



FERNDALE

CITY OF FERNDALE
COVID-19 PREPAREDNESS AND RESPONSE PLAN
EFFECTIVE 5/1/2020 (THIS IS A LIVING DOCUMENT)

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**RESPOND.
REOPEN.
RECOVER.**

RESPOND. REOPEN. RECOVER

CITY OF FERNDALE | COVID-19 PREPAREDNESS AND RESPONSE PLAN

The COVID-19 pandemic may be the greatest public health challenge that any of us have faced as individuals, organizations, or as a community. The City of Ferndale established a COVID response team on Friday, March 13 with the goal to successfully coordinate, administer, and steer rapid response efforts for the organization and community. Internally, the measure for success has been staff's ability to maintain morale and business continuity. Externally, success is measured by the level of our elected officials' community engagement and our community's ability to support ongoing public health protocols such as social distancing and sheltering in place.

The Center for Disease Control has noted that historically, it is typical for pandemics to have three waves. Their website provides some information about the 1918 pandemic. This means that the effects of COVID-19 will last past it's first peak and hopefully, soon decline. The City of Ferndale and it's internal and external team must innovate to ensure it effectively responds, reopens, and recovers from the COVID-19 pandemic.

RESPOND - REOPEN - RECOVER

City staff has identified the need for a defined project charter to identify key leaders in the city who will play an important role in carrying Ferndale and the greater community through life after the pandemic. Actions have been broken down into three tiers: respond, reopen, recover.

1. Respond - Immediate Mobilization (months 1-3) - A successful response to the pandemic relies heavily on 'surge' capability via technology, communications platforms, and rapid innovation. In the first wave, city and community leaders responded quickly-establishing protocols and work schedules in conjunction with public health orders and information. If there is recidivism in the amount of COVID-19 infections, personnel will respond with updated policies built on early successes and best practices.

2. Reopen - (months 4-12) - This stage imagines the community strategically and gradually reopening critical sectors like the downtown, public parks, and municipal facilities in a way that reflects new normal social expectations like social distancing. Life must return to normal patterns, but it is the responsibility of this team to stay vigilant as the City leaves hibernation.

3. Recover - A broad and intensive community outreach effort is required to build a meaningful and effective recovery plan as part of the fiscal 21 budget process. The objective is to gain direct input about emergent recovery needs from multiple stakeholder profiles affected by the COVID-19 pandemic.

RE-OPEN

If the COVID-19 pandemic occurs in three waves, the City should be mindful of re-opening the community with the mindset of social distancing and public health norms and best practices responding to COVID-19. It is also assumed that none of the facilities below will reopen until State and County Executive Orders are lifted and circumstances are safe.

- **City Hall** - City Hall is the seat of the City, reopening the building demonstrates stability and stewardship for the community. Any public interaction points, including line management, should be remodeled to reflect social distancing requirements, hand sanitizing, etc. Public health signage should be installed in any rooms that the public gathers, all restrooms should encourage hand washing, etc.
- **Public Parks and Kulick Center** - Our public parks are critical in supporting the physical and mental health of our residents. Residents may change the way they use the parks considering COVID-19. The parks and recreation department should remodel their routine parks programming and parks special events using social distancing norms. DPW should investigate installing hand sanitizer stations at public playgrounds or installing some public health signage based on current best practices.
- **Downtown** - The DDA may consider working with businesses to prepare modified operating plans based on social distancing norms where practical. This may impact how salons schedule appointments, how restaurants assign spillover/waiting traffic, etc. The City should review the public right of way to encourage social distancing norms and provide a visual presence of sanitary work. Reinforcing the importance of place through the lens of public health will be critical to recovery. Think about front line workers that will have limited cashflow. How can the City and DDA support restaurant/hourly workers in the downtown as they begin to recover? Circumstances prevent the City from offering free parking in its own pay lots, how else might we support them through programming?
- **The Arts and Creative Community** - The public will likely be hungry for safe stimulation outside of the house. The Arts and Culture Commission could play an important role in focusing on providing programming that reflects social distancing in public spaces.
- Departments should prepare for the possibility that local university students do not return to their campus in the fall. How might city departments consider creating a local 'civil corps' type of program to leverage this potential bandwidth?

RECOVER

A recovery team consisting of community and staff leadership, and community partners, will organize efforts around resilience and plan alignment.

