [sent home immediately](#). Surfaces in their workspace should be [cleaned and disinfected](#). Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

APPENDIX C

SIGNS FOR BUILDINGS



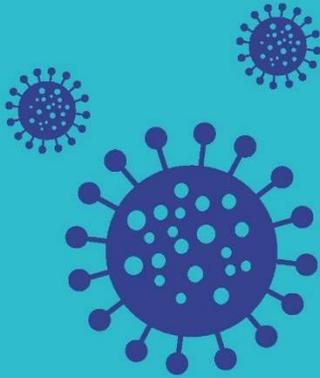
Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



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.

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APPENDIX D - HANDWASHING

APPENDIX E - 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 an ambulance prior to its return to service following the transport of a patient with a known or suspected Category A disease.

Note: All disinfection should use a U.S. Environmental Protection Agency (EPA)-registered hospital disinfectant with a label claim for a non-enveloped virus (norovirus, rotavirus, adenovirus, poliovirus) to disinfect environmental surfaces at appropriate concentration and contact time.

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 F

**City of Litchfield
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 Litchfield amended COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. The plan is consistent with MDHHS Emergency Order- October 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 and Michigan Occupational Safety and Health Administration emergency rules related to Coronavirus Disease 2019 (COVID-19) filed with the secretary of state on October 14, 2020.
3. The plan is available on the City website at www.cityoflitchfield.org 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 Amended Preparedness and Response Plan formally adopted at the regular meeting of the City of Litchfield City Council on Tuesday, November 17, 2020.

Respectfully submitted,

Susan Ballinger, Clerk
City of Litchfield

O.R. Smith, Mayor
City of Litchfield