



## COVID-19 PREPAREDNESS AND RESPONSE PLAN

APRIL 2020

REVISED MAY 5, 2020

### Introduction

This plan is to respond to the current states of emergency and disaster related to the novel coronavirus (“COVID-19”) and to comply with relevant COVID-19 related state orders and other measures. It is specifically to comply with Governor Whitmer’s Executive Order #2020-70 (“EO-70”) and may be modified or supplemented as this situation develops or as COVID-19 related state orders and measures are issued or modified.

### Essential Workers

In accordance with §6 of EO 70 in-person Wyoming city government activities are suspended unless:

- (a) They are performed by critical infrastructure workers, including workers in law enforcement, public safety, and first responders, as defined in sections 8 and 9 of this order. Others will be designated by city department heads after consultation with the City Manager.
- (b) They are “**resumed activities**” as defined in **Appendix A** and as designated by city department heads after consultation with the City Manager.
- (c) They are necessary to support the activities of “**critical infrastructure workers**” as listed in Appendix A, or to enable transactions that support businesses or operations that employ such workers. Such workers will be those designated by city department heads after consultation with the City Manager.
- (d) They involve public transit, trash pick-up and disposal (including recycling and composting), the management and oversight of elections, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under EO 70. Such workers will be those designated by city department heads after consultation with the City Manager.
- (e) Necessary government activities under EO 70 include “minimum basic operations” as detailed in paragraphs (1) – (3) below. Workers performing such activities will be those designated by city department heads after consultation with the City Manager.
  - (1) Workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.
  - (2) Businesses and operations must determine which of their workers are necessary to conduct minimum basic operations and inform such workers of that designation. Businesses and operations must make such designations in writing, whether by electronic message, public website, or other appropriate means. Workers need not carry copies of their designations when they leave the home or place of residence for work.
  - (3) Any in-person work necessary to conduct minimum basic operations must be performed consistently with the social distancing practices and other mitigation measures described in section 11 of this order.
- (f) Any in-person government activities must be performed consistently with the following social distancing practices and other mitigation measures to protect workers and patrons.
  - (1) All in-person work and activities on city property must comply with this plan, including its appendices and, where indicated, reference documents.
  - (2) Workers present on premises will be limited to those strictly necessary to perform the in-person work permitted under this order as determined by city department heads after consultation with the City Manager. Efforts will be made to fully separate shifts of employees, to engage in cleaning of work areas, and to engage in other efforts to prevent viral spread between shifts.
  - (3) Others will work from home to the extent possible as directed by their department heads.
  - (4) Workers and patrons who are on premises at least 6-feet from one another to the maximum extent possible. When possible, floors have been or will be marked to guide that distancing. In areas where

such distancing between city workers and patrons may be difficult to maintain at brief times, transparent shields may be deployed.

(5) Facility cleaning and disinfection to limit COVID-19 exposure will comply with this plan.

(6) This plan includes requirements to prevent workers from entering any premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.

(7) This plan includes other CDC-recommended social distancing practices and mitigation measures.

(8) In addition:

(a) Workers must comply with posted room occupancy and use limits.

(b) Workers may not hold or participate in any meetings or other gatherings of any size in which people cannot maintain 6 feet of distance from one another.

(c) Workers are encouraged, to the extent possible, to conduct interpersonal communications by phone, e-mail, voice messaging, MS Teams, Zoom, Skype or other virtual electronic means.

(d) Personal protective equipment (“**PPE**”) will be provided and must be used as directed by department heads and the Risk Control Supervisor including without limitation the **Work Safe Protocol** attached as **Appendix F**.

(d) Sharing of tools and equipment should be reasonably avoided and, when not reasonably avoidable, the tools and equipment must be cleaned as frequently and using the methods and supplies provided by the city department or the Risk Control Supervisor.

(9) Any construction or similar work must also:

(a) Adhere to all provisions in the preceding subsection (8).