1. Resilience: A community wide recovery process will require the leadership of individuals across the community and organization to develop and implement a comprehensive recovery plan. The focus on recovery should be resilience, which is defined by FEMA as “the ability to adapt to changing conditions and withstand and rapidly recover from disruption due to emergencies.” Recovery offers a unique opportunity to mitigate future risks. Initiatives recommended by this team shall prioritize resilience.

For example, how might the City reevaluate gap housing support services and the affordable housing policy to meet the housing needs of our homeowners and renters in the wake of COVID-19.

2. Plan Alignment: The team shall endeavor to align recovery initiatives with the existing strategic plan and MLUP framework. Existing strategic initiatives shall be prioritized if they support key recovery goals of the focus groups listed above.

For example, launching Open in Ferndale may support economic recovery goals. Prioritizing this initiative to support economic recovery from COVID-19 might increase effectiveness and create a potential reimbursable opportunity from outside agencies like FEMA or SBA.

Preparing for an inclusive, innovative, and inspired community-wide recovery program is a requirement for an effective implementation across all spectrums of the community. Our mission is to promote resilience and maximize resources in the COVID-19 recovery effort for our community.

City Team Key Members:

- Mayor & City Council
- City Manager / ACM
- Communications Director
- Public Works Director
- Police Chief· Fire Chief
- Finance Director
- CED Director
- DDA Director
- Clerk
- HR Director
- Parks and Recreation Director

Community Key Partners:

- MMRMA – Keith Potter
- Housing Director – Heather Van Poucker
- Library Director – Jenny Marr
- Chamber Director – Joy Wells
- Schools Superintendent – Dr. Dania Bazzi

RECOVERY TEAMS

Recovery teams are the vehicle with which Ferndale will coalesce resources, ideas, and best practices to build actions to support the recovery effort. Delegating Ferndale's rich community of skillsets and experience into focused areas ensure no rock is left unturned and no population or organization is left untouched. Teams build upon the City Council's critical success factors (CSF) to organize into key focus points. Important sectors have been identified as a starting point for assigned outreach to teams and team members as detailed. Recovery teams are as follows:

CSF #1 - Economic Prosperity

Ferndale has an energetic downtown and an expanding and innovative industrial district. Entrepreneurs look to Ferndale to start and grow their businesses and contribute to a balanced and stable local economy.

Team Leader: Jordan Twardy

Team Support:

- Mayor Piana
- Lena Stevens
- Joy Wells
- Fire Marshal Dennis Barr

CSF #2: - Organizational Excellence

City government recognizes that leading a modern community requires a commitment to internal quality and financial prudence. City employees are committed to innovation and continuous improvement in the pursuit of excellence.

Team Leader: Kyle Pollet

Team Support:

- Danicea Woods-McSwain
- Candice Giles
- Marne McGrath
- Dan Jacey

CSF #3 - Healthy, Connected and Invested Neighborhoods

Ferndale has a variety of housing choices for every age and income level interwoven with an integrated park system that serve as focal points for engaged neighborhoods. Residents actively contribute to a thriving environment-enhancing their homes and supporting our community.

Team Leader: Joseph Gacioch

Team Support:

- Kat Bruner James
- Raylon Leaks May
- LaReina Wheeler
- Heather Van Poucker
- Jenny Marr
- Dania Bazzi

CSF #4 - Safe, Protected, and Engaged Community

Ferndale residents flourish in a safe and welcoming environment where public safety is foundational to community health. City government is accessible and responsive to all who choose to engage in routine civic life.

Team Leader: Kara Sokol

Team Support:

- Laura Mikulski
- Chief Pasha
- Chief Palazzolo
- Captain Emmi
- Carlos Kennedy
- Dan Antosik

CSF #5 - Supported Infrastructure

Ferndale cares for the infrastructure and assets that provide critical services to the community. Ongoing maintenance is funded and planned for in both the operating budget and capital improvement plans.

Team Leader: Carlos Kennedy

Team Support:

- James Jameson
- Greg Pawlica
- Justin Lyons
- Erin Quetell
- Sheryl Stubblefield
- Candice Giles



PEOPLE

PURPOSE AND SCOPE

As we continue through this situation and work to provide continued services, it is important that we don't lose sight of who we are:

Mission; Stewards of Progress, Anticipating Needs, Engaged with our Community, Serving with Excellence.

Our first and highest priority is to the people of Ferndale—and the City is open for business. We remain available to help when and where we're needed. To ensure the appropriate precautions, we'll be continuing some procedural changes and implementing new ones as we prepare to reopen the City. Below are some ongoing systems that continue to be in place.

