



City of Hart

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COVID-19 Preparedness and Response Plan

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COVID-19 Preparedness and Response Plan

INTRODUCTION

To respond to the current public health threat related to the novel coronavirus ("COVID- 19") and to comply with relevant state and local orders related to COVID-19, We/The City of Hatt have prepared the following COVID-19 Preparedness and Response Plan ("Plan"). This Plan may be updated as this situation evolves or as state or local orders, or federal guidance, related to COVID-19 are issued or amended.

I. GENERAL OVERVIEW

The following COVID-19 Preparedness & Response Plan has been established for We/The City of Hart to align with recommendations per PA 339 and Occupational Health and Safety Administration ("OSHA") guidelines. Appendix A contains the list of 18 items all businesses and operations that are permitted to require their employees to leave their homes or residences for work must implement under the most recent EO. [Note: EO 2020-97 contains additional requirements for specific operations that your operation may also consider adding to Appendix A of your Plan.]

II. BASIC INFECTION PREVENTION MEASURES

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to use hand sanitizer, including upon entry. 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 all restrooms. Hand shaking is also prohibited to ensure good hand hygiene. We/The City of Hatt will provide tissues and trash receptacles where appropriate.

Workers are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is not possible, then workers should wipe down all items and spaces prior to sharing it with another worker.

Sick Leave Policies

Workers are encouraged to stay home if they are sick. In addition, workers are permitted to take paid leave consistent with the Families First Coronavirus Response Act and We/The City of Hart's applicable PTO policies].

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, may work remotely. In addition, face-to-face meetings should be replaced with virtual communications when possible.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including special attention to parts, products, and shared equipment) will be performed at least three times daily at the beginning of shift, return from lunch break and prior to

end of shift using products containing Environmental Protection Agency ("EPA")-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. When choosing cleaning chemicals, We/The City of Hart will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

Enhanced Social Distancing

Employees are directed to perform their work in such a way to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources to avoid shared use of offices, desks, telephones, and tools/equipment. Ground markings, signs, or physical barriers may also be used, if needed. The number of employees permitted in any break room or lunchroom shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work area as much as possible. Employees will be provided with personal protective equipment appropriate to the exposure risk associated with the job following guidance from the Occupational Safety and Health Administration ("OSHA") and the Centers for Disease Control and Prevention ("CDC") applicable to the industry and types of jobs at the workplace and in accordance with applicable state orders. Physical barriers may also be installed for employees commensurate with their level of risk of exposure to COVID-19. We/The City of Hart may consider alternating days or extra shifts that reduce the total number of employees in the workplace at one time to ensure social distancing can be maintained.

We/The City of Hart will follow CDC and OSHA guidance with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. We/The City of Hart will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures. Finally, We/The City of Hart will adopt any additional infection-control measures that are reasonable considering the work performed at the worksite and the rate of infection in the surrounding community.

III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Self-Monitoring for Symptoms

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See CDC, Watch for Symptoms list.

Procedures for Reporting Illness

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if they are experiencing any of the following COVID-19 symptoms:

- o Fever;
- o Shortness of breath
- o Continuous cough
- o Chills
- o Muscle pain
- o Headache
- o Sore Throat
- o New loss of taste or smell

OR

They have been exposed to a COVID-19 positive person, meaning. An immediate family member has tested positive for or exhibited symptoms of COVID-19; or in the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), and is not fully vaccinated, he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days;
- Seek immediate medical care or advice; or
- Voluntarily submit to COVID-19 screening
 - o (a negative COVID-19 test may permit the employee to return to work)

If an employee qualifies as a Suspected Case, and is not fully vaccinated, then We/The City of Hart will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis.
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then We/The City of Hart will:

- Within 24 hours, notify the local health department and any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 (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.

Becoming Sick at Work

We/The City of Hart will physically isolate any employees with a known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- (a) Not allowing known or suspected cases to report to or remain at their work location.
- (b) Providing on-site voluntary COVID-19 rapid testing.
 - (a negative COVID-19 test may permit the employee to return to work)
- (c) Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- (d) Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Any onsite employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. If such a situation arises, We/The City of Hart will identify a designated area with closable doors to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

PPE

We/The City of Hart will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (*e.g.*, respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

We/The City of Hart will provide any required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. Employees are required to wear masks when workers cannot consistently maintain six feet of separation from other individuals in the workplace. We/The City of Hart will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace. We/The City of Hart also encourages employees to use PPE and hand sanitizer on public transportation.

IV. ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls

We/The City of Hart will implement the following engineering controls:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.

Administrative Controls

We/The City of Hart will review and implement any other necessary administrative controls as appropriate.

Working with state and local health agencies

We/The City of Hart will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

Training

We/The City of Hart will coordinate and provide training to employees related to COVID-19. We/The City of Hart may provide training as required including the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

V. EMPLOYEE CLASSIFICATIONS

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. We/The City of Hart has evaluated employee risk levels and has determined that we have employees in the following risk categories, Medium and Lower Exposure Risk. We will implement appropriate protections based on each job classification's risk level. *See* Appendix G for OSHA's classification system and How to Protect Workers at Different Classifications.

VI. BUSINESS CONTINUITY PLANS

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

OSHA GUIDANCE FOR CLASSIFICATIONS

Very High Exposure Risk:

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, or laboratory procedures.