(b) The department must designate a site-specific supervisor, crew leader or lead person, who is on-site to monitor and oversee the implementation of and compliance with this plan on that jobsite.

(c) Comply with the daily screening requirements before beginning any shift or workday and before entering any city vehicle or using any city tools or equipment.

(d) When arriving at any job-site workers must confirm with the site supervisor that they complied with the daily screening requirements.

(e) Face shields or masks must be worn in accordance with the Work Safe Protocol attached as Appendix F.

(f) PPE must be worn as required by the Work Safe Protocol attached as Exhibit F and by the Risk Control Supervisor.

(g) To the extent possible work gloves must be worn to prevent skin contact with contaminated surfaces.

(h) Social distancing is required, even at entrances, exits, hallways, equipment rooms, and other places, and even during breaks.

(i) Handwashing or hand-sanitizing occur at such intervals and other times and in such a manner as can be accomplished using the equipment and supplies provided by the department head or Risk Control Supervisor.

(j) Workers, including any contracted workers, will be notified if workers who tested positive for COVID-19 were in proximity or other situation posing a risk of exposure. This notification may be made by Kent County Health Department personnel.

(k) All city employees should minimize movement between project sites.

(l) All contractors and suppliers must be notified of these requirements and must comply with CDC, EO 70, and other distancing requirements and protocols.

Communications from the City Manager, Deputy City Manager, Human Resources Director and/or department heads and supervisors will identify employees who from time-to-time will be within one or another category depending on seasonal and other episodic needs (e.g., snow plowing is not needed in July and lawn mowing not needed in January, in-person efforts may be periodically required for payroll, payable and receivable functions, tax collection activities and election activities require more staff attention at some times, etc.), sick leave, vacations, needs for immediate services (e.g., a water main or sewer repair), and other factors. Communications from the City Manager, Deputy City Manager, Human Resources Director and/or department heads and supervisors will communicate as needed or appropriate with individual city worker regarding work assignments, employment status, and compensation and benefits under city policies and under state and federal programs.

## **Protective Safety Measures**

### ***Sick Leave***

Employees may take paid leave consistent with the Families First Coronavirus Response Act and city policies. An onsite employee with symptoms of a respiratory illness may be separated from other employees or sent home.

### ***Remote Work***

As noted above, employees who are not essential to operations, and whose job duties and available equipment reasonably allow to them telework, will work remotely as designated by their department head.

### ***Employee Screening Before Entering the Workplace***

Employees entering a city facility or using a city vehicle must, before beginning their shift or workday, complete the **questionnaire** attached as **Appendix B** and submit it as directed by their supervisors.

As indicated on that questionnaire, employees answering “yes” to any of the questions will make the contacts indicated in the questionnaire for direction. They may be sent home until allowed to return to work under relevant executive orders, public health orders, or city policies as detailed in which the **Return to Work Plan**, attached as **Appendix C**.

### ***Enhanced Social Distancing***

Employees must perform their work in a way to reasonably avoid coming within 6 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. Some rooms will be posted to limit the number of employees permitted in or use of them to ensure social distancing and hygiene restrictions can be followed. Employees must remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within 6 feet of members of the public will be provided appropriate PPE or physical barriers based on the level of risk of COVID-19 exposure. The City will attempt to “retrofit” counter areas with physical barriers and floors have been or will be temporarily marked to indicate 6-foot distances for individual distancing.

Meetings or other gatherings among city workers or among city workers and others should be undertaken electronically when possible using phones, text messaging, voice messaging, MS Teams, Zoom, Skype and other means. Those needing assistance in scheduling or engaging in such media may contact the city’s IT staff for assistance.

### ***Enhanced Hygiene***

Employees are directed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in restrooms. Electronic pop-up reminders will be periodically sent to city computer users. Employee receiving those reminders must wash hands and engage in other hygiene consistent with the reminders.

Employees in city facilities in which others are present must wear masks – either their own or those provided by the city. Masks must be worn in accordance with the **Work Safe Protocol** attached as **Appendix F**.