PERSONAL PROTECTIVE EQUIPMENT STANDARDS FOR PUBLIC BUILDINGS

It is encouraged that all employees wear a cloth face coverings while interacting within six feet of any person while working inside a public building until further notice.

Acceptable examples of cloth face masks include, but are not limited to:

- Bandanas
- Homemade cloth face masks
- Gaiter scarfs

The City will have a stock of bandanas on hand for use by any employee that is not able to procure their own cloth face covering.

The CDC provides guidance for cloth masks can be [found here](#).

TELEWORK POLICY & GUIDELINES

With staff being asked to "socially distance" as much as possible to control the spread of COVID-19, many of us are working from home for the first time in a while. Your mission during this pandemic, should you choose to accept it (and you do), is to continue your work life as seamlessly as possible using your technology at home. The info below will help you accomplish this.

OFFICE 365

Office 365 is the cloud-based business platform that we transitioned to and have used since 2016. All of your critical applications live here: Outlook (email and calendar), One Drive, SharePoint, and Teams. A few key things:

- You don't need to have Outlook installed on your computer to use email and calendaring; simply visit www.office.com, sign in, and use the online versions of these resources.
- Same goes for essential programs like Microsoft Word, PowerPoint, and Excel. Log in to your www.office.com account and you can use all of these programs in their web-based format.
- All of the programs mentioned above are also available as apps on your phone and tablet—you can easily search and download them for free in the Apple store (for iPhones and Macs) and the Google Play store (for Androids).
- If you have trouble accessing any of these programs or apps, contact our IT gurus at support@dacentral.maxdesk.us.

VIDEO/AUDIO CONFERENCING

Attend your meetings and have team conversations, even in a time of social distancing. The City provides you with two platforms to manage remote video and audio conferencing.

1. **Microsoft Teams**—The place where City groups and teams are meeting and co-working digitally. Teams has replaced Skype. You can access Teams where you find all the rest of your 365 tools. Don't have much experience with it? Now's the time to learn; this [Jumpstart Guide](#) is a great (and easy) resource. Can't find/don't have access to Teams? Reach out to support@dacentral.maxdesk.us.
2. **3CX**—Otherwise known as our office phones, which are now digital and capable of providing cool services even when you're away from your desk. Start by logging in to the [3CX web client](#) (you'll get a connection privacy safety warning; click the Advanced box, then follow the bottom link, Proceed to 12.36.143.34 (unsafe)—it's all good).

From here you can:

1. Make and receive calls
2. Schedule audio and video conference calls—detailed instructions for scheduling a conference call are attached
3. Forward calls
4. Access voicemail
5. Manage your out-of-office messages, and more

Need assistance logging in? Contact phones@dacentral.maxdesk.us.

BS&A

That's right y'all, budgets and AP exist even during viral pandemics. Log in through [BS&A online](#) to get started. Your domain/username is COF/ followed by your username (first initial-last name)—see example.



The screenshot shows a web browser window displaying the 'Work Resources' login page. The page title is 'Work Resources' with the subtitle 'RemoteApp and Desktop Connection'. In the top right corner, there is a 'RD Web Access' icon. A 'Help' link is located in the top right area. The main content area contains a login form with two input fields: 'Domain/user name:' with the text 'COF\ksokol' and 'Password:'. Below the password field is a 'Security' section with a warning: 'Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.' A 'Sign in' button is positioned below the warning. At the bottom of the page, there is a footer with 'Windows Server 2012 R2' on the left and 'Microsoft' on the right.

You should be able to access accounts and perform basic services through this link. If you need to attach files or have higher functionality, you'll need top access BS&A through VPN (a connection set by IT that allows you to securely access certain Ferndale networks remotely). If you'd like to explore this option, please reach out to IT at support@dacentral.maxdesk.us.

DEVICE RENTALS

Reach out to IT if you're in need of either of these helpful devices:

- **MiFi**—Don't have reliable WiFi? Reserve a MiFi device from IT; it plugs into your laptop quickly and easily and provides immediate and reliable mobile Internet. Intended for limited and short-term use—such as a virus quarantine.
- **Tablets**—IT has a few spare Android tablets that can be checked out by employees for short-term use in situations that aren't easily laptop accessible.

GENERAL IT SUPPORT DURING WORK-FROM-HOME PERIOD

Generally speaking, it's best to submit a ticket or use the emails provided for support. However, in the case of immediate support needs, contact IT at 248-336-4102 and Kohei, Josh, or Terrell will get back to you shortly.

COVID-19 REMOTE WORK LOG

The COVID-19 remote work log can be [found here](#).

