



City of Battle Creek COVID-19 Preparedness and Response Plan

Date Implemented: June 1, 2020

Dates Revised: (June 15, 2020, August 17, 2020, October 1, 2020, October 19, 2020)

City Of Battle Creek
COVID-19 Preparedness and Response Plan
Table of Contents

Plan

Introduction.....	1
I. GENERAL OVERVIEW	1
II. BASIC INFECTION PREVENTION MEASURES	1
Enhanced Hygiene	1
Sick Leave Policies	1
Remote Work.....	1
Enhanced Cleaning and Disinfecting.....	2
Enhanced Social Distancing	2
III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS.....	3
Employee Screening Before Entering the Workplace	3
Self-Monitoring for Symptoms.....	3
Procedures for Reporting Illness [Update for State/Local Orders/Company Policy]	3
Suspected Cases.....	3
Confirmed Cases.....	4
Becoming Sick at Work.....	5
PPE.....	5
IV. ADDITIONAL WORKPLACE PROTECTIONS.....	5
Engineering Controls	5
Administrative Controls.....	5
In-home Services	5
Non-Essential Travel	6
Visitors.....	6
Working with Insurance Companies and State and Local Health Agencies.....	6
Continue to Follow Existing OSHA Standards.....	6
Training.....	6
Recordkeeping	6
V. RESPONSIBILITIES.....	7
Facility Managers.....	7

City of Battle Creek
COVID-19 Preparedness and Response Plan
Table of Contents (Continued)

Human Resources 7
Supervisors..... 7
Employees..... 7
VI. EMPLOYEE CLASSIFICATIONS 8

Appendices

A: SUMMARY OF MIOSHA EMERGENCY RULES 9
B: SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE 14
C: EMPLOYEE RETURN TO WORK PLAN..... 15
D: VISITOR SCREENING FORM 16
E: FACILITY DISINFECTANT BEST PRACTICES 17
F: OTHER RESOURCES 19
G: CERTIFICATION BY RESPONSIBLE PUBLIC OFFICIAL 20

City Of Battle Creek

COVID-19 Preparedness and Response Plan

INTRODUCTION

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 and rules related to COVID-19, the City 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 and rules, or federal guidance, related to COVID-19 are issued or amended.

I. GENERAL OVERVIEW

The following COVID-19 Preparedness & Response Plan has been established for the City of Battle Creek (“City”) in accordance with city policy and the requirements in the most recent Epidemic Orders from the Michigan Department of Health and Human Services and Emergency Rules issued by the Department of Labor and Economic Opportunity Michigan Occupational Safety and Health Administration and also in accordance with *Guidance on Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration (“OSHA”). Appendix A, as amended from time to time, contains a summary of Emergency Rules for workplace safeguards issued by the State of Michigan for all employers.

II. BASIC INFECTION PREVENTION MEASURES

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue or the inside of their elbow, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer, including upon entry and at construction sites. Signs regarding proper hand washing methods will be posted in all restrooms and throughout each facility. Hand shaking is prohibited to ensure good hand hygiene.

Workers are prohibited from using other workers’ phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is unavoidable, then workers should wipe down any and all items and spaces prior to sharing it with another worker.

Sick Leave Policies

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and the City’s applicable PTO policies. Questions regarding leave shall be directed to Human Resources. Any on-site employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

Remote work will be considered for all employees who are not essential to operations, and whose job duties reasonably allow them to telework. Remote work is not guaranteed. All remote work must be coordinated and authorized by department managers and approved by the City Manager and Human Resources Director. Business-related travel is restricted to essential travel only.