Employees returning to work at city facilities have been provided “kits” containing appropriate hygiene products, masks and other items appropriate for their office or workstation.

### ***Enhanced Cleaning and Disinfecting***

Increased cleaning and disinfecting of surfaces, equipment, vehicles, and other elements of the work environment will be performed regularly using products containing EPA-approved disinfectants. Employees will be provided with access to cleaning supplies so that any commonly used surfaces can be wiped down before each use. Employees are directed to wipe down surfaces at the beginning and end of their shifts or workdays. If an employee who has been in the workplace in the past 14 days tests positive for COVID-19, contact shall be made with the Risk Control Supervisor to arrange for cleaning and disinfecting.

Police, fire and public works vehicles will be disinfected after each shift or at such other times as directed by command or supervisory staff. Depending on equipment availability, other vehicles may also be disinfected.

### **Visitors and Contractors**

Until further notice, except as required to comply with election laws, visitors will not be allowed in the workplace unless entry is deemed essential to address an issue related to critical infrastructure functions.

Anyone entering a building must be screened prior to entering the building using the **visitor and contractor screening questionnaire** attached as **Appendix D**. If a person presents with symptoms of COVID-19 or answers yes to any of the screening questions, that person will not be allowed to enter the facility and will be provided a handout regarding what to do if you might have COVID-19. All visitors and contractors must wear a face mask when in a city building, facility, or vehicle.

Voters coming to city hall for an election will be encouraged to use an exterior drop box for absentee ballots. Voters will also be encouraged to mark ballots in their vehicles. Only limited numbers of voters, particularly those requiring special accommodations, will be allowed in city hall at any time to provide appropriate distancing and to minimize surface contamination. Floors will be marked to provide appropriate distancing. Voters not wearing face masks will be provided face masks for use when in city hall.

### **Employees with Suspected or Confirmed COVID-19 Cases**

#### **Suspected Cases**

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

- The employee is experiencing COVID-19 symptoms listed on the questionnaire attached as Appendix B;
- The employee has 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.

An employee believing he or she qualifies as a Suspected Case (described above) must:

- Immediately notify supervisor and/or Human Resources contact;
- Seek immediate medical care or advice and follow directions of the employee's physician; and
- Return to work only as provided in the **return to work plan** attached as **Appendix C**.

If an employee qualifies as a Suspected Case, then city supervisory personnel 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.

An employee believing he or she may be a Confirmed Case (as described above) must:

- Immediately notify his or her supervisor and/or Human Resources contact of that diagnosis; and
- Remain out of the workplace until cleared to return to work in accordance with the plan attached as Appendix C.

If an employee qualifies as a Confirmed Case, the department head working with HR staff will:

- Notify employees who may have had close contact with the employee (*i.e.*, within approximately 6 feet for a prolonged period of time without PPE, having shared any workspace, tools or equipment with that employee) in the past 14 days (while not disclosing the identity of the employee to ensure the employee's privacy);
- Ensure the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;

equipment with that employee) in the past 14 days (while not disclosing the identity of the employee to ensure the employee's privacy);

- Ensure 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 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.

### **Business Continuity Plans**

The City Manager and department heads will: (1) work to cross-train employees to perform essential functions operations continue without particular employees; (2) identify alternate supply chains for critical goods and services in the event of disruption; (3) develop an emergency communication plan to communicate important messages to employees and constituents; and (4) develop succession plans and shift scheduling to ensure operational continuity.

### **PLAN SUPPLEMENTS**

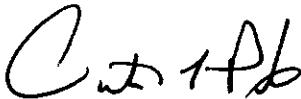
**THIS PLAN MAY BE SUPPLEMENTED FROM TIME TO TIME BY DIRECTIVES FROM THE CITY MANAGER, BY DIRECTIVES FROM DEPARTMENT HEADS, OR BY DIRECTIVES OR GUIDANCE FROM THE RISK CONTROL SUPERVISOR. EMPLOYEES AND OTHERS MUST COMPLY WITH ANY SUCH SUPPLEMENTAL DIRECTIVES OR GUIDANCE.**

### **CERTIFICATION**

By my signature below, this plan becomes an Administrative Policy of the City of Wyoming.

