



City of Harbor Springs

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COVID-19 EMERGENCY PREPAREDNESS AND RESPONSE PLAN

March 16, 2020

To City Council and the Harbor Springs Community:

The City of Harbor Springs is preparing and planning for the inevitable migration of the 2019 novel coronavirus disease (COVID-19) into our city. While the risk of suffering severe health problems or death is low for young and healthy adults, the risk of severe complications or death is significantly greater for the elderly and those with compromised immune systems or underlying health issues. It is imperative that we all play a role in containing and slowing the spread of the virus so that emergency and health officials can prepare for an eventual outbreak and protect our residents from the worst of the disease.

The City will remain proactive while responding to the threat in a calm and rational manner. We will continue collaborating with our government partners and health officials to coordinate responses, and we will respond to developments accordingly. For now, City Hall will remain open and City business will continue unless State and/or City officials determine that it is unsafe to do so. While many of us can tolerate significant disruptions in regular life for prolonged periods, many others are not as fortunate and rely on employment and public/private services on a daily basis. Thus, I would encourage residents, businesses and community organizations to communicate and work collaboratively to ensure that we minimize the impacts of these disruptions for those most vulnerable to economic volatility and those susceptible to succumbing to the worst of COVID-19.

The actions we take in the upcoming days will be a minor inconvenience for some, a major disruption for many more, and a blessing to those who will have avoided the worst of the disease. Your City employees will be working diligently and tirelessly to minimize the negative social and economic effects of these measures. The City will continue ensuring that you have water and electricity in your homes and businesses, that essential infrastructure is maintained and operational, that City finances remain in order, and that planning and preparing for future policies, projects and initiatives do not grind to a halt.

The Harbor Springs community is resilient and resourceful, and we will bounce back from this looming pandemic stronger than before. Stay healthy and safe.

Sincerely,


Victor Sinadinoski, City Manager

I. COVID-19: General Information

A. The most common symptoms for infected individuals include:

- a. Fever
- b. Dry Cough
- c. Breathing difficulties

B. Who is most at risk of becoming infected or suffering severe health implications?

- a. Individuals with recent travel history, especially by plane.
- b. Those over the age of 60.
- c. Individuals with compromised immune systems or suffering from medical conditions.

C. What should I do if I think I've been infected?

- a. If you have mild symptoms, stay home and isolate yourself. Call your healthcare provider.
- b. If you have severe symptoms, call 911 or go to the nearest emergency department or urgent care.

D. How can I help prevent catching or spreading COVID-19?

- a. If you are in the high risk group in (I)(B), limit your movements in public.
- b. If you exhibit any symptoms, stay home.
- c. Wash hands frequently with soap or use hand sanitizer containing at least 60% alcohol.
- d. Do not share personal items with others.
- e. Avoid touching your face, especially your mouth, eyes and nose.
- f. Cough or sneeze into a tissue or the sleeve of your shirt.
- g. Avoid crowded areas.
- h. Keep your distance when speaking to others.
- i. Follow all recommended and required State and Federal directives.

II. Public

A. The City will extend due dates of utility payments until May 15 or until further notice.

- a. Late fees will not apply until after May 15.
- b. This will ensure that our community members do not unnecessarily expose themselves or spread the disease.
- c. It will also relieve residents and small businesses – who may be suffering financial pitfalls due to decreased business and unemployment – from further financial issues.
- d. For those who want to make payments, you may pay by check through mail or drop it off at the drop box outside City Hall.
- e. This extends to payment of any parking tickets.

B. The City will not shut off any essential services for nonpayment until May 15 or until further notice.

- a. This is another method to ensure that our community members to not expose themselves or others to the disease by making trips to City Hall.
- b. This will also limit DPW's exposure to interactions with people and their homes.

C. City employees will deliver food to the elderly and those who are self-quarantined or in isolation.

- a. We understand that the community is banding together, including the School and local organizations, to provide food for those in need. However, the City would like to provide this additional service.
- b. For those most at risk who are not making public appearances but have no one nearby (a family member or neighbor) to help with essential errands, the City will pick up your groceries and deliver them to your house (within City limits).
- c. We will leave items on your porch and call you when we have dropped them off.
- d. Employees and residents should wash their hands with soap before and after handling the groceries.
- e. We can only provide this service so long as there is available staff, open stores, and not a culmination of pressing emergency issues.
- f. There will be a \$50 maximum per household, per week.
- g. You will not need to make payment until May 15 or until further notice.

D. Events on public property are subject to being postponed or cancelled.

- a. Due to the Governor's orders to ban several types of public gatherings, the City may postpone and cancel certain events depending on how long these guidelines remain in force. These events include, but are not limited to, ALL events, including one-time or reoccurring events, at City Parks and on City Streets.
- b. All events on public property will be cancelled so long as this directive remains in place. The City reserves the discretion to cancel and postpone events even after the Governor lifts the ban, depending on the evolving circumstances.

E. Opt-In Wellness Call

- a. If elderly or self-quarantined residents so choose, they may give the City Hall their phone numbers so staff can call to ensure that they are healthy and safe.

III. City Hall and Public Buildings

A. Several City buildings and facilities will be closed to the public immediately, including:

- a. Kiwanis building;
- b. Skate Park building and park;
- c. DPW building; and
- d. Harbormaster bathrooms.

B. The City is banning all non-City related meetings and events at City Hall after hours and on weekends.

- a. This is necessary to help mitigate and control the spread of the virus. Without staff at City Hall, we cannot ensure that proper disinfection is occurring.
- b. City staff will call all entities that have such meetings or events at City Hall to alert them.
- c. Anyone found intentionally violating this directive will be subject to penalties.

C. Small groups performing essential business can still meet at City Hall during regular business hours.

- a. These groups or individuals must follow staff's protocol for cleaning and sanitizing the Council Chambers before and after use of the Chambers.

D. Should the situation worsen in Emmet County and Harbor Springs, the City may decide, at any time, to close City Hall to the public.

- a. If City Hall closes to the public, City employees will still be required to come to work. Employees will work on house-cleaning tasks, planning, and organizing.

E. Cancellation of City meetings.

- a. City Council will meet on March 16 and April 20.
- b. The Planning Commission will meet on March 19.
- c. All other meetings for the months of March and April will be cancelled until further notice.
- d. Should the conditions require it, City Council may hold emergency meetings at City Hall. Any such emergency meeting will be communicated to the public as soon as possible.

F. Building Protocols.

- a. All common areas will be cleaned and disinfected every morning and before any meeting occurs.
- b. Each employee will be responsible for cleaning and disinfecting their personal workspace.
- c. No employee will bring in food to share with their coworkers. No communal eating will be permitted. No employee shall accept food from the public.
- d. Except for department heads, no employee will be permitted to visit other buildings without the permission of their department head, or unless there is a health, infrastructure or criminal matter.
- e. For meetings at the Council Chambers, chairs will be spaced further apart, residents will be required to wash their hands before entering, speaking time will be limited, and individuals who are displaying any symptoms will be asked to voluntarily leave the meeting. Council chambers will be cleaned and disinfected before each meeting.

IV. Police and Fire

A. Police and emergency protocols are in place to deal with this evolving pandemic.

V. Employees

A. Department Heads.

- a. No travel by plane or cruise ship until further notice.
- b. No out of state travel until further notice.
- c. Any department head that will be travelling more than 50 miles from City Hall will be required to notify the City Manager.
- d. Through May 15 or until further notice, all department heads can only take PTO for sick leave and a maximum of one day off, pending approval from the City Manager.
- e. The City Manager may call any department head into work at any time through May 15 or until further notice.

B. Employee Leave.

- a. All employees who test positive for COVID-19 will not have PTO deducted for any time spent in the hospital or in quarantine.
- b. A department head may order any employee displaying COVID-19 symptoms to go home and contact their healthcare provider to get tested.
 - i. No such employee shall have any PTO deducted for being sent home.
 - ii. Employee must be tested – or must contact a healthcare provider to inquire about testing – within 48 hours of being sent home.
 - iii. An employee who tests negative will have to report to work as soon as he/she receives the test results. If an employee receives a negative test result and chooses not to come to work, PTO will be deducted beginning on the day after they receive the negative test result.
- c. For both IV(B)(a) and B(b), a doctor's note or a test result is required as documentation. If none can be provided, PTO will be deducted for any time missed.

VI. City Council

- A. Council members should limit their travel to instate travel, and preferably to Emmet County. This is a recommendation.**
- B. At any time, the City Manager and/or Mayor may call an emergency meeting to respond to any developments. All healthy and able Council members are expected to attend.**

VII. Emergency Command and Operations

A. Crisis Action Team.

- a. Consists of: City Manager, Police Chief, Fire Chief, City Clerk, DPW Director, and Mayor.
- b. Their purpose is to plan, implement and coordinate the City's response to any change in developments.

B. Chain of Command for City Operations.

- a. If the City Manager is incapacitated, then the City Clerk/Treasurer assumes responsibility. If the City Clerk/Treasurer is incapacitated, then the DPW Director assumes responsibility. If the DPW Director is incapacitated, then the Police Chief assumes responsibility. If the Police Chief is incapacitated, then the City Council will meet to fill the void.

C. Essential Services.

- a. Essential services include:
 - i. Water
 - ii. Sewer
 - iii. Electricity
 - iv. Roads
 - v. Police
 - vi. Fire
- b. Department heads have the authority to purchase any equipment or services to meet the above needs without Council approval, as outlined in the Purchase and Procurement Policy, through the duration of this pandemic. All purchases normally approved by Council will be vetted through the City Manager and City Clerk and relayed to City Council.

D. Non-essential purchases.

- a. If the City is required to drastically scale back its non-essential purchases, such purchases will be postponed until further notice.