FAMILIES FIRST ACT

WHAT IS THE FAMILIES FIRST ACT?

Emergency Families First Coronavirus Response Act (HR 6201). This act was passed very quickly so there are many rules that are ambiguous. This is a fluid situation.

Enacted: March 18, 2020

Effective: NLT April 2, 2020 (language implies employers may enact earlier)

Expires: December 31, 2020

There are two laws within this act:

- The Emergency Family and Medical Leave Expansion Act (EFMLA) which is an expansion of FMLA
- Emergency Paid Sick Leave Act (EPSLA) (stand-alone law)

EFMLA - WHAT IS IT?

EFMLA is an amendment to the FMLA so FMLA rules apply to all areas not addressed within this amendment.

EFMLA - AVAILABLE WHEN?

It provides leave to an employee who is unable to work (or telework) due to a need to care for the employee's son or daughter who is under 18 years of age if

- The child's school or place of care has been closed or
- The child's care provider is unavailable due to a COVID-19 public health emergency, or
- A childcare provider is someone who has received compensation for providing care on a regular basis.

EFMLA - WHICH EMPLOYEES ARE ELIGIBLE?

- Employees employed by the employer for at least 30 calendar days
- An employer may elect to exclude certain health care providers and / or emergency responders
- 12 weeks of total FMLA leave remains unchanged
- Act does not address intermittent FMLA

EFMLA - PAY

- First 10 days are unpaid (use in conjunction with EPSLA)
- EEs may choose to substitute accrued vacation leave, personal leave, medical or sick leave during unpaid period but cannot be forced to
- After 10 unpaid days, employees earn 2/3 of their regular rate to a max. of \$200 per day and \$10,000 per employee

EMERGENCY PAID SICK LEAVE ACT (EPSLA) - AVAILABLE WHEN?

1.) Employee's own need

- Government ordered quarantine or isolation (uncertain if shelter in place qualifies)
- Employee is advised by a health care provider to self-quarantine
- Employee is seeking a diagnosis because of COVID-19 symptoms

2.) Employee is caring for another:

- a person under government ordered quarantine or isolation due to COVID-19
- a person advised by a health care provider to self-quarantine due to COVID-19
- a son or daughter whose school or place of care is closed or the childcare provider is unavailable due to COVID-19 precautions

EPSLA - LENGTH OF LEAVE

- Full-time employees - Up to 80 hours
- Part-time - Based on two-week average, if schedule varies use six-month average

EPSLA - PAY

- If for employee's own need: Regular full pay up to \$511 per day (\$5110 total) per employee
- If employee is caring for another: 2/3 of regular pay up to \$200 per day to a max of \$2,000

EPSLA - OTHER

- An employer cannot require an employee to use other paid sick leave first
- No carryovers; no cash value at termination
- Employer may require employees to follow reasonable notice procedures after day one
- New posters are coming

TAX CREDITS FOR EPSLA & EFMLA

- Employer social security tax credits - private employers only
- Reported on 941 - \$1 for \$1
- Plus - employers allocable health plan expenses
- Plus - employer share of hospital insurance (Medicare) tax
- FICA rules as provided in the law need to be considered
- People working with folks on the hill to try and get CR for local governments. Recommend that we all write our representatives

FAMILIES FIRST ACT FAQs

CAN I REQUIRE CERTIFICATION? ATTESTATION?

EFMLA - Uncertain at this time. Not recommended. However, you can follow up with an employee and ask them to provide an email or to tell you where their child receives care.

EPSLA - Same policy for call-in as normal.

DOES AN EMPLOYER HAVE TO NOTIFY AN EMPLOYEE OF THEIR EFMLA RIGHTS?

Employer must notify an employee of EFMLA rights if they discover an employee will likely qualify.

WILL THE ABSENCE OF AN EMPLOYEE (SUCH AS SOMEONE ON TRADITIONAL FMLA OR ON FURLOUGH) CONVERT TO A PAID EFMLA OR EPSLA?

If it wouldn't otherwise apply than it doesn't now. If people were already off work for something that would qualify for EFMLA or EPLSA, then it would likely qualify. Consider on a case-by-case basis.

CAN EMPLOYEES TAKE INTERMITTENT EFMLA LEAVE?

The law is silent on employee's ability to take intermittent leave.

CAN AN EMPLOYER FORCE THE USE OF EPSLA DURING AN EFMLA EVENT?

The answer appears to be yes. However, an employer cannot force an employee to use other paid leave first (vacation time for example).