By signing below, I certify that to the best of my knowledge and belief:

1. This plan complies with Michigan Executive Order #2020-70 dated Friday, May 1, 2020.
2. The plan is consistent with the guidance from United States Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on City of Wyoming website <https://www.wyomingmi.gov> and at each City of Wyoming facility where in-person operations take place during the COVID-19 pandemic.



\_\_\_\_\_  
Curtis L. Holt, City Manager

Date signed: May 5, 2020

## APPENDIX A CRITICAL INFRASTRUCTURE WORKERS

Critical infrastructure workers are those workers described by the Director of the United States Cybersecurity and Infrastructure Security Agency in his guidance of March 19, 2020 on the COVID-19 response but **not any subsequent guidance document** released by this same agency. Consistent with the March 19, 2020 guidance document, critical infrastructure workers include some workers in each of the following sectors:

- (a) Health care and public health.
- (b) Law enforcement, public safety, and first responders.
- (c) Food and agriculture.
- (d) Energy.
- (e) Water and wastewater.
- (f) Transportation and logistics.
- (g) Public works.
- (h) Communications and information technology, including news media.
- (i) Other community-based government operations and essential functions.
- (j) Critical manufacturing.
- (k) Hazardous materials. (l) Financial services.
- (m) Chemical supply chains and safety.
- (n) Defense industrial base.

Critical infrastructure workers under EO 70 also include:

- (a) Childcare workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of critical infrastructure workers, workers who conduct minimum basic operations, workers who perform necessary government activities, or workers who perform resumed activities. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
- (b) Workers at suppliers, distribution centers, or service providers, as described below.
  - (1) Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  - (2) Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in EO 70 §9(b)(1) may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  - (3) Consistent with the scope of work permitted under EO 70 §9(b) (2), any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  - (4) Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- (c) Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- (d) Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- (e) Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical

infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.

(f) Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences or motor vehicles, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.

(g) Workers at laundromats, coin laundries, and dry cleaners.

(h) Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.

(i) Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

Resumed activities are defined as follows:

(a) Workers who process or fulfill remote orders for goods for delivery or curbside pick-up.

(b) Workers who perform bicycle maintenance or repair.

(c) Workers for garden stores, nurseries, and lawn care, pest control, and landscaping operations, subject to the enhanced social-distancing rules described in section 11(h) of EO 70.

(d) Maintenance workers and groundskeepers who are necessary to maintain the safety and sanitation of places of outdoor recreation not otherwise closed under Executive Order 2020-69 or any order that may follow from it, provided that the places and their workers do not provide goods, equipment, supplies, or services to individuals, and subject to the enhanced social-distancing rules described in section 11(h) of EO 70.

(e) Workers for moving or storage operations, subject to the enhanced social-distancing rules described in section 11(h) of EO 70.

(f) Effective at 12:01 am on May 7, 2020, and subject to the enhanced social-distancing rules described in section 11(h) of EO 70, workers who perform work that is traditionally and primarily performed outdoors, including but not limited to forestry workers, outdoor power equipment technicians, parking enforcement workers, and similar workers.

(g) Effective at 12:01 am on May 7, 2020, workers in the construction industry, including workers in the building trades (plumbers, electricians, HVAC technicians, and similar workers), subject to the enhanced social-distancing rules described in section 11(i) of EO 70.

(h) Effective at 12:01 am on May 7, 2020, workers in the real-estate industry, including agents, appraisers, brokers, inspectors, surveyors, and registers of deeds, provided that:

(1) Any showings, inspections, appraisals, photography or videography, or final walk-throughs must be performed by appointment and must be limited to no more than four people on the premises at any one time. No in-person open houses are permitted.

