



**City of Cadillac
COVID-19 Preparedness and Response Plan**

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City of Cadillac

COVID-19 Preparedness and Response Plan

Table of Contents

Plan

Essential Workers Necessary to Perform Critical Infrastructure Functions	1
Protective Safety Measures	1
Sick Leave	1
Remote Work.....	1
Enhanced Social Distancing, Hygiene, Cleaning and Disinfecting, Visitors.....	1
Employee Screening Before Entering the Workplace	2
Workers Entering Occupied Buildings or Homes.....	2
Employees with Suspected or Confirmed COVID-19 Cases.....	2
Suspected Cases.....	2
Close Contact Cases.....	3
Confirmed Cases.....	3
Business Continuity Plan	4
Department Occupational Risk Assignment and Mitigation Measures	4
City Council/Other Committees	4
Office Staff	4
Fire.....	4
Police	4
Public Works.....	5
Water/Wastewater.....	5

Appendices

A: Designation of Critical Infrastructure Workers.....	6
B: FFCRA – Emergency Responder Exclusions	8

C: Schedules, Self-Quarantining & Use of Time.....	10
D: COVID-19 Social Distancing & Mitigation Measures	12
E: Sample Employee Entry Screening Questionnaire	14
F: Employee Return to Work Plan.....	15
G: Visitor Screening Form.....	16
H: Other Resources	17
I: Certification by Responsible Public Official.....	18

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, the City of Cadillac (“City”) has 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.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-77 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Additionally, under Executive Order 2020-77, workers who are necessary to conduct minimum basic operations are “those workers 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.” Appendix A contains the “Designation of Critical Infrastructure Workers” as described by the City.

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Protective Safety Measures

Sick Leave

Employees, not otherwise excluded, are permitted to take paid leave consistent with the Families First Coronavirus Response Act (FFCRA). Additionally, employees are permitted to utilize their City’s paid leave banks. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home. Appendix B contains the “FFCRA – Emergency Responder Exclusions” identified by the City, and Appendix C contains the City’s policies regarding “Schedules, Self-Quarantining & Use of Time”.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely.

Enhanced Social Distancing, Hygiene, Cleaning and Disinfecting, Visitors

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Appendix D contains the City’s policies regarding “COVID-19 Social Distancing & Mitigation Measures”. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. 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.

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.

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed regularly 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.

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. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix E. A screening questionnaire should be completed by all employees before being permitted to enter the workplace and shall comply with any required screening process required by the state or local jurisdiction, and as communicated by the City. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she shall be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in this Plan and within the Return to Work Plan, attached as Appendix F.

Workers entering Occupied Buildings and Homes

Employees will ask the following questions before scheduling essential/emergency customer home visits.

- Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?
- Do you have a fever (greater than 100.4) or symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?
- Do you have anyone in the home that is in a high-risk category (older adults, people with chronic medical conditions)?

Field staff should ask the above questions again **BEFORE** entering the house. If you feel it is unsafe to enter the house (for yourself or the customer) inform the customer that the visit will need to be rescheduled. Sanitize your hands before reentering your vehicle. Inform supervisor of the contact & reschedule as soon as possible.

Employees with Suspected or Confirmed COVID-19 Cases

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;
 - Atypical shortness of breath; and/or
 - Atypical cough.

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

- Immediately notify supervisor and/or Human Resources contact;
- Remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The City of

Cadillac will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72-hours (3 full days); and

- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then the City 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.

Close Contact Cases

An employee will be considered to have a Close Contact Case of COVID-19 if:

- 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 Close Contact Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Close Contact Case, then the City 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.

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; and
- An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared; or remain out of the workplace until they are cleared to return to work by a physician.

If an employee qualifies as a Confirmed Case, then the City 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.

Business Continuity Plans

The COVID-19 Workplace Team will as necessary: (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.