Workers in this category include:

- Healthcare workers (*e.g.*, doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (*e.g.*, intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (*e.g.*, manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk:

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

Workers in this category include:

- Healthcare delivery and support staff (*e.g.*, doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)
- Medical transport workers (*e.g.*, ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Workers involved in preparing (*e.g.*, for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk:

Medium exposure risk jobs include those that require frequent and/or close contact with (*i.e.*, within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (*e.g.*, schools, high-population density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution):

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (*i.e.*, within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers

For workers who do not have frequent contact with the general public, employers should follow the guidance in "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS- CoV-2" in OSHA's Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls:

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment:

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.⁶

Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers

In workplaces where workers have medium exposure risk, employers should follow the guidance in "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2" in OSHA's Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls:

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (*i.e.*, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about

COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pickup.

- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

In rare situations that would require workers in this risk category to use respirators, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, visit OSHA's COVID-19 webpage:

www.osha.gov/covid-19

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers.

In workplaces where workers have high or very high exposure risk, employers should follow the guidance in "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2" in OSHA's Guidance, beginning on page 7, and implement control measures described in this section.

Engineering Controls:

- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See "Guidelines for Environmental Infection Control in Healthcare Facilities" for more recommendations on air handling systems at: www.cdc.gov/mmwr/preview/mmwrhtml/iT52l0a1.htm
- CDC recommends that patients with known or suspected COVID-19 (i.e., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html>. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19
- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) "Biosafety in Microbiological and Biomedical Laboratories" at: https://www.cdc.gov/labs/BMBL.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fpublications%2Findex.htm

Administrative Controls

If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.

- Develop and implement policies that reduce exposure, such as cohorting (*i.e.*, grouping) COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- 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 rubs containing at least 60% alcohol for decontamination in the field.

Personal Protective Equipment (PPE):

Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with [COVID-19], should wear respirators. In these instances, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA's COVID-19 webpage: www.osha.gov/covid-19

PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19.

NOTE: Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE. The CDC webpage "Healthcare-associated Infections" (www.cdc.gov/hai) provides additional information on infection control in healthcare facilities.

Employee Classification Determinations:

Positions/job/task	Determination (low, medium, high, very high)	Qualifying Factors (e.g., no public contact, public contact, job task description)
City Manager City Clerk/City Treasurer Deputy Clerk/Treasurer Police Chief Police Sergeant Police Officer Director Economic & Comm. Development Manager, Historic District Code Enforcement Officer	Medium	Frequent or close contact with people that may be infected with COVID-19 but are not known or suspected COVID-19 Patients
Public Works, BioPure and Energy Superintendent Public Works Employee Wastewater Dept. Employee Energy Department Employee	Lower	Jobs do not require contact with people known to be or suspected of being infected with COVID-19, nor with the general public

Engineering Controls:

Positions/job/task	Engineering Control Implemented (e.g., clear plastic sneeze guard installed)
City Manager City Clerk/City Treasurer Deputy Clerk/Treasurer Police Chief Police Sergeant Police Officer Director Economic & Comm. Development Manager, Historic District Code Enforcement Officer	Physical Barriers installed

Public Works, BioPure and Energy Superintendent Public Works Employee Wastewater Dept. Employee Energy Department Employee	No additional controls recommended

Administrative Controls:

Positions/job/task	Administrative Control Type Implemented (ex., minimize face-to-face contact/post signs, etc.)
City Manager City Clerk/City Treasurer Deputy Clerk/Treasurer Police Chief Police Sergeant Police Officer Director Economic & Comm. Development Manager, Historic District Code Enforcement Officer	Limited access to worksite and workplace areas Implemented additional alternative communication and payment strategies including paperless billing and auto bill pay, remote work, work share, and staggered shift times Provided information regarding free local drive-through testing/screening
Public Works, BioPure and Energy Superintendent Public Works Employee Wastewater Dept. Employee Energy Department Employee	Limited access to worksite and workplace areas Provided information regarding free local drive-through testing/screening

Cleaning Schedule:

Type of Surface	Method/Disinfectant Used	Schedule/Frequency
Workstation/Desks	Disinfectant cleaner & Paper towel or Disinfectant Wipes	Beginning of shift, after lunch and end of shift
Counters and frequently touched surfaces such as door handles	Disinfectant cleaner & Paper towel or Disinfectant Wipes	Hourly
Shared equipment	Disinfectant cleaner & Paper towel or Disinfectant Wipes	Hourly or when a user is finished whichever is sooner

Vehicles/Large equipment	Disinfectant cleaner & Paper towel or Disinfectant Wipes	Beginning of shift, after lunch and end of shift
Tools, small equipment, parts	Disinfectant cleaner & Paper towel or Disinfectant Wipes	Beginning of shift, after lunch and end of shift or when a user is finished whichever is sooner

Additional **PPE** Selections:

Positions/job/task	PPE {ex, face shields, etc.)
City Manager City Clerk/City Treasurer Deputy Clerk/Treasurer Director Economic & Comm. Development Manager, Historic District Code Enforcement Officer	Face Masks, disposable gloves and hand sanitizer provided to all employees
Public Works, BioPure and Energy Superintendent Public Works Employee Wastewater Dept. Employee Energy Department Employee	Face Masks, disposable gloves, and hand sanitizer provided to all employees
Police Chief Police Sergeant Police Officer	KN95, disposable surgical and cloth face masks provided, disposable gloves, face shields, safety glasses, full body Tyvek protective suits with shoe covers and hoods, hand sanitizer