(2) Private showings may only be arranged for owner-occupied homes, vacant homes, vacant land, commercial property, and industrial property.

(i) Effective at 12:01 am on May 7, 2020, workers necessary to the manufacture of goods that support workplace modification to forestall the spread of COVID-19 infections.

APPENDIX B  
CITY OF  
**Wyoming**  
MICHIGAN

**CITY OFFICER AND EMPLOYEE  
ADMISSION TO CITY FACILITIES, PROPERTY AND VEHICLES**

As the City of Wyoming works to keep employees and others safe during the COVID-19 pandemic, the City requires all City officers and employee entering any City building, facility, or property, or using any city vehicles or equipment to complete this questionnaire.

A copy is to be submitted as directed by your department head. For those attending a meeting as a Council member or member of a board, commission or other body give the completed copy to the City staff member who is the staff contact for that body.

**Responses must be provided for all items.**

	Yes	No
1. Do you have a fever?	_____	_____
2. Have you had a fever in the last 72 hours?	_____	_____
3. Do you have an atypical cough or sore throat?*	_____	_____
4. Are you having any atypical difficulty breathing?*	_____	_____
5. Have you had any contact with anyone who is known or suspected to have had COVID-19?	_____	_____
6. Have you traveled out of state or internationally within the last 14 days?	_____	_____
7. Do you have 2 or more of any of the following: (i) chills, (ii) repeated shaking with chills, (iii) muscle pain that is new and not attributable to injury or overuse, (iv) unusual headache, or (v) new loss of taste?*	_____	_____

\* Some persons may have symptoms of cough, sore throat, and difficulty breathing due to ongoing health conditions, (e.g. seasonal allergies, "smoker's cough," asthma, etc.). If your cough, sore throat, or difficulty breathing is typical for you, mark "YES" and put a note in the margin noting this symptom is typical for you. If it is a diagnosed typical symptom for which you have (i) consulted a physician or been cleared by the Health Department, and (ii) already contacted Human Resources, you do not need to contact the persons indicated below.

**Public safety:** If you answer yes to any of these questions, contact your division commander.

**All others:** If you answer yes to any of these questions, you must notify your department head and contact your Human Resources representative (Kristen 616-802-0235 or Emily 641-780-4828 or Kim 616-295-0419) before entering the premises or vehicle and before beginning work.

This information is true to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_, 2020

Printed name: \_\_\_\_\_ Time: \_\_\_\_\_ .m.



## APPENDIX C EMPLOYEE RETURN TO WORK PLAN

Consistent with executive orders and Kent County Health Department criteria employees will only be permitted to return to work under the following circumstances.

***If you have been tested and the laboratory results show that you are positive for COVID-19, whether or not you have symptoms, you must remain in isolation until you are no longer infectious.***

### **FOR PEOPLE WHO TESTED POSITIVE AND HAD SYMPTOMS OF COVID-19:**

Remain in isolation until:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath),
- **and** at least 10 days have passed *since symptoms first appeared*,
- After returning to work, they should wear a facemask until all symptoms are resolved.

### **FOR PEOPLE WHO TESTED POSITIVE AND HAD NO SYMPTOMS OF COVID-19:**

Remain in isolation until:

- 10 days have passed since the date of their first positive COVID-19 diagnostic test **and** they have not developed symptoms since their positive test,
- If they develop symptoms, then they should follow the above guidance.

### **RETESTING:**

- While there are no indicators that guarantee 100 percent safety, the above indicators are considered the best way to know when a person is no longer infectious.
- Retesting is often not reliable as some people will continue to test positive for weeks after they are able to transmit the virus to others. If someone develops new symptoms 4 to 6 weeks after a positive diagnosis, the decision to retest can be made on a case by case basis.
- Retesting everyone is not an optimal use of our limited testing supplies and does not accurately indicate if a person is still shedding the virus. The Kent County Health Department follows the Centers for Disease Control and Prevention symptom- based strategy – <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html> - regarding when a person can discontinue isolation.