Department Occupational Risk Assignment and Mitigation Measures

The following steps are being taken to protect the employees and the public, and to lessen the likelihood that entire departments, or large portions thereof, will become ill and/or need to quarantine, which would greatly reduce the City's ability to provide essential services to the public. All departments shall follow Social Distancing and Mitigation Measures as provided in this COVID-19 Plan.

City Council/Other Committees

The City Charter requires that City Council meet once per month, which is what will be followed to the extent possible, with meetings conducted remotely and the public able to participate through an online meeting and call-in platform. Meetings of all other Boards and Commissions will be canceled on an as-needed basis unless they are required by statute or for a reason deemed essential under the interpretation of the Governor's Executive Orders and/or Directives, at which time that meeting would be conducted remotely.

(risk – low; 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.)

Office Staff

City Hall staff (to include the City Manager, all Directors, Clerk, Treasurer, Accounting Manager, Payroll Clerk, Human Resources, Utilities Office Manager and Clerk, Finance Clerk, and Zoning Administrator) is asked to report to the office only to complete those tasks which cannot be completed at home and are deemed essential by the City Manager or Department Head including, but not limited to payroll, election management, payment of invoices, utility billings and system management, assistance to other essential departments, and necessary and essential communications. To the extent possible, no more than three office employees will be scheduled in a single day. Employees are to refrain from touching items outside of his/her workspaces to the extent possible. The office is closed to the public. COVID-19 type PPE including gloves and standard masks provided to all personnel.

(risk – low; 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.)

Fire

Employees are working normal shifts. Non-essential work activities such as inspections, fire academy, and training have been halted to avoid unnecessary public contact or group settings. Furthermore, the department has been locked down from public access.

(risk – high while performing ambulance services; PPE has been provided to the department to include N-95 masks, gowns, nitrile or other medical grade gloves, and employees are required to monitor their temperatures and meet stringent health requirements, signified by green stickers, to access local hospital.)

Police

Officers are working 12-hour shifts alone to avoid contact with one another and lessen the likelihood that a large portion of the department becomes ill at once. Non-emergencies are being handled by telephone to the extent possible as officers attempt to avoid non-essential personal contact with the public. Other non-

essential activities have been halted. Furthermore, the department has been locked down from public access. Public Safety Office Staff are working staggered shifts.

(risk – medium; PPE has been provided to the department that includes N-95 masks and Nitrile gloves for citizen contact, providing it does not create a safety issue for the officer.)

Public Works

Employees are working staggered full-week shifts, reducing the risk of spread that would occur from multiple employees being in the same buildings in the same week. Facilities are closed to the public other than deliveries which are handled with care utilizing PPE. The City would need to fall back on healthy operators from other communities to continue essential operations should the entire staff become ill and/or need to quarantine. Employee shall complete only those tasks deemed essential by the manager and public works supervisor including, but not limited to:

Plowing streets; mowing parks, cemeteries, and other properties; keeping streets, alleys, sidewalks, and trails free of obstacles that can injure people/damage vehicles; ensuring that storm sewer systems are working properly; opening and closing graves for burials; collecting waste from public trash cans; and repairing the vehicles and equipment need to perform essential tasks.

Employees shall avoid touching doors and precede directly to the vehicle or equipment they will be using to complete the scheduled task. Employees are asked to avoid common spaces, such as the breakroom, to the extent possible. To decrease the likelihood of spread, throughout this crisis, and to the extent possible, employees will be assigned specific tasks/vehicles/pieces of equipment. COVID-19 type PPE including vinyl and rubber gloves, safety glasses and standard masks are available and required during trash removal. *(risk – low ; 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.)*

Water/Wastewater

Employees are working staggered full-week shifts, reducing the risk of spread that would occur from multiple employees being in the same buildings in the same week. Facilities are closed to the public and deliveries are handled using PPE.

The City would need to fall back on healthy operators from other communities to remain compliant should the entire staff become ill and/or need to quarantine. Employees shall complete only those tasks deemed essential by the director and water/WWTP supervisors, including, but not limited to:

State-required lab work; sampling and testing; proper water and wastewater plant operation, maintenance necessary to keep utilities functioning properly; emergency repairs; meter readings; and functions necessary to safely restore service to a residence or essential business.

