



# City of Saline

## COVID-19 Preparedness and Response Plan

Date Implemented: **October 6, 2021**

**City of Saline**  
**COVID-19 Preparedness and Response Plan**  
**Table of Contents**

**Protective Safety Measures**

Defining Fully Vaccinated_____	3
Sick Leave_____	3
Personal Protective Equipment_____	3
Enhanced Social Distancing_____	3
Enhanced Hygiene_____	3
Enhanced Cleaning and Disinfecting_____	4
Tools and Equipment_____	4
Visitors_____	4

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

Defining Close Contact_____	4
Reporting Procedures_____	4
Suspected Cases_____	4
Confirmed Cases_____	5
Remote Work_____	6

Business Continuity Plan_____	6
-------------------------------	---

Classification of Workers Exposure_____	6
---	---

Emergency Communication Plan_____	6
-----------------------------------	---

**Appendices**

A: Employee Return to Work Plan_____	7
--------------------------------------	---

B: Other Resources_____	8
-------------------------	---

C: Certification by Responsible Public Official_____	9
--	---

## **COVID-19 Preparedness and Response Plan**

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, we, the City of Saline, 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 related to COVID-19 are issued or amended.

### **Protective Safety Measures**

#### **Defining Fully Vaccinated**

An employee is considered “fully vaccinated” if it has been at least 14 days since the final dose; and they received 2 doses of Moderna, or 2 doses of Pfizer, or 1 dose of Janssen/Johnson & Johnson.

The City of Saline strongly encourages all employees to get vaccinated. The Washtenaw County Health Department offers a comprehensive list of vaccine site locations through its website (<https://www.washtenaw.org/3269>) or walk in vaccinations at their Ypsilanti location (555 Towner) every Tuesday through Friday from 9 to 11:30 am and 1 to 3:30 pm.

#### ***Sick Leave***

Employees are permitted to take paid leave consistent with the City of Saline’s applicable vacation, sick and personal time policies.

#### ***Personal Protective Equipment***

City of Saline shall provide and make available to all employees, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the employee.

Due to increased transmission of COVID-19, and in accordance with Washtenaw County’s recommendation, **all employees are required to wear face coverings** when they cannot consistently maintain 6 feet of separation from other individuals in the workplace. This includes in any common areas such as hallways, restrooms, break rooms, and conference areas.

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

All employees, regardless of vaccination status, must socially distance by at least 6 feet from all others in the workplace. To ensure these guidelines are adhered to, where possible, employees may be relocated or provided additional resources to avoid shared use of offices, desks, telephones, and tools/equipment. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

#### ***Enhanced Hygiene***

Employees are instructed 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 all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

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

The City will continue to work with our contracted cleaning company to ensure increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using products containing 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.

An employee may request an order of additional disinfectant cleaning/sanitizing supplies for their department by making a request to their direct supervisor. The direct supervisor will submit the request to the Deputy Clerk for inclusion on the next supply order.

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 fumigating/bombing and deep cleaned using EPA-approved disinfectants.

### ***Tools and Equipment***

City of Saline limits the sharing of tools and equipment among employees; should any sharing of tools be required; employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. City of Saline will provide employees with disinfectant wipes and other disinfecting products for this purpose.

### ***Visitors***

Per CDC and Washtenaw County guidelines, the City requires that all visitors to City facilities, regardless of vaccination status, wear face coverings. Visitors presenting symptoms or signs of COVID-19 will be asked not to enter City buildings until they have confirmed that they are not COVID positive.

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

#### **Defining Close Contact**

Close contact is defined as is an individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before the illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated. This includes providing home care to someone sick with COVID-19, coming into direct physical contact with the person, or sharing eating/drinking utensils (MIOSHA/CDC).

#### **Reporting Procedure**

Any employee coming into close contact with a confirmed Covid-19 case must report to Human Resources (Elle Getschman) and the employee's Department Head as soon as reasonably possible after receiving confirmation of the contact.

#### ***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:
  - Fever;
  - Shortness of breath; and/or
  - Continuous cough.
  
- 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 they qualify as a Suspected Case (as described above), they must:

- Immediately notify supervisor and/or Human Resources;
- Self-quarantine for 10 days from the date of last contact and monitor for symptoms through day 14; and
- If symptoms develop, immediately report any onset of symptoms to Human Resources and seek testing to determine if you have a confirmed case of COVID-19.

