



STEVE MILLER, MAYOR
MITCH FOSTER, CITY MANAGER
DEBORAH LUSKIN, CITY CLERK
TOM EZDEBSKI, CITY TREASURER

CITY OF LUDINGTON

400 S HARRISON STREET
LUDINGTON, MI 49431
(231) 845-6237 FX (231) 845-1146
WWW.LUDINGTON-MI.GOV

CORONAVIRUS (COVID-19) POLICY

The Coronavirus, also known as COVID-19, is spreading rapidly across the globe and throughout the United States. The City of Ludington 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 Ludington community. In addition to the guidelines listed below, we also recommend that all employees, visitors, and general residents adhere to the guidelines provided by the CDC for Emergency Preparedness:

www.emergency.cdc.gov/planning/index

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.

WORKING FROM HOME

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 paid leave.

SICK LEAVE AND REMOTE WORK

- Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and City of Ludington's applicable vacation, sick and personal time policies. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.
- All employees who are not essential to operations, and whose job duties reasonably to allow them telework, will work remotely.



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VISITORS TO PUBLIC BUILDINGS

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building and provided with PPE and hand sanitizer upon entry. If a visitor presents with symptoms of COVID-19 do not allow them into the building.

PRACTICING PROPER HYGIENE AT WORK

Upon arrival to work, you must wash your hands before anything else. Then once a day, at a minimum, the following surfaces shall be cleaned with disinfectant or a solution with 10% bleach added to water:

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

ENHANCED CLEANING AND DISENFECTIONING

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 cleaned using EPA-approved disinfectants.

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.
- One employee per work vehicle.
- When social distancing cannot be maintained by employees, cloth, surgical or another mask must be worn.
- Crews will be divided up and rotated to ensure business continuity with safe and reliable utility services.
- There will be no face-to-face meetings with representatives of suppliers or solicitors of any kind during social distancing orders.



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- Deliveries will be left outside and disinfected before being brought inside, when possible.
- If working in the field, no stopping at convenience stores unless it is an emergency bathroom stop. Maintain your social distance and do not make purchases while there.
- Lunch needs to be brought in with you from home or carry-out. Do not share or pass around food. Lunch breaks will be rotated when possible. In cases where it is not possible, you should maintain a distance of six feet between you and others at all times.
- Ensure you are cleaning your work vehicles (door handles, steering wheels, shifters, etc.), tools and work areas with disinfectant at the 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.

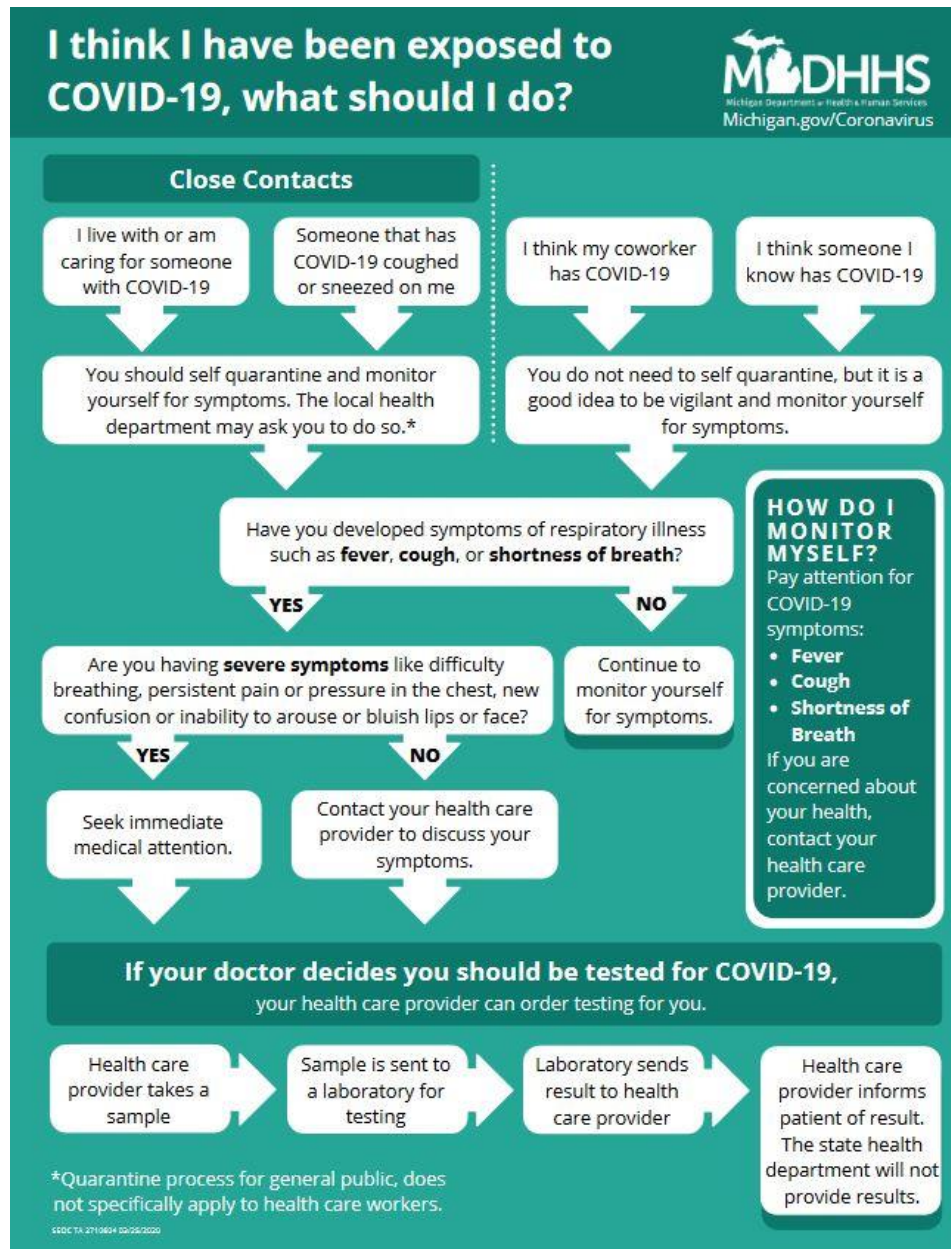


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If you have symptoms of COVID-19, refer to the flow chart below and notify your Supervisor via the telephone immediately. In addition, those employees who do display COVID-19 symptoms or who have had contact with a person with a confirmed diagnosis of COVID-19, shall be **prohibited** from entering City property or premises. There are testing options available for all employees.





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EMPLOYEES WITH CONFIRMED COVID-19 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 City Manager's office of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

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

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

EMERGENCY COMMUNICATION PLAN

City Manager is the Public Information and Communication officer and all communications will be funneled through the City Manager's office.



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FIRST RESPONDER PROCEDURES

The following section is procedures for all Police and Fire Department staff/volunteers.

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

1. You will be required to self-quarantine at home, in a designated area established by the Department.
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.

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 Report should be completed and filed with Assistant to the City Manager Jackie Steckel 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 pro and gown).
 - d. Temperature shall be taken twice daily as a minimum.
 - i. If a fever develops or any other signs of COVID-19 appear, notify your Supervisor/Chief immediately.



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- 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 and City Manager's Office are notified.
2. If at home, call the Department and inform on-duty Supervisor and remain at home. Also, ensure Chief and City Manager's Office are notified.
3. Contact your primary care physician.
4. If unable to make contact with your physician, notify Supervisor or Chief who will then attempt to get you seen at the All Access Care located at 329 N. Jabavy Drive, Ludington, MI 49431.
5. If tested for COVID-19 and results return positive, you will be notified by your physician. Your information will be entered into the MDSS and the Health Department will be notified of the positive test.
6. 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.
7. 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).
8. Check with your Supervisor/Chief for self-quarantine options.
9. 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 tested, they are required to notify the State Health Department.



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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 to have the sample taken.
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.



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City of Ludington COVID-19 Preparedness and Response Plan Certification by Responsible Public Official

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

1. It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020;
2. The Plan is consistent with the guidance from the U.S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID19;
3. The plan is available on the City of Ludington's website, www.ludington.mi.us, and at each City of Ludington facility where in-person operations take place during the COVID-19 emergency.

I declare that the forgoing is true and correct.

Municipality: City of Ludington
Signature: *Mitchell W. Foster*
Name of Official: Mitchell Foster
Title: City Manager
Date: April 20, 2020