CAN AN EMPLOYER FORCE USE OF PTO DURING EFMLA FOR INCOME DIFFERENTIAL?

The answer appears to be no, but an employer can allow it.

ARE ADULT DISABLED CHILDREN COVERED?

Adult disabled children are not covered under EFMLA (must be under age 18).

EPSLA uses the FMLA definition of child which would include an Adult Disabled Child.

LIMITATION OF ON-SITE WORK AND AFFECTED EMPLOYEES

EFFECTIVE 3/13/20 UNTIL FURTHER NOTICE

It is necessary for the public good of emergency personnel such as police officers and firefighters to continue working in our City. Some procedures have been modified to help fulfill the County's protocol for minimal personal contact.

SALARIED AND FULL-TIME HOURLY EMPLOYEES

Effective beginning 3/13/2020 until further notice, all active salaried and active full-time hourly employees who can work from home will work from home. A determination of which employees can or must work from home will be made by the department head, subject to the approval of the City Manager. This includes Salaried employees and full-time hourly employees. Employees are expected to perform the same volume of work that they would otherwise perform with some exceptions for police officers, firefighters, and DPW personnel who will be working rotating shifts.

Full-time hourly employees should keep track of the projects that they are working on [with this log](#) so that progress toward goals can be monitored. Time should be reported in the usual manner in BS&A or to your department admin.

PART-TIME EMPLOYEES

Active part-time employees who can work from home must work from home. A determination of how much time a part-time employee is needed to work from home will be made by the department head, subject to the approval of the City Manager. Employees will only be paid for time actually worked. These employees must keep a log of the work performed. The work log can be [accessed here](#).

ESSENTIAL EMPLOYEES

Police officers and firefighters are first responders, and as such, designated as essential employees. The work that DPW performs is essential to the continuation of City Services, making DPW workers also considered essential.

In an effort to limit contact between individuals, these departments may be utilizing a rotational reduced staffing model as determined with the approval of the department head until further notice. Therefore, all active employees are expected to be available for work when scheduled or called in to cover these duties. Your department heads will require you to work on professional development projects while you are on call but not on-site. If for any reason an employee is unable to work, they must notify the department according to the normal process. It is imperative that leadership can expect the person they are calling to come into work when notified.

AVAILABILITY TO WORK PROVISIONS

It is important to note that workers will receive full pay only if they are ready and available for work. Some pay may be available under the EFMLA and the EPSLA. If an employee is sick for reasons not related to COVID-19, or if an employee needs a day off to handle personal affairs, the appropriate time off banks must be used. You and your department head should work with HR to determine appropriate use if there are any questions.

OVERTIME POLICY

EFFECTIVE 5/1/2020 UNTIL FURTHER NOTICE

All overtime must be approved in advance by your department head. Requests must be sent in an email outlining the specific need for overtime to your department head. You may not work the overtime until you receive a return email approving the overtime. If you are scheduled overtime or asked to work overtime by your department head, then you can work the overtime, as always. Department heads must pre-approve all overtime using the this [Seamless Doc form](#).

PAY AND BENEFITS

VACATION / TIME OFF REQUESTS

As we prepare for the summer months, employees will be requesting vacation time. The process for requesting time will be the same as it has always been. However, it is important employees understand that the Travel and Returns – COVID-19 Policy remains in effect. This policy reflects current guidance on travel as recommended by the CDC and [Oakland County](#). Currently, we require that all employees returning from international or domestic travel outside of Michigan self-quarantine for 14 days. City employees will be required to use personal time, vacation time, or unpaid leave during this 14 day period. [See the policy](#) for complete details. **We will continue to monitor CDC and Oakland County guidelines and will modify these requirements when appropriate.**

All active salaried and full-time employees will be paid their full regular straight-time wages until 5/15/2020, as long as they are available for work and/or meeting the criteria described above. It is imperative that any time not worked be coded correctly for accounting purposes. If an employee is currently on-leave or takes approved time off that is not related to COVID-19, they should code that time off as they always do. Time paid but not worked due to rotational staffing must be coded as Emergency Leave. Any employee on paid leave that is provided by EFMLA or EPSLA should be coded correctly. HR will work with EFMLA or EPSLA eligible employees or their supervisors to ensure proper recording.