Per the Washtenaw County Health Department, vaccinated persons with exposure to a suspected or positive COVID-19 case are not required to quarantine if they meet ALL of the following:

- the individual is fully vaccinated (at least 14 days since the final dose; and they received 2 doses of Moderna, or 2 doses of Pfizer, or 1 dose of Janssen/Johnson & Johnson) AND
- the individual has not developed any symptoms since exposure.

Vaccinated persons with exposure to a confirmed or suspected case are asked to get tested 3-5 days after exposure and wear a mask for at least 14 days following exposure or until they receive a negative test result (provided symptoms do not manifest prior).

Individuals who have tested positive for COVID-19 and were previously cleared to return to work within the last ninety (90) days do not need to quarantine, regardless of vaccination status, but should still monitor for symptoms.

If an employee is COVID-19 positive, in order to return to work, they must follow the Return to Work Plan in Appendix A.

If an employee qualifies as a Suspected Case, then the City of Saline will:

- Notify all employees who may have come into close contact 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 will be presumed positive if they were a suspected case and subsequently developed symptoms associated with the virus.

If an employee believes that they qualify as a Confirmed Case (as described above), they must:

- Immediately notify supervisor and/or Human Resources of their diagnosis; and
- Remain out of the workplace until they are cleared to return to work. See Appendix A for Return to Work Plan.

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

- Notify all employees who may have come into close contact (as defined above) with the employee 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.

### ***Remote Work***

Where feasible by position, supervisors may grant an employee the permission to work remotely during leave related to COVID-19 quarantine for suspected or confirmed cases as defined above.

### **Business Continuity Plans**

The COVID-19 Leadership Team 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.

### **Classification of Workers' Exposure**

Following OSHA Standards for classifying workers' exposures City of Saline employees have been categorized as below:

- Police Officers, Sergeants, and Police Chief: While performing their daily routine activities the immediate health risk is low.
- All other City of Saline Employees: Are considered low risk.

### **Emergency Communication Plan**

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

## **APPENDIX A EMPLOYEE RETURN TO WORK PLAN**

Employees who test positive for COVID-19 or are presumed positive because they display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. 10 days have passed since their symptoms have started, or since a positive test date if asymptomatic AND 24 hours have passed without fever (without use of medication) AND symptoms have improved (if any); AND
2. They receive a negative COVID-19 test. Test results must be submitted to Human Resources and the results must be approved by an HR representative.

Non vaccinated employees who have been in “close contact” (within 6 feet of an infected person for at least 15 minutes starting from 2 days before the illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated) with an individual who tests 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 either:

1. 10 days have passed since the last close contact with the sick or symptomatic individual;
2. The employee continues to monitor for symptoms up to 14 days; and
3. The symptomatic individual receives a negative COVID-19 test.

Please note that fully vaccinated employees (2 weeks since the final shot required) will not need to quarantine after a close contact unless they develop symptoms.

If a “critical infrastructure worker” (defined by the City as any PD, DPW or WWTP workers) has been in “close contact” with a confirmed or suspected COVID case and is not vaccinated, but is asymptomatic, this employee should work with the department head and Human Resources to determine what the next steps are. If possible, the employee will follow the two-week quarantine procedure, but if this is not possible while allowing critical City functions to be met, then the following procedures must continue: employee pre-screen at home and at the workplace, regularly monitor condition with HR or occupational health provider, wear a mask, social distance, and clean/disinfect workspaces.

**APPENDIX B  
OTHER RESOURCES**

Washtenaw County COVID Advisory:

<https://www.washtenaw.org/CivicAlerts.aspx?AID=1731>

Washtenaw County COVID Vaccinations:

<https://www.washtenaw.org/3269/COVID-19-Vaccination>

MIOSHA COVID-19 Emergency Rules:

[https://www.michigan.gov/documents/leo/MIOSHA\\_COVID\\_Emergency\\_Rules\\_726100\\_7.pdf](https://www.michigan.gov/documents/leo/MIOSHA_COVID_Emergency_Rules_726100_7.pdf)

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/HandSanitizer-p.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>

Washtenaw County Health Department Guidance for Businesses and Organizations:

<https://www.washtenaw.org/3122/Guidance-for-Businesses-Organizations>



**APPENDIX C**

**CITY OF SALINE  
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

**Certification by Responsible Public Official**

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

1. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
2. The plan is available on the City of Saline's website [www.cityofsaline.org](http://www.cityofsaline.org) and at each City of Saline facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: City of Saline

Signature:



Name of Official: Colleen O'Toole

Title: City Manager

Date: 10/6/21

# City of Saline COVID-19 Preparedness and Response Plan

I acknowledge receiving and reviewing the City of Saline's Preparedness and Response dated October 6, 2021.

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_