Enhanced Cleaning and Disinfecting (reference Appendix E)

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed routinely using products containing EPA-approved disinfectants. Employees will be provided with access to gloves, towels and cleaning solution so that any commonly touched surfaces, such as doorknobs, push plates, desks, keyboards, phones and handrails are wiped down daily. Janitorial/custodial staff will continue to thoroughly disinfect all facility bathrooms and other areas as arranged in the contracts or job descriptions. When choosing cleaning chemicals, the City will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

In the event that an employee or member of the public that has been in the facility in the last seven days tests positive for COVID-19, the following procedure will be followed:

- When a person has visited our facility and has been identified as having COVID-19:
 - o Notify HR and facility personnel immediately that an individual who has been in City facilities in the last seven days has tested positive for COVID-19.
 - o If necessary and practical, close off areas visited by the ill person(s). Open outside doors and windows and use ventilating fans to increase air circulation in the area.
 - o Cleaning staff, as selected by the Facility Manager or their designee, should thoroughly clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill person(s), focusing especially on frequently touched surfaces.
 - o If it has been more than seven days since the person(s) with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in a way 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. Ground markings, signs, or physical barriers may also be used, if needed. The number of employees permitted in any breakroom or lunchroom will be limited to ensure social distancing restrictions. Employees should remain in their assigned work areas as much as possible.

In an effort to limit traffic congestion, building hours may be limited so that the public and employees are not arriving at and exiting the building at the same time. Facility Managers will provide visual indicators of appropriate spacing for employees outside of facilities in case of congestion. Where possible, Facility Managers will assign dedicated entry point(s) for screening employees to reduce congestions at the main entrance. In addition, departments are encouraged to stagger staff start and end times and lunch breaks, when possible, without disrupting service.

The City will follow Centers for Disease Control and Prevention (“CDC”) and OSHA guidance with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. City will check the OSHA and CDC websites regularly for updates about recommended hygiene and

mitigation measures. Finally, the City will adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

Employees are encouraged to avoid in-person meetings. When possible, conduct meetings via phone or other electronic methods such as Zoom. When required, in-person contact should be conducted with PPE and appropriate social distancing.

III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Employee Screening Before Entering the Workplace

The City has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. At the beginning of each day or at the start of each work shift, the City will screen employees for signs and symptoms of COVID-19 as required by emergency rules. Employees are directed to promptly report any signs and symptoms of COVID-19 to their supervisor and Human Resources before and during the work shift. A sample Employee Entry Screening Questionnaire is attached as Appendix B.

A screening questionnaire will be completed by all employees before they are permitted to enter the workplace each day. Employees are encouraged to complete the questionnaire electronically prior to arriving to work, however, if this is not possible, stations will be provided at a designated location at each building for employee screening. In addition to a screening questionnaire, some departments may require a temperature check on site before entry. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, the employee will not be allowed to enter the premises until cleared to return to work (see Appendix C Employee Return to Work Plan). Employees refusing to complete the screening process may be subject to discipline.

Self-Monitoring for Symptoms

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See [CDC, Watch for Symptoms list](#).

Procedures for Reporting Illness

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following principal symptoms of COVID-19:
 - Fever of at least 100.4 F or chills
 - Shortness of breath
 - New uncontrolled cough
 - New loss of taste or smell
- Or any two (2) of the following principal symptoms of COVID-19:

- o Muscle pain or body aches including abdominal pain
- o Sore throat
- o Fatigue
- o New onset of a severe headache
- o Congestion or runny nose
- o Nausea or vomiting
- o Diarrhea
- They have been exposed to a COVID-19 positive person, meaning:
For 15 minutes total or more, you have been within 6 feet of someone who has tested positive, within 48 hours of the onset of their illness; or you were notified by a public health official that you were in close contact with the someone testing 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** contact Human Resources.
- Seek immediate medical care or advice.
- Remain home until they are no longer infectious according to the latest [guidelines](#) from the CDC (see Employee Return to Work Plan – Appendix C) and;
- If quarantined, by a public health official, until released by the public health official.

If an employee experiences any of the principal symptoms of COVID-19, that ultimately are determined by a licensed medical professional to be unrelated to the virus, they may return to work once cleared by that licensed medical professional to do so.

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

- 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 tested positive for COVID-19.

If an employee has tested positive for COVID-19 they must:

- Immediately notify their Supervisor **and** contact Human Resources about testing positive.
- Remain out of the workplace until they are no longer infectious according to the latest [guidelines](#) from the CDC and they are released from isolation by the public health official.

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

- Immediately contact the Calhoun County Public Health Department and within 24 hours, any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 within 48 hours before the onset of that individuals illness.
- Ensure that the entire workplace, or affected parts thereof (depending on the employee’s presence in the workplace), is thoroughly cleaned and disinfected.
- If necessary and practical, close the work area, 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 workspace will reopen if closed.

Becoming Sick at Work

The City will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce. Any on-site employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. If such a situation arises, the City will identify a designated area with closable doors to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

PPE

The City will provide any required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. Employees, when medically able, are required to wear masks in any indoor shared spaces. Masks are also required when workers cannot consistently maintain six feet of separation from other individuals in non-public workplaces including city vehicles. The City will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace. The City also requires employees to use PPE and hand sanitizer on public transportation.

IV. ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls

The City will implement the following engineering controls:

- Physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls

The City will review and implement any other necessary administrative controls as appropriate.

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.
- Consider strategies to minimize face-to-face contact (*e.g.*, online payment systems, drop boxes, phone-based communication, telework).

In-Home Services

When required to provide in-home services, employees must complete the daily health screening as described in Section III. Prompt Identification and Isolation of Sick Individuals. In addition, employees will:

- Limit direct interaction with customers by using electronic means of communication whenever possible.
- Prior to entering the home, inquire with the customer whether anyone in the household has been diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has had

close contact with someone who has been diagnosed with COVID-19. If so, the business or operation must reschedule for a different time.

- Limit the number of employees inside a home to the minimum number necessary to perform the work in a timely fashion.
- Wear gloves when practical and disposed of in accordance with [guidance](#) from the CDC.

Non-Essential Travel

All non-essential travel is discontinued until further notice.

Visitors

The City will follow State of Michigan and/or CDC guidelines regarding the use of masks by members of the public. Signs will be posted on entrances informing visitors of what is expected. If a visitor is seen not following posted guidelines, staff should remind them of the current guidelines, but not prohibit the visitor's entrance to the building. Staff should avoid confrontation if a visitor becomes argumentative, and contact police as needed for assistance.

Working with Insurance Companies and State and Local Health Agencies

The City will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

Continue to Follow Existing OSHA Standards

The City will continue to adhere to all applicable existing OSHA standards and requirements.

Training

The City will coordinate and provide training to employees related to COVID-19. At minimum, the City will provide training as required under state emergency rules and the following:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Training will be implemented as soon as practicable after employees return to work. Online training, if available, will be completed within one day of return to work.

Recordkeeping

The City shall maintain the required recordkeeping under state emergency rules. The following records are required to be maintained:

- Required employee training.
- Employee screening
- An accurate appointment record, including date and time of service, name of client, and contact information when providing in-home service.
- Cleaning and disinfection at city facilities.
- When an employee is identified with a confirmed case of COVID-19, any required

notifications that are made.

Records will be maintain for at least one year form the time of generation.

V. RESPONSIBILITIES

Facility Managers

A Facility Manager will be designated for each city facility regularly staffed by employees. The designated Facility Manager will be responsible for implementing, monitoring, and reporting on COVID-19 control strategies developed as part of this plan. Facility Managers or their designated substitutes will be available on-site at all times when employees are present.

The Facility Manager will also be responsible for the cleaning and disinfecting of their assigned building, including but not limited to:

- Ensuring a professional cleaning is completed prior to the re-opening of the building to the public.
- Working with janitorial/custodial staff to ensure they are thoroughly disinfecting all facility bathrooms and other areas of facilities arranged in their contracts or job descriptions.
- Providing cleaning supplies to employees and departments within their assigned facility.
- Encouraging best practices for facility disinfecting and PPE as listed in Appendix E.
- Ensuring proper signage at entrances.
- Distributing PPE to Supervisors.

Human Resources

- Human Resources will be responsible for updating this plan and communicating to affected employees any change in the plan, or information as it relates to suspected or confirmed COVID-19 cases in the workplace.
- Human Resources will be responsible for enforcing the provisions of the plan.
- Human Resources will investigate all known COVID-19 positive cases involving employees to determine if they are reportable under MIOSHA guidelines.

Supervisors

- Supervisors will be responsible for reviewing this plan with their staff and ensuring their staff adhere to the directives above including but not limited to a daily review of employee screening.
- Distributing PPE to staff.

Employees

- Will be responsible for reading and understanding the requirements of this plan and completing training as identified and required.
- Are encouraged to report unsafe working conditions to their immediate Supervisor, the Occupational Health & Safety Specialist (Brendan Pizzala, bmpizzala@battlecreekmi.gov) or Human Resources (Michelle Hull, mrhull@battlecreekmi.gov). In addition, an employee may make a confidential report using the City's [Workplace Conditions Reporting Tool](#).

VI. EMPLOYEE CLASSIFICATIONS

The City will implement appropriate protections based on each job classification's risk level. OSHA's classification system and How to Protect Workers at Different Classifications will be consulted in determining proper PPE.

APPENDIX A

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
GENERAL RULES
EMERGENCY RULES
CORONAVIRUS DISEASE 2019 (COVID-19)

Rule 3. Exposure determination for all employees

- 1) The employer shall evaluate routine and reasonably anticipated tasks and procedures to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2.
- 2) The employer shall categorize jobs tasks and procedures into the following risk categories:
 - a) Lower exposure risk job tasks and procedures. These job tasks and procedures are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact (e.g., within 6 feet of) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
 - b) Medium exposure risk job tasks and procedures. These job tasks and procedures are those that require frequent and/or close contact (e.g., within 6 feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population density work environments, some high-volume retail settings).
 - c) High exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category could include licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers.
 - d) Very high exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:
 - i. Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
 - ii. Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).

- iii. Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Rule 4. COVID-19 preparedness and response plan for all employers.

- 1) The employer shall develop and implement a written COVID-19 preparedness and response plan, consistent with the current guidance for COVID-19 from the US Centers for Disease Control and Prevention (CDC) and recommendations in “Guidance on Preparing Workplaces for COVID-19,” developed by the Occupational Health and Safety Administration (OSHA).
- 2) The preparedness and response plan shall include the employee exposure determination from Rule 3 and shall detail the measures the employer will implement to prevent employee exposure including any:
 - a) Engineering controls.
 - b) Administrative controls.
 - c) Basic infection prevention measures.
 - d) Personal protective equipment.
 - e) Health surveillance.
 - f) Training.
- 3) The employer shall make the preparedness and response plan readily available to employees and their representatives, whether via website, internal network, or by hard copy.

Rule 5. Basic infection prevention measures for all employers.

- 1) The employer 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 contain at least 60 percent alcohol.
- 2) The employer shall require workers who are sick to not report to work or work in an isolated location.
- 3) The employer shall prohibit workers from using other workers’ phones, desks, officers, or other work tools and equipment, when possible.
- 4) The employer shall increase facility cleaning and disinfection to limit exposure to SARS-CoV-2, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, and vehicles).
- 5) The employer shall establish procedures for disinfection in accordance with CDC guidance if it is suspected or confirmed that an employee, visitor, or customer has a known case of COVID-19.
- 6) The employer shall use Environmental protection Agency (EPA)-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.
- 7) The employer shall follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and personal protective equipment).
- 8) The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be complete remotely.

Rule 6. Health surveillance for all employers.

- 1) The employer shall 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.
- 2) The employer shall direct employees to promptly report any signs and symptoms of COVID-19 to the employer before or during the work shift.
- 3) The employer shall physically isolate any employees known or suspected to have COVID_19 from the remainder of the workforce, using measures such as but not limited to:
 - a) Not allowing known or suspected cases to report to work.
 - b) Sending known or suspected cases away from the workplace.
 - c) Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.
- 4) When an employer learns of an employee, visitor, or customer with a known case of COVID_19, the employer shall:
 - a) Immediately notify the local public health department, and
 - b) Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19.
- 5) The employer shall allow employees with a known 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 and they are released from any quarantine or isolation order by the local public health department.

Rule 7. Workplace controls for all employers.

- 1) The employer shall designate one or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under the rules. The COVID-19 safety coordinator must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the COVID-10 safety coordinator role.
- 2) The employer shall place posters in the languages common in the employee population that encourage staying away from the workplace when sick, cough and sneeze etiquette, and proper hand hygiene practices.
- 3) The employer shall keep everyone on the worksite premises at least 6 feet from one another to the maximum extent possible and to reduce congestion, including using ground markings, signs, and physical barriers, as appropriate to the worksite.
- 4) The employer shall provide non-medical grade face coverings to their employees at no cost to the employee.
- 5) The employer shall require face coverings to be worn when employees cannot consistently maintain 6 feet of separation from other individuals in the workplace and consider face shields when employees cannot consistently maintain 3 feet of separation from other individuals in the workplace.
- 6) The employer shall require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.

Rule 8. Personal protective equipment requirements for all employers.

- 1) The employer shall 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.
- 2) The employer shall ensure that the personal protective equipment is properly fitted and properly worn; used consistently; regularly inspected, maintained, and replaced, as necessary; and properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, or the work environment.
- 3) In establishments that provide medical treatment or housing to known or suspected cases of COVID-19, the employer shall ensure that the employees in frequent or prolonged close contact with such cases are provided with and wear, at a minimum, an N95 respirator, goggles or face shield, and a gown.

Rule 9. Industry-specific requirements.

- (6) In-home services. All businesses or operations that provide in-home services, including cleaners, repair persons, painters, and the like, must:
 - a) Maintain accurate appointment record, including date and time of service, name of client, and contact information to aid with contact tracing.
 - b) Prior to entering the home, inquire with the customer whether anyone in the household has been diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has had close contact with someone who has been diagnosed with COVID-19. If so, the business or operation must reschedule for a different time.

Rule 10. Training requirements for all employers.

- 1) The employer shall provide training to employees on SARS-CoV-2 and COVID-19.
- 2) The employer shall provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.
- 3) The training shall cover:
 - a) Workplace infection-control practices.
 - b) The proper use of personal protective equipment.
 - c) Steps the employee must take to notify the business or operations of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - d) How to report unsafe working conditions.
- 4) The employer shall provide updated training if it changes its preparedness and response plan or new information becomes available about the transmission of SARS-CoV-2 or COVID-19.

Rule 11. Recordkeeping requirements for all employers.

- 1) Employers must maintain a record of the following requirements:
 - a) Training. The employer shall maintain a record of all COVID-19 employee training.
 - b) Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.

- c) Records of required notifications. The employer shall maintain a record of each notification required by Rule 6 of these rules.
- 2) Employers must maintain records for 1 year from time of generation.

APPENDIX B

City of Battle Creek

COVID-19 Essential Workplace Screening Tool

Employee Name:	
Date:	Time In:

In the past 24 hours, have you experienced:

Fever (100.4° F or higher) or chills

New uncontrolled cough:

Shortness of breath:

New loss of taste or smell:

Current Temperature _____°F

Yes No

Yes No

Yes No

Yes No

In the past 14 days you have been exposed to a person with COVID-19? Yes No

(For 15 minutes total or more, you have been within 6 feet of someone who has tested positive, within 48 hours of the onset of their illness; or you were notified by a public health official that you were in close contact with the someone testing positive for COVID-19).

If you answered yes to any of the principal symptoms of COVID-19 above, it is considered a suspected case of COVID-19.

Muscle pain or body aches including abdominal pain:

Sore throat:

Fatigue:

New onset of a severe headache:

Congestion or runny nose:

Nausea or vomiting:

Diarrhea:

Yes No

If you answered yes to any two (2) of the principal symptoms of COVID-19 above, it is considered a suspected case of COVID-19.

If you qualify as a suspected case as described above or your temperature is 100.4° F or higher, you will not be permitted to enter the premises. Immediately notify your Supervisor **and** contact Human Resources. Self-isolate at home and seek immediate medical care and advice.

- If quarantined, by a public health official, remain so until released by the public health official otherwise, remain home until no longer infectious according to the latest CDC [guidelines](#).

If you answered "no" to all of the above, please check and sign below prior to entering the workplace:

_____ I will wear a face covering while in any public spaces within the premises.

Employee Signature _____

APPENDIX C

City of Battle Creek **EMPLOYEE RETURN TO WORK PLAN**

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:

1. They are no longer infectious according to the latest [guidelines](#) from the CDC and they are released from isolation the public health official.

Employees who have been in “close contact”* (for 15 minutes total or more, you have been within 6 feet of someone who has tested positive, within 48 hours of the onset of their illness; or you were notified by a public health official that you were in close contact with the someone testing positive for COVID-19); or have been deemed in “close contact” by a public health official, or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until:

1. Remain home until they are no longer infectious according to the latest [guidelines](#) from the CDC (see Employee Return to Work Plan – Appendix C) and;
2. If quarantined, by a public health official, until released by the public health official.
3. Your illness has been deemed unrelated to the virus and you have been cleared to return to work by a licensed medical professional.
4. The individual displaying COVID-19 symptoms receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: first responders (e.g., police officers, fire fighters, paramedics); transit workers.

APPENDIX D

City of Battle Creek

COVID-19 Visitor Screening Tool

Department Visiting:		
Visitors Name:	Appointment Date:	Time In:

In the past 24 hours, have you experienced: Current Temperature _____°F

Fever (100.4° F or higher) or chills Yes No

New uncontrolled cough: Yes No

Shortness of breath: Yes No

New loss of taste or smell: Yes No

In the past 14 days you have been exposed to a person with COVID-19? Yes No
For 15 minutes total or more, you have been within 6 feet of someone who has tested positive, within 48 hours of the onset of their illness; or you were notified by a public health official that you were in close contact with the someone testing positive for COVID-19.

If you answered yes to any of the principal symptoms of COVID-19 above, it is considered a suspected case of COVID-19.

Muscle pain or body aches including abdominal pain: Yes No

Sore throat: Yes No

Fatigue: Yes No

New onset of a severe headache: Yes No

Congestion or runny nose: Yes No

Nausea or vomiting: Yes No

Diarrhea: Yes No

If you answered yes to any two (2) of the principal symptoms of COVID-19 above, it is considered a suspected case of COVID-19.

If you answer “yes” to this question, visitor is not permitted access to the premises.

If the visitor answered "no" to all of the above:

- Allow access to the facility and notify the visitor that they are required to wear a face covering while in any public spaces within the premises.

Completed by: _____ Date: _____

Notes: _____

APPENDIX E

Facility Disinfectant Best Practices

The guidelines in this Appendix for disinfecting have been developed from the Centers for Disease Control and Prevention's (CDC) Facility Disinfectant Plan and adapted to our working environments. In this ever-changing environment, this is a working Appendix that may be adjusted as new guidelines, emergency rules, etc. are issued. We also may adapt as additional resources--such as PPE or disinfectant product--become available.

Complete Facility Disinfection Before Opening

As we schedule to reopen and return to regular operations, it is important to make sure the necessary precautions are taken. Re-entering a facility after COVID-19 requires more than basic cleaning or janitorial services; it requires a company with the experience of handling biohazard cleaning and virus outbreaks. The City has contracted with an outside vendor to provide this service.