### **CLOSE CONTACT:**

Employees who have been in “close contact” (being within approximately 6 feet for a prolonged period of time)\* with an individual who tested positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test; or
3. The Kent County Health Department determines it is safe to do so.

\*The “close contact” rule does not apply to first responders (e.g., police officers, fire fighters, paramedics); those working with child protective service employees; and workers at correctional facilities.

APPENDIX D



**VISITOR AND CONTRACTOR  
ADMISSION TO CITY FACILITIES QUESTIONNAIRE**

As the City of Wyoming works to keep employees and others safe during the COVID-19 pandemic, the City requires all visitors, including all contractor workers entering any City building, facility, or property to complete this questionnaire.

**Responses must be provided for all items.**

	Yes	No
1. Do you have a fever?	_____	_____
2. Have you had a fever in the last 72 hours?	_____	_____
3. Do you have an atypical cough or sore throat?*	_____	_____
4. Are you having any atypical difficulty breathing?*	_____	_____
5. Have you had any contact with anyone who is known or suspected to have had COVID-19?	_____	_____
6. Have you traveled out of state or internationally within the last 14 days?	_____	_____
7. Do you have 2 or more of any of the following: (i) chills, (ii) repeated shaking with chills, (iii) muscle pain that is new and not attributable to injury or overuse, (iv) unusual headache, or (v) new loss of taste?*	_____	_____

\* Some persons may have symptoms of cough, sore throat, and difficulty breathing due to ongoing health conditions, (e.g. seasonal allergies, "smoker's cough," asthma, etc.). If your cough, sore throat, or difficulty breathing is typical for you, mark "YES" and put a note in the margin noting this symptom is typical for you. If it is a diagnosed typical symptom for which you have (i) consulted a physician or been cleared by the Health Department, and (ii) already contacted the City's administrative office, you do not need to contact the persons indicated below.

**Visitors or contractors:** If you answer yes to any of these questions, you must notify the City with whom you coordinated the work or made the appointment. That City staff member will contact the administrative office (616-530-3173) before you may enter the premises or before you may begin work.

City staff contact name: \_\_\_\_\_ City staff contact phone #: \_\_\_\_\_

This information is true to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_, 2020

Printed name: \_\_\_\_\_ Time: \_\_\_\_\_ .m.

## APPENDIX E

### SIGNS FOR BUILDINGS

Signs such as the following must be placed on all city buildings:

**DUE TO THE COVID-19 PANDEMIC, THIS BUILDING IS CLOSED EXCEPT FOR AUTHORIZED CITY OF WYOMING PERSONNEL AND THOSE ENTERING BY APPOINTMENT.**

**IF YOU HAVE ITEMS TO DELIVER, CALL (616) 530-3172 FOR ASSISTANCE.**

**IF YOU ARE MAKING A PAYMENT, CONSIDER PAYING ON-LINE (SEE [HTTPS://WWW.WYOMINGMI.GOV](https://www.wyomingmi.gov)) OR PUTTING YOUR PAYMENT IN THE DROP BOX IN THE DRIVE AT THE REAR OF CITY HALL.**

Buildings must also display copies of the following in work areas and, especially, in restrooms and breakrooms:

The infographic is titled "Keeping Michigan Informed" and "Novel Coronavirus 2019 (COVID-19)". It features the Spectrum Health logo in the top right corner. The content is organized into several sections:

- Symptoms:** Three circular icons represent "FEVER" (a thermometer), "COUGH" (a head with a cough), and "BREATHING DIFFICULTY" (lungs).
- Prevention—Start With Washing Your Hands:** Five circular icons illustrate the steps: "WET HANDS", "LATHER" (with soap), "SCRUB: 20 SECONDS", "RINSE", and "DRY HANDS".
- Additional Prevention Tips:** A list of bullet points: "Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.", "Avoid contact with people who are sick.", "Cover your cough and sneeze with tissue.", "Avoid touching eyes, nose and mouth.", "Clean and disinfect surfaces and objects frequently.", "Stay home when you are sick, except to get medical care."
- Seeking Care:** Text stating "Call your doctor if you experience symptoms, or our COVID-19 hotline at 616.391.2380 to schedule a free virtual screening.\* If your symptoms are life-threatening, call 911." A footnote reads: "\*Free screening available for all individuals in the state of Michigan."
- Footer:** "For more information visit [spectrumhealth.org/covid19](https://spectrumhealth.org/covid19)." and a small copyright notice: "12/25/21 RMO5655 © Spectrum Health 1/11/2022".

## APPENDIX F WORK SAFE PROTOCOL

In addition to the Protective Safety Measures on page 2 and 3 of the City's COVID-19 Preparedness and Response Plan the following measures are in effect beginning May 4, 2020 until further notice:

### Masks

The following applies to all employees unless a stricter protocol has been established by the department. Employees must comply with the following requirements and are urged to comply with the following recommendations:

- Coming into and heading home from the workplace. **(Recommended by the CDC)**
- Interactions with the public regardless even if social distancing can be maintained. **(Required)**
- Interactions with employees outside of your immediate work area. **(Required)**
- Interactions with employees within your immediate work area. **(Recommended)**
- Meetings with another employee or contractor in an office or a meeting room when 6 feet social distancing can be maintained. **(Recommended)**
- Driving by yourself in your assigned vehicle. **(Recommended)**
- Unless prohibited by department protocol when in a city vehicle with another person. **(Required)**
- When moving about a building. **(Required)**
- When performing task out in the community, outside of a vehicle or equipment cab. **(Recommended)**
- If entering a home or business where there is someone with symptoms or who is positive or suspected to have Covid-19. **(Required N95, KN95, or other assigned mask for this purpose, safety glasses, and gloves are required)**
- If interacting with the public from behind a guard of some type. **(Required)**
- If performing a task alongside a co-worker, inside or outside, where 6 feet cannot be maintained. **(Required)**
- Excavations, other work requiring multiple people. **(Required)**

### ***Caring for City Issued Masks***

- Hands must be washed or sanitized before putting on and after removing the mask.
- Hand wash or machine wash homemade masks daily.
- Cloth exam masks may be used until they are dirty, hard to breathe through, or damaged.
  - Contact Risk Control Supervisor if you need additional masks.

### Infectious Disease Control Measures

- Current surface cleaning standards shall be maintained.
  - Wipe down all surfaces in your workspace when you arrive and just before you leave
- Wash hands frequently for 20-seconds.
- Follow strict "If you feel sick, stay home" practices per CDC.
- All meetings of more than 3 must be done virtually.
- Training of more than 3 people at a time must be postponed. (This excludes compliance training.)
- Refrain from attending (versus participating virtually) meetings outside of the City system.
- Limit non-essential work-related travel.
- Consider delivering or receiving prints, forms, etc. through curbside pick-up or delivery.
- Do not participate in handshaking or other physical contact when greeting others.
- Drinking fountains will remain covered until further notice.
- Posters supporting the above practices will be posted in all buildings.
- Phone calls to conduct business as much as possible.
- Where possible, stick to main routes and hallways. Do not cut through departments when leaving your area.
- Follow all social distancing cues in city buildings.

## APPENDIX G OTHER RESOURCES

Governor Whitmer's Executive Order 2020-70:

[https://content.govdelivery.com/attachments/MIEOG/2020/05/01/file\\_attachments/1441315/EO%202020-70.pdf](https://content.govdelivery.com/attachments/MIEOG/2020/05/01/file_attachments/1441315/EO%202020-70.pdf)

FAQs regarding Governor Whitmer's executive orders:

<https://www.michigan.gov/coronavirus/0,9753,7-406-98810---,00.html?page=1&limit=25&filterCategories=&searchQuery=>

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>