Employees shall avoid touching doors and precede directly to the vehicle or equipment they will be using to complete the scheduled task. Employees are asked to avoid common spaces, such as the breakroom, to the extent possible. To decrease the likelihood of spread, throughout this crisis, and to the extent possible, employees will be assigned specific tasks/vehicles/pieces of equipment. COVID-19 type PPE includes Nitrile and rubber gloves, surgical/cloth/non-95 but higher rated masks, half-mask respirators, face shields and Tyvek suits are available. Majority of PPE is already utilized during a standard workday.

(risk – low ; 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.)

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS



Office of the City Manager
200 N. Lake Street
Cadillac, MI 49601
(231) 775-0181

MEMORANDUM

To: All Employees

From: Marcus A. Peccia, City Manager

Subject: Designation of CRITICAL INFRASTRUCTURE WORKERS in response to Executive Order No. 2020-77 - Temporary requirement to suspend activities that are not necessary to sustain or protect life

Functioning critical infrastructure is imperative during the response to the COVID-19 emergency for both public health and safety as well as community well-being. Certain critical infrastructure workers have a special responsibility in these times to continue operations. Critical infrastructure positions are intended to support our local government operations where essential workers are needed to maintain the services and functions our citizens depend on daily and that need to be able to operate resiliently during the COVID-19 pandemic response. Promoting the ability of such workers to continue to work during periods of community restriction, social distancing, or closure orders/directives is crucial to community resilience and continuity of our essential functions.

The Governor's Executive Order 2020-77 prohibits in-person work that is not necessary to sustain or protect life until May 28, 2020. A component of Order is to identify "critical infrastructure workers". This memo is to notify all employees of their present designation as determined by the city and under the Order.

Employees are advised to keep a copy of this memo and their City-issued identification badges available while traveling to and from the workplace.

- The following employee classifications are designated as Critical Infrastructure Workers and are permitted to report to work in-person. In-person work schedules vary and may require staggered shifts. Please consult with your Department Head for specific instructions.
 - o Police Officers, including Administrative Support Staff and Management
 - o Firefighters and Fire Officers, including Management
 - o Maintenance Operators & Chief Operators in Water Distribution and Wastewater Resources
 - o Assistant Water Distribution Supervisor, Assistant Water Resources Supervisor, Assistant to the Utilities Director, Laboratory Supervisor, and Laboratory Assistant.

- Equipment Operators & Mechanic in Public Works (Roadways, Emergency Operations, Storm Water, Parks & Facility Maintenance, Cemetery Burials & Maintenance, Traffic Management, Sidewalks and Street Cleaning)
 - Seasonal Workers (Parks & Facility Maintenance, Cemetery Burials & Maintenance)
 - DPW Operations Manager and DPW Operations Supervisor
- The following employee classifications are designated as Essential Services Worker providing support or facilitate Critical Infrastructure Worker activities and/or business operations and are permitted to report to work in-person on a limited basis or to work from home. Please consult with your Department Head for specific instructions.
- Finance Director
 - Utilities Director
 - Community Development Director
 - Zoning Administrator
 - Utilities Office Support Staff
 - IT/Accounting Manager
 - Payroll Clerk
 - Finance Clerk
 - City Clerk
 - Elections personnel on an infrequent basis as required
 - City Treasurer
 - City Hall Building Maintenance
 - Human Resources
- The following employees are considered non-essential workers and will be on paid leave until May 18, 2020, however, each employee will be available for emergency duties or essential operational function if requested by the Department Head.
- Administrative Assistant to Planning Department
 - Cashier

Designations are subject to change. Notice of any changes will be provided as promptly as possible.

Employees should follow guidance from the Centers for Disease Control and Prevention (CDC), as well as State and local government officials, regarding strategies to limit disease spread. It is critical that individuals **DO NOT** report to work while they are experiencing symptoms such as fever, cough, or shortness of breath. Employees who are considered as high-risk for severe illness from COVID-19 by the CDC should consult with their supervisor and human resources regarding the possibility of paid leave during this emergency order.

Respectfully,

Marcus A. Peccia

Marcus A. Peccia, City Manager

Signature: 
Marcus Peccia (Mar 30, 2020)

Email: mpeccia@cadillac-mi.net

APPENDIX B

FFCRA – EMERGENCY RESPONDER EXCLUSIONS



Office of the City Manager
200 N. Lake Street
Cadillac, MI 49601
(231) 775-0181

MEMORANDUM

To: All Employees
From: Marcus A. Peccia, City Manager
Subject: Family First Coronavirus Response Act – Emergency Responder Exclusions

PAID LEAVE & EMERGENCY FMLA FOR COVID-19 RELATED LEAVE

On March 18, 2020, the federal Families First Coronavirus Response Act ("FFCRA") was adopted, which provides paid leave and expanded family and medical leave to eligible employees who take leave for a qualifying COVID-19 related reason. Please read the enclosed poster, which explains your rights under the FFCRA. If you have questions above this, please contact me.

Important Information for Emergency Responders:

The FFCRA allows employers to exclude emergency responders from the paid leave and expanded family and medical leave under the FFCRA. On March 30, 2020, the U.S. Department of Labor issued guidance as to the definition of "emergency responders" and stated that it includes "law enforcement officers, correctional institution personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operators, child welfare workers and service providers, public works personnel . . . as well as those individuals who work for such facilities employee these individuals and whose work is necessary to maintain the operation of the facility..."

In order to maintain sufficient staffing to provide critical and essential emergency response services, employees who are emergency responders, which includes all of the following employees, are excluded from coverage or application from the paid leave and expanded family and medical leave benefits under the FFCRA and/or from the definition of employee under the FFCRA:

- Water & Waste Water
 - All staff, including laboratory staff at the Wastewater Treatment Facility
 - All staff at the Water Plants
 - Director of Utilities, and the Assistant to the Director of Utilities
 - (Clerical and other administrative staff are not excluded.)

- Police & Fire
 - All Staff, including clerical and administrative staff
- Public Works
 - All staff, including clerical and administrative staff

This status does not change any other leaves previously provided under collective bargaining agreements, City policy, or state/federal law.

Respectfully,

Marcus A. Peccia

Marcus A. Peccia, City Manager

Signature:


Marcus Peccia (Mar 30, 2020)

Email: mpeccia@cadillac-mi.net

APPENDIX C

POLICY REGARDING SCHEDULES, SELF-QUARANTINING & USE OF TIME



Office of the City Manager
200 N. Lake Street
Cadillac, MI 49601
(231) 775-0181

MEMORANDUM

To: All Employees
From: Marcus A. Peccia, City Manager
Subject: Policy Regarding Schedules, Self-Quarantining & Use of Time

Functioning critical infrastructure is imperative during the response to the COVID-19 emergency (“Virus”). To balance this need with that of our employee’s health and well-being, classifications have been designated according to our Governor’s Order #2020-77 and the Department of Homeland Security’s Memorandum of Identification of Critical Workers During the COVID-19 Response. Accordingly, wherever possible, the City has reduced in-person work responsibilities by staggering shifts, utilizing work at home and/or limiting office time. However, please note that employees paid to stay at home must remain available to report during normal work hours unless on approved leave.

It is understood that some employees may choose to self-quarantine even if there has been no confirmed direct contact with anyone with the Virus, and/or no symptoms of the Virus. Should anyone choose to self-quarantine I am authorizing use of available sick time that has already been banked first, followed by use of personal time, vacation or compensatory time, or unpaid leave if paid leave banks are otherwise exhausted. Note, should employees choose to self-quarantine without being ordered or required to do so by the City or their doctor, they must minimally do so for a consecutive 14-day period following CDC recommendations. While self-quarantining, an employee voluntarily makes themselves unavailable to work and shall therefore substitute leave bank time or unpaid leave in place of regular pay. A decision to self-quarantine must be communicated to your supervisor in advance using the provided Self-Quarantine Acknowledgment Form; ideally at least one day before you are scheduled to report to work. Should you become diagnosed with COVID-19 and can provide documentation of having it along with your physician’s prescribed quarantine period, your time-off banks will be credited.

Department Heads shall continually determine staffing levels required to continue operations. The City encourages minimal staffing whenever possible, but in the event of a self-quarantine or a positive COVID-19 diagnosis, absences may require staff that are being paid to stay at home to be called-in to replace staff that were unable to report in otherwise. Accordingly, Department Heads will create a list that shall be posted in a common area, that will be used to fill staffing voids as necessary.

Employees will be contacted pursuant to the list to report in, however should anyone not be accessible (unable to be reached) and/or refuses to report in, they may be charged a vacation day or other personal time for the day(s) missed. If leave is unavailable, an unpaid day(s) will occur.

I appreciate everyone's cooperation and efforts as we continue to provide critical services to our community during this unprecedented time. Please also understand that as this situation continues to evolve, our policy too may need to be updated, and if so, additional communication will be provided.

Respectfully,

Marcus A. Peccia

Marcus A. Peccia, City Manager

Signature: 
Marcus Peccia (Mar 30, 2020)

Email: mpeccia@cadillac-mi.net

APPENDIX D

COVID-19 SOCIAL DISTANCING & MITIGATION MEASURES



Office of the City Manager
200 N. Lake Street
Cadillac, MI 49601
(231) 775-0181

MEMORANDUM

To: All Critical Infrastructure & Essential Services Employees
From: Marcus A. Peccia, City Manager
Subject: COVID-19 Social Distancing & Mitigation Measures

Due to Executive Order 2020-21, -36, -42, -59, -70 and most recently 2020-77, the City of Cadillac has limited in-person work to Critical Infrastructure and Essential Services employees. Although distancing and mitigation directives were previously communicated, this updated memorandum communicates the adopted practices and measures employees shall follow to keep themselves and their coworkers safe.

Personal Responsibilities

- It is critical that individuals DO NOT report to work while they are experiencing illness symptoms such as fever, atypical cough or atypical shortness of breath, or if you have had contact with a person who is known or suspected to have COVID-19. Individuals should seek medical attention and communicate with their supervisor appropriately.
- If you develop acute respiratory illness symptoms (i.e. cough, shortness of breath) while at work, notify your supervisor, remotely if possible, go home and seek appropriate medical attention.
- Immediately notify Human Resources at (231) 779-7341 or (231) 640-4697 if you test positive for COVID-19.

Social Distancing

- Face masks must be worn when workers cannot consistently maintain 6 ft of separation from other individuals in the workplace.
- No more than 6 employees in any break room or work area at one time, maintain at least 6 feet from other employees.
- Do not host or attend large group meetings (10+ people). Conduct meetings online or via conference call whenever possible.
- Limit vehicle occupancy to one employee. Public Safety is exempt.
- Eliminate handshaking and any other close personal contact.
- When working in-person with members of the public, maintain at least a 6-foot distance at all times.
- All employee classifications have been designated according to critical infrastructure needs and wherever possible, the city has reduced in-person work responsibilities by staggering shifts, utilizing

work at home and/or limited office time, or furloughing employees with pay that do not meet the essential threshold by present “shelter in place” guidelines.

General Shop/Worksite Practices

- Management will provide proper Masks and other PPE as necessary or directed by law.
- Management will communicate key CDC and/or Michigan Department of Health & Human Services recommendations (and post signage where appropriate) to the staff.
- All staff shall drive to work sites in separate vehicles. Employees shall only occupy the same vehicle when necessary due to a critical operational need or emergency. Public Safety is exempt.
- Do not share tools or personal protective equipment (PPE) unless properly sanitized.
- Vehicles and equipment shall be properly disinfected before and after each use.
- Wipe down breakroom(s) and door handles with disinfectant around the facility twice per shift.
- Workstations shall be moved so employees maintain at least 6 feet between you and any other employee. Shared workstations and desktops must be sanitized before and after each use.
- Maintain at least 6 feet from other employees at all times unless the practice would compromise employee safety. In such cases, employees shall resume proper distancing as soon as possible.
- Employees shall not use common dishes or share food or beverages.
- Disinfect reusable supplies, equipment, and surfaces such as, but not limited to, doorknobs, keyboards, and counters.
- No visitors are allowed in facilities unless it is an emergency. Vendors should be scheduled by appointment and remain outside unless entrance is the only option.
- When parts or shipments come in, maintain at least 6 feet between you and delivery personnel.
- Cover your sneeze or cough, into a tissue if possible and immediately dispose of it properly.
- Instruct employees to clean their hands often with soap and water for at least 20 seconds. When washing is not possible, use of alcohol-based hand sanitizer that contains at least 60-95% alcohol is encouraged as an alternative. CLEAN HANDS OFTEN.
- Clean hands with soap and water, or hand sanitizer after removing disposable gloves.
- Do not use cleaning techniques, such as pressurized air or water sprays, that may result in the generation of bioaerosols.
- Supervisory staff, or designee, shall provide soap and water and/or alcohol-based hand sanitizer in each workplace and ensure that adequate supplies are maintained.
- Our facilities/buildings are closed to the public. Critical Infrastructure Employees or other City Officials are permitted access to our facilities only when working or on-shift, otherwise no one should physically be in any of the City’s facilities.

Employees should additionally make themselves familiar with key CDC & MDHHS recommendations:

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

<https://www.dhd10.org/coronavirus>

Respectfully,

Marcus A. Peccia

Marcus A. Peccia, City Manager

Signature: 
Marcus Peccia (Mar 30, 2020)

Email: mpeccia@cadillac-mi.net

APPENDIX E

EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

1. Have you experienced any of the following symptoms in the last 3 days?

- Fever
- Atypical Cough
- Atypical shortness of breath

If YES to any, you are restricted from entering the building. Seek medical attention. In order to return to work, you must be both 3 symptom-free for 3 days *and* 7 days must have passed since your symptoms first appeared.

If NO, proceed to next question.

2. Have you been in close contact (being within approximately six feet for a prolonged period of time) with anyone who has been diagnosed with COVID-19 or who has exhibited the above symptoms in the last 14 days?

- Yes
- No

If YES to any, you are restricted from entering the building. Employee should seek medical attention and will not be permitted to be at work until 14 days have passed since the last close contact with the sick or symptomatic individual; or the symptomatic individual receives a negative COVID-19 test.

If NO, proceed to next question.

3. Do you have a fever above 100.4 degrees Fahrenheit?

- Yes
- No

If YES to any, you are restricted from entering the building. Seek medical attention. In order to return to work, you must be both 3 symptom-free for 3 days *and* 7 days must have passed since your symptoms first appeared.

If NO, proceed to enter the building.

APPENDIX F

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or 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. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) 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. 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.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX G

**CORONAVIRUS DISEASE (COVID-19)
VISITOR HEALTH SCREENING**

Facility Visiting: _____

Visitors Name: _____

Appointment Date: _____ Time In: _____

In the past 24 hours, have you experienced any of the following symptoms:

Fever? (100.4°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If the visitor answered “**yes**” to any of the symptoms listed above visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days, have you:

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19? Yes No

Traveled via airplane internationally or domestically? Yes No

If visitor answered “**yes**” to either of these questions visitor not allowed access to building. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

Employee:

Contacted Department Head and informed them the visitor was not allowed into the building.

Date: _____ Time: _____ Spoke to: _____

APPENDIX H
OTHER RESOURCES

Governor Whitmer's Executive Order 2020-77:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-528460--,00.html

FAQs from Governor Whitmer on Executive Order 2020-77:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-528528--,00.html

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>

District Health Department #10 Business Toolkit

https://www.dhd10.org/wp-content/uploads/2020/04/DHD10_COVID-19_-_WorkplacePacket_Businