



CORONAVIRUS (COVID-19) POLICY

Effective 4/28/2020

Updated: 11/2/2020

Updated 11/17/2020

The Coronavirus, also known as COVID-19, is spreading rapidly across the globe and throughout the United States. The City of Bronson is monitoring and proactively responding to this situation. Having a carefully coordinated and well thought out approach to the Coronavirus should help mitigate the risks. The following steps can help reduce the spread of this virus as well as other viruses for not only our employees, but the Bronson community.

COVID-19 SAFETY COORDINATOR

The City Manager shall be the designated main COVID-19 safety coordinator for the City. Each Department head shall also serve as the designated COVID-19 safety coordinator for their respective departments. Due to the size of our staff, 24/7 police coverage, and weekends and on-call work for Department of Public Works employees; a supervisor cannot always be present onsite. In this case, the onsite employee will be designated the safety coordinator.

To report unsafe work conditions, contact the City Manager at b.mersman@bronson-mi.com or 517-369-7334.

EXPOSURE DETERMINATION

As required, the City of Bronson must make an exposure determination for each employee based on the MIOSHA categories defined below:

Exposure Risk Categories:

- Lower Exposure Risk
 - Tasks do not require contact with people known or suspected of being infected with SARS-CoV-2
 - Tasks do not have frequent close contact with the public
 - Workers have minimal occupational contact with coworkers & the public
- Medium Exposure Risk
 - Tasks require frequent OR close contact with people who may be infected with SARS-CoV-2, but who are NOT a known/suspected COVID-19 patient
 - In areas with ongoing community transmission, workers that have contact with the public (schools, high-population-density work environments, high-volume retail settings)
 - In areas without ongoing community transmission, workers that have frequent contact with travelers from areas with ongoing community transmission
- High Exposure Risk

- Tasks with high potential for exposure to known or suspected sources of COVID-19
- Worker could include: licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers
- Very High Exposure Risk
 - Tasks with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures
 - Workers could include: Healthcare workers (doctors, nurses, dentists, paramedics, EMTs) performing aerosol-generating procedures on known/suspected COVID-19 patients
 - Healthcare or Laboratory workers collecting or handling specimens from known/suspected COVID-19 patients
 - Morgue workers performing autopsies on bodies of people who are known/suspected of having COVID-19 at the time of their death

City Administration/City Hall Employees

- Medium Exposure Risk

Law Enforcement Employees

- High Risk

Department of Public Works

- Medium Exposure Risk

Wastewater Employees

- Medium Exposure Risk

PROPER HYGIENE

The following steps are simple precautions you can do to help stop the spread of viruses:

- Frequently wash your hands thoroughly with soap and water for at least 20 seconds. If facilities are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol;
- Avoid touching your eyes, nose and mouth;
- Cover sneezes or coughs with tissues, if possible, or inside of elbow;
- Avoid contact with people who are known to be sick;
- Stay home when sick; and
- Clean and disinfect frequently touched surfaces and objects.
- If you use public transportation, you are encouraged to use personal protective equipment and hand sanitizer while doing so.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix A. A screening questionnaire must be completed by all employees before entering the workplace and should comply with any required screening process required by the state. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should be sent home. Please see the “Employees with Suspected or Confirmed COVID-19 Cases” section for more.

CONTROLS TO MITIGATE OR ELIMINATE EXPOSURE

The City has taken a number of actions to reduce employee exposure. Below are some of the steps that have been taken to keep employees safe:

Engineering Controls: Physical Barriers- The City has added clear plexiglass barriers between residents/customers and employees at the City Hall front counter. The City also has portable plexiglass barriers for City employee usage. The City has also made it easier for residents to drop off ballots and water/sewer/trash payments without entering the building.

Administrative Controls: Floor markings have been put in place in City Hall for social distancing of visitors and customers. Hand sanitizing stations and hand sanitizer is available at the entrance/exit of City Hall and at the counter for visitors and residents. Customers and visitors are required to wear masks upon entry as indicated on the signs upon entry.

Non-essential business travel- All non-essential business travel is being restricted until further notice.

Working from Home (Telework) Policy and Staggered Schedules (Administrative Controls)-

Since a majority of our services are essential, the City does not have the luxury of complete segregation from the general public. However, if you are assigned to work from home, you are expected to remain at home and be available for work during normal business hours. If you need to leave, please notify your Supervisor immediately for proper documentation of PTO.

City Position and Telework:

Police Department employees- As public safety and first responder employees, Police Department employees are not able to work from home due to job functions requiring them to report for each shift. There is only one (1) officer on duty at all times so they are able to segregate from other staff. Telework is not feasible.

Department of Public Works and Wastewater Employees- Due to the nature of the work; manual labor, facility and parks maintenance, daily testing requirements, treatment plant operations, water service operations, and responding to water and sewer emergencies, these tasks are not able to be performed remotely. Telework is not feasible.

Administration Employees (City Hall)- Given the nature of the duties performed at City Hall it is necessary to have staff on site to answer phone calls, receive mail and deliveries, data entry, accept and process utility bills, and perform other tasks which are not feasible to be performed remotely. A majority of the City Manager's duties can be completed remotely but it may be necessary to complete some tasks at the office (outside of normal business hours for increased segregation of staff).

If you are asked to work a staggered or rotating schedule, your supervisor will prepare such a schedule and make it available to all Department staff.

PRACTICING PROPER HYGIENE AT WORK

Upon arrival to work, you must wash your hands before anything else. Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed at a minimum of once a day using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace

in the past 14 days tests positive for COVID-19, the work area and/or vehicle will be thoroughly sanitized through fuming/bombing and deep cleaning using EPA-approved disinfectants. Examples of commonly used surfaces for cleaning:

- All interior and exterior door knobs and handles;
- Light switches;
- All chair arm rests;
- All shared tables and counter space;
- Your work stations solid surfaces;
- Keyboards & mice;
- Phones;
- Vehicle door handles, steering wheels, shifters, etc.; and
- All commonly touched surfaces.

Employees are encouraged to wash their hands frequently and thoroughly. Hand sanitizer made of at least 60% alcohol will be provided when hand washing is not available.

Employees are prohibited from using another employee's work phone, desk, or work tools & equipment whenever possible. If this is not possible, the work station must be thoroughly disinfected including the items listed above.

SOCIAL DISTANCING AT WORK

- Maintain a distance of at least six feet from the public and other employees whenever it does not cause a direct safety hazard to the job you are performing. Face masks will be required when employees cannot consistently maintain six feet of separation from others.
- Masks must be worn by employees in common areas, shared spaces, including during in-person meetings and in restrooms and hallways. Masks will be provided by the City.
- One employee per work vehicle.
- When working in a trench or repairing a pump requires two Department of Public Works/Utility employees, a face mask must be worn to cover mouths and noses.
- Crews will be divided up and rotated to ensure business continuity with safe and reliable water and wastewater utility services.
- There will be no face-to-face meetings with representatives of suppliers or solicitors of any kind during social distancing orders.
- Deliveries will be left outside and disinfected before being brought inside, when possible.
- Ensure you are cleaning your work vehicles (door handles, steering wheels, shifters, etc.), tools and work areas with disinfectant at the beginning and end of every shift.

- All non-essential services that require entering customers' homes will be rescheduled. If it is considered an essential service you must wear provided PPE and follow the procedure below when entering. At a minimum an N95 respirator mask must be worn.

DPW/Utility employees will ask the following questions before scheduling essential/emergency customer home visits.

- Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?
- Do you have a fever (greater than 100.4) or symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?
- Do you have anyone in the home that is in a high-risk category (older adults, people with chronic medical conditions)?

Field staff should ask the above questions again BEFORE entering the house. If you feel it is unsafe to enter the house (for yourself or the customer) inform the customer that the visit will need to be rescheduled. Sanitize your hands before reentering your vehicle. Inform supervisor of the contact & reschedule as soon as possible.

If you have symptoms of COVID-19, refer to the flow chart below and notify your Supervisor via the telephone immediately. There are testing options available for employees deemed "essential".

I think I have been exposed to COVID-19, what should I do?

Close Contacts

I live with or am caring for someone with COVID-19

Someone that has COVID-19 coughed or sneezed on me

I think my coworker has COVID-19

I think someone I know has COVID-19

You should self quarantine and monitor yourself for symptoms. The local health department may ask you to do so.*

You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

Have you developed symptoms of respiratory illness such as **fever, cough, or shortness of breath**?

YES

NO

Are you having **severe symptoms** like difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to arouse or bluish lips or face?

YES

NO

Seek immediate medical attention.

Contact your health care provider to discuss your symptoms.

Continue to monitor yourself for symptoms.

HOW DO I MONITOR MYSELF?

Pay attention for COVID-19 symptoms:

- **Fever**
- **Cough**
- **Shortness of Breath**

If you are concerned about your health, contact your health care provider.

If your doctor decides you should be tested for COVID-19,

your health care provider can order testing for you.

Health care provider takes a sample

Sample is sent to a laboratory for testing

Laboratory sends result to health care provider

Health care provider informs patient of result. The state health department will not provide results.

*Quarantine process for general public, does not specifically apply to health care workers.

SEDC TA 271-9834 02/25/2020

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.
- 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 supervisor and/or the City Manager;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then we the City of Bronson 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 supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work (using CDC guidelines).

If an employee or visitor qualifies as a Confirmed Case, then we the City of Bronson will:

- Notify all employees who may have come into close contact with the employee (or visitor) (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 enhanced cleaning and disinfecting is completed; and
- Communicate with employees about the presence
- Immediately notify the local Health Department.



FIRST RESPONDER PROCEDURES

The following section is procedures for all Police staff.

Someone I live with is experiencing signs and symptoms of COVID-19.

1. You will be required to self-quarantine at home.
2. You may return to work as long as you are symptom free and fever free for at least 72 hours (without the use of medication) or if a COVID-19 test comes back negative.

Someone I live with has COVID-19.

1. You will be required to self-quarantine.
2. Monitor yourself for signs, symptoms and anything else the Health Department requires.
3. You will not be allowed to return to work until the patient is no longer infected or released by the Health Department.
4. You will not be able to return to work until all of the above are completed and you have a COVID-19 test (administered after 1-3 are complete) come back negative.

I responded to a patient that is confirmed to have COVID-19 or later learned a patient was COVID positive.

1. As long as the proper PPE was worn while on the call, you may continue to work. An Incident should be completed and filed with the Police Chief and City Manager should a Workers Compensation claim be later needed.
2. If PPE was not worn:
 - a. Inform Supervisor/Chief immediately.
 - b. The Health Department recommends that the employee return to work, self-monitor and wear a surgical mask in the workplace at all times for 14 days from the date of exposure.
 - c. Then, when treating a patient, full PPE must be worn at all times by the exposed responder (N-95 mask, gloves, eye protection and gown).
 - d. Temperature shall be taken twice daily at a minimum.

- i. If a fever develops or any other signs of COVID-19 appear, notify your Supervisor/Chief immediately.
- ii. The process of quarantining and possible testing will be initiated.

What if I start to experience signs and symptoms at work or home?

1. If at work, you will be immediately sent home. Ensure Supervisor/Chief are notified.
2. If at home, call the Chief or Deputy Chief and remain at home.
3. Contact your primary care physician.
4. If tested for COVID-19 and results return positive, you will be notified by your physician. Your information will be entered into the MDHHS and the Health Department will be notified of the positive test.
5. You will be contacted by the Health Department and given instructions on next steps. You will be asked a series of questions to inform them of your recent whereabouts. You will then receive a telephone call twice a day and you will also be required to take your temperature.
6. If you test negative or the physician does not order a test, you will not return to work until you have been fever free (without the use of medication) for at least 72 hours and any other symptoms that you may have had improve (i.e. cough or shortness of breath).
7. Self-quarantine options are located at the Branch County Fairgrounds or the Dr. Robert W. Browne Recreation Center. Check with your Supervisor/Chief for alternate locations.
8. If you decide to stay at home, ensure that you are away from anyone in the house. If at all possible, a place where you have a separate bathroom and sleeping arrangements would be best. Disinfect everything you touch and consider wearing a mask.

With any of the above, you can expect to be sent home to self-monitor and self-care. If you start to experience difficulty breathing, call 911 immediately.

TESTING

1. If your doctor believes you may have COVID-19 and would like you to be tested, they are required to notify the State Health Department.
2. If the State Health Department agrees with your doctor, a sample will be taken and sent off to a lab. You may have to go to the Emergency Room or other designated facility to be tested.
3. You will then be directed to return to home and continue to self-quarantine until results are received.
4. If the State Health Department decides you do not qualify for the test, you will be sent home to self-monitor. You will be instructed to notify your primary care physician should conditions worsen.
5. Make certain your primary health care physician knows and informs the State Health Department you are a First Responder. This will ensure your test is moved to the front of the line.