PAYROLL EXAMPLE

You are a full-time hourly employee working from home and you normally work 40 hours in a week. On Monday, Tuesday, and Wednesday you work 8 hours each day. On Thursday, you call in sick. On Friday, you are on call and spend 2 hours at home taking an Office 365 online tutorial for which you provide documentation to your supervisor. Your time should be coded as follows:

Monday – 8 hours REG (as you would normally code time worked)

Tuesday – 8 hours REG

Wednesday – 8 hours REG

Thursday – 8 hours SICK (as you would normally code sick time)

Friday – 6 hours Emergency Leave, 2 hours REG (DPS)

Note: Different departments have different schedules. The example above may not reflect your regularly scheduled hours.

BENEFITS

1. Benefits continue as usual during this time.
2. All normal benefit contributions will be deducted from an employee's bi-weekly payroll check.
3. Employees will continue to accrue vacation time.

We appreciate everyone's patience and commitment during this time. You are all valued members of our team.

- The City reserves the right to modify this program should circumstances change during the COVID-19 crisis.
- All emergency situations are unique. Procedures listed in this policy are in no way meant to serve as precedent in other emergent situations.

EMPLOYEE ASSISTANCE PROGRAMS

MANAGING ANXIETY DURING QUARANTINE/STAY AT HOME

Times like these can be stressful. Breaks in routines and major changes can cause stress and uncertainty. The City would like to remind you that our employee assistance program (EAP) is available to you at no cost. Please take a moment to look at the links below for overall tips about managing anxiety while in quarantine.

Help from a counselor is just a phone call away with telephonic & video counseling provided as part of your Employee Assistance Program. These telephonic & video counseling sessions can be scheduled at a time that is convenient for you. Be it busy schedules, mobility issues, social anxiety, need for privacy, or just an appreciation of utilizing technology, e-counseling is an effective therapy solution for mental health treatment. Call from the privacy of your home or office and one of our helpful counselors will help you address issues that are making it difficult to manage at work or at home.

TOLL-FREE: (800) 969-6162

www.helpneteap.com

[Coronavirus Anxiety Workbook](#)



FACILITIES

FACILITIES

CITY OF FERNDALE | COVID-19 PREPAREDNESS AND RESPONSE PLAN

CITY CONTRACTOR PPE POLICY

A contractor is required to provide the Department of Public Works a copy of their written COVID-19 Field Operations Plan which incorporates the best practices listed on the [online document](#) for both the workplace and field operations. These practices are intended to allow essential operations to continue, while mitigating the spread of COVID-19 to the best extent possible. If the contractor has not yet drafted such a plan, the contractor may instead sign the form indicating that they will adhere to these practices. A signed form must be on file for any work to commence within the City Limits, and on the City's behalf. If you have any questions regarding this form, please contact the DPW at 248-546-2525 ex. 602.

COVID-19 FIELD OPERATIONS PLAN - MINIMUM STANDARDS

PERSONAL RESPONSIBILITIES

- An individual **MUST NOT** report to work while they are experiencing illness symptoms such as **fever, cough, or shortness of breath**
- Individuals should seek medical attention if they develop any of these symptoms

PRACTICE SOCIAL DISTANCING

- Do not gather in large groups. It is recommended to avoid gatherings of 10+ people. Conduct meetings online or through conference calls whenever possible
- Maintain a 6-foot distance between people
- Limit the amount of people on the jobsite
- Do not shake hands or greet in ways that involve contact with another
- When employees are not able to maintain a 6-foot distance on the jobsite, require employees to wear a mask
- Require employees to wear a mask when interacting with the public

OFFICE AND JOBSITE PRACTICES

- Communicate with all staff on CDC and Oakland County Health Department recommendations related to COVID-19 and post signage where appropriate.
[CDC COVID-19 Information](#)
[Oakland County Health Department Health Orders](#)
- Display information in common areas that encourages staff to remain at home if they are sick and utilize practices that prevent the spread of illness.
- Contractors shall screen all employees on a daily basis before the start of their shift per the guidelines set forth by the Oakland County Health Department with the following questions:

1. Does the employee have a fever, chills, sore throat, dry cough, difficulty breathing, or digestive symptoms such as diarrhea, vomiting, or abdominal pain?
2. Has the employee traveled internationally/outside of Michigan within the last 14 days?
3. Has the employee had close contact with a confirmed/probable COVID-19 case?
4. If the individual answers NO to all questions, they have passed the screening and can begin working.
5. If the individual answers YES to any screening questions, or refuses to answer, they failed the screening and should be kept away from others and sent home.

- Instruct all employees to wash their hands with soap for at least 20 seconds. If it is not possible to wash hands, instruct employees to use an alcohol-based hand sanitizer that contains at least 60% alcohol as an alternative.
- Provide soap and water and alcohol-based hand sanitizer in the workplace or on the jobsite. Place hand sanitizers in multiple locations, if possible. Make sure that supplies are maintained.
- Provide masks to all employees to wear while out in the field or on the jobsite.
- Do not congregate in common areas.
- Do not share tools as much as possible.
- Do not share personal protective equipment (PPE) unless it has been properly sanitized.
- Sanitize all reusable PPE based on manufacturer's recommendations prior to use.
- Utilize disposable gloves, hand towels, and encourage employees to wash their hands after removing gloves.
- Disinfect all reusable supplies, vehicles, and equipment after use.
- Instruct all staff to dispose of gloves, masks, and trash in appropriate containers.
- Sanitize common surfaces such as doorknobs, countertops, computers, and other surfaces.
- Advise workers to change clothes prior to arriving home or entering their home and wash clothes with detergent.
- Make attempts to coordinate with all trades to reduce multiple trades working simultaneously to decrease congestion and crowding.
- Request additional sanitization of portable toilets.

MANAGING SICK EMPLOYEES

- Encourage all sick employees to remain at home. Any employee displaying symptoms of COVID-19 should stay at home. Employees that display symptoms or have a fever should remain at home for 72 hours after becoming symptom or fever free without the use of symptom altering medication. Employees should notify their supervisor and remain at home if they are sick.
- It is recommended to send employees home that display symptoms upon arrival to work.

Work with your company's Human Resource Department or personnel on managing sick time related to COVID-19.

OSHA WORKPLACE COVID-19 GUIDELINES

BASIC INFECTION PREVENTION MEASURES

- Promote frequent and thorough hand washing.
- Provide workers, customers, and contractors a place to wash their hands or alcohol-based hand sanitizer when soap and water are not immediately available.
- Encourage sick workers to stay at home.
- Encourage respiratory etiquette (covering mouth when coughing or sneezing).
- Provide customers and the public with tissues and trash cans.
- Establish flexible worksites and flexible work hours to increase social distancing among employees and between employees and others.
- Discourage sharing equipment (vehicles, phones, offices, desks, tools).
- Maintain regular housekeeping (routine cleaning and disinfection of touch points). Ensure that the disinfectant being used is effective against SARS-Cov-2 and that manufacturer's instructions are followed.

The DPW Facilities Manager is accountable for procuring and installing hand sanitizer, tissues, and garbage cans in all areas with public access. All common work place areas shall have posted signage on respiratory etiquette and hand washing in the workplaces.

DEVELOP POLICIES AND PROCEDURES FOR IDENTIFICATION AND ISOLATION OF SICK PEOPLE

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers and visitors at a worksite.
- Employers should inform and encourage employees to self-monitor for signs and symptoms if they suspect possible exposure and develop policies for employees to report when they are experiencing symptoms.
- Provide a facemask for employees if available and ask them to wear it.
- Protect workers in close contact with sick persons by using additional engineering and PPE.

DEVELOP, IMPLEMENT, AND COMMUNICATE ABOUT WORKPLACE FLEXIBILITIES AND PROTECTIONS

- Actively encourage sick employees to stay at home.
- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with contractors and service providers about the importance of sick employees staying home.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or return to work, as medical facilities could be unable to do so in a timely manner.

- Maintain flexible policies that permit employees to stay home to care for a sick family member.
- Provide adequate, useable, and appropriate training about business-essential job functions and worker health and safety, including proper hygiene practices and use of PPE. Informed workers who feel safe at work are less likely to be unnecessarily absent.
- Work with state and local health agencies to provide information to workers about medical care during a COVID-19 outbreak.

STRATEGIES BY OSHA EXPOSURE SCALE (SCALE FOUND HERE)

Low Exposure Risk:

- Engineering controls: Not recommended for workers in this group.
- Administrative Controls: Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information.
- PPE: Additional PPE is not recommended. Workers should continue to use PPE that they would ordinarily for other job tasks.

Medium Exposure Risk:

- Engineering controls: Install physical barriers where feasible.
- Administrative controls: Inform customers to minimize contact with workers if they have symptoms of COVID-19 (post signage at entryways), limit public access to worksites, consider strategies to minimize face-to-face contact, communicate the availability of worker health resources.
- PPE: Varies by work task, and the types of exposures workers have on the job, the results of the employer's hazard assessment.

The DPW shall install physical barriers in areas of public interactions. Additionally, the DPW shall post signage at entryways and assess exposure risk for employees that will have increased interaction with the public to determine appropriate PPE.

High and Very High Exposure Risk:

- **Engineering controls:** Ensure appropriate air-handling systems are installed and maintained in healthcare facilities and use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19.
- **Administrative controls:** Consider offering enhanced medical monitoring of workers, provide all workers with job-specific education and training on preventing transmission of COVID-19, and ensure that psychological and behavioral support is available to address employee stress.
- **Safe Work Practices:** Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand sanitizer for decontamination in the field.
- **PPE:** Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and a face mask or respirator—depending on job tasks.

The DPW shall temporarily implement a temperature check logs during the COVID-19 pandemic following these guidelines:

- **Upon arrival of the employee to the workplace their temperature should be checked. This should be done prior to the employee interacting with other employees if possible. A no-touch thermometer is recommended.**
- **If the employee's temperature is above 99.8 degrees Fahrenheit, they should leave the workplace immediately.**
- **If the employee becomes ill during the shift, they should leave the workplace immediately.**
- **At the end of their shift a second temperature should be taken.**
- **Both temperatures should be logged on the temperature check log.**
- **City departments should designate temperature captains to perform temperature screening checks and record them. Alternate captains should be determined.**

ADDITIONAL OSHA RESOURCES

Worker Exposure Risk To COVID-19

Hand Washing Poster

Cover Your Cough Poster

10 Steps To Reduce The Risk Of COVID-19 Exposure

STOP THE SPREAD OF GERMS AT WORK



● **COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.**

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

● **CLEAN YOUR HANDS OFTEN.**

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



● **CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.**

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

● **AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.**

Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



● **STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.**

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.



[AVAILABLE FOR DOWNLOAD HERE](#)

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.

Printable form can be found [here](#).



FINANCIAL

FEMA REIMBURSEMENT & DONATIONS

The FEMA process is most like applying for mileage reimbursement. You must incur the cost, track it, and then provide the receipt and narrative reason for the cost for consideration of reimbursement.

WHAT ARE ELIGIBLE COSTS FOR REIMBURSEMENT?

The question you should ask yourself is, "If not for COVID-19, would I be doing this activity or buying this product?" If the answer is no, track it in the form linked below and use the proper BS&A code to invoice it (contact the Finance Department).

Below is a list of costs commonly reimbursed:

Management, control, and reduction of immediate threats to public health and safety:

- Emergency operations center activities
- Training
- Facility disinfection
- Technical assistance on emergency management
- Dissemination of information to the public to provide warnings and guidance
- Pre-positioning or movement of supplies, equipment, or other resources
- Purchase and distribution of food, water, or ice
- Purchase and distribution of other commodities
- Security, law enforcement, barricading, and patrolling

Purchase and distribution/use of medical supplies and equipment including:

- Emergency Medical Care
- Personal protective equipment including:
 - Respirators
 - N95 Respirators
 - Medical gloves
 - Surgical masks
 - Medical gowns
 - Coveralls
 - Face shields
- Other Personal Protective Equipment (PPE) please describe
- Decontamination systems
- Ventilators and products modified for use as ventilators
- Therapeutics

HOW TO TRACK EXPENSES AND DONATIONS

It is important to have information on our expenses as we apply for FEMA reimbursement. It is also vital to track all donations provided to the City during this time. We can use the in-kind value of donated goods to offset the 25% cost the City has to absorb while FEMA reimburses the remaining 75%.

Use these two Seamless Docs forms to track expenses and donations:

Expenses: https://ferndalemi.seamlessdocs.com/f/FEMA_recovery_form

Donations: https://ferndalemi.seamlessdocs.com/f/covid_donations

If your department has been purchasing and receiving donations, please go through and retroactively input the information into the documents.

[COVID-19 Finance Paycodes](#)

A close-up photograph of a binder with a textured cover. The word "OSHA" is printed in large, bold, black capital letters on a white label. The binder is resting on a dark, textured surface. A pair of glasses is partially visible on the right side.

OSHA

APPENDICES

APPENDICES

CITY OF FERNDALE | COVID-19 PREPAREDNESS AND RESPONSE PLAN

OSHA

OSHA PPE Standards

The General Duty Clause

OSHA Bloodborne Pathogens Standard

OSHA Guidance on Preparing Workplaces for COVID-19

Cover Your Cough Poster

Hand Washing Poster

10 Steps To Reduce Risk Of Exposure In The Workplace

Worker Exposure Risk To COVID-19

OAKLAND COUNTY

Health Orders

STATE OF MICHIGAN

Executive Orders