Recommended Daily Facility Disinfection Schedule and Tips for Frontline Staff

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19.

❖ What to clean

- Clean/disinfect surfaces & objects that are touched often
 - Doorknobs/push plates, desks, keyboards, phones, stair handrails, etc.
- Vehicles
 - Disinfect daily after use by the user.
- Remove items
 - Consider what items can be moved, stored, or removed completely to reduce frequent handling or contact from multiple people. An example of this is soft and porous materials, such as unneeded area rugs and seating. This will help reduce the challenges with cleaning and disinfecting them.
- Outdoor areas
 - Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

❖ Who should clean and when

- It is recommended that surfaces and objects that are touched often be cleaned and disinfected at least twice a day: once at lunchtime and once before you leave for the day.
- Supervisors should establish a schedule among their working staff to disinfect their own working areas.
- Building Facility Managers should establish a schedule for disinfecting shared areas in the building.
- Janitorial/custodial staff will continue to thoroughly disinfect all facility bathrooms and other areas of our facilities arranged in their contracts or job descriptions.

❖ Clean and disinfect correctly

The City will provide an approved disinfectant. In addition, the City has contracted with Aramark to provide blue cleaning towels. They will bring clean towels each week and launder the dirty ones. Supervisors should contact their Facility Managers to request PPE and cleaning supplies.

- **Hard (Non-porous) Surfaces**
 - For disinfecting, most common EPA-registered household disinfectants should be effective.

- o Doorknobs, handles, & push plates, desks, counters, phones, stair handrails, elevator/door buttons, etc.
- **Soft (Porous) Surfaces**
 - o For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on those surfaces.
 - o If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items, and then dry items completely.
- **Electronics**
 - o For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
 - o Follow the manufacturer's instructions for all cleaning and disinfection products.

❖ ***Use products safely***

- Be sure to use the provided disinfectant safely. Follow recommended label instructions for use. Products are not to be ingested or used improperly.

Recommended PPE and Hand Hygiene for Disinfecting

- Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash.
 - o Gloves should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - o Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
 - o Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room. Wash hands immediately after gloves are removed.
- Cleaning staff should immediately report any potential exposures to their Supervisor.
- Cleaning staff and others should wash hands often, including immediately after removing gloves. Wash hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Recommended Screening Station at Facility Entrance

- Ideally, each facility should have an employee check-in station with the following:
 - o Hand sanitizer
 - o CDC sign about going home if you are sick
 - o Sign regarding face coverings
 - o Sign regarding social distancing
 - o Health screening form or service

APPENDIX F

OTHER RESOURCES

Michigan Department of Health and Human Services Epidemic Order

Click [here](#) to review the Emergency Order Under MCL 333.2253 – Gathering Prohibition and Face Covering Order issued by the Michigan Department of Health and Human Services on October 9, 2020.

Occupational Safety and Health Administration website: www.osha.gov

Centers for Disease Control and Prevention website: www.cdc.gov

National Institute for Occupational Safety and Health website: www.cdc.gov/niosh
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 G

**City Safe Start
COVID-19 Preparedness and Response Plan**

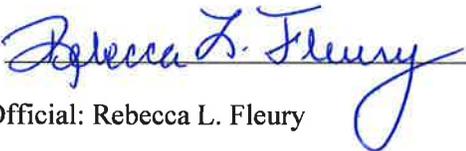
Certification by Responsible Public Official

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

- It complies with Michigan Department of Health and Human Services Epidemic Order issued October 9, 2020 and Emergency Rules issued by the Michigan Occupational Health and Safety Administration as may be amended from time to time.
- 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.
- The plan is available on the City website <https://www.battlecreekmi.gov/> 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.

Municipality/Entity: City

Signature:  _____

Name of Official: Rebecca L. Fleury

Title: City Manager

Date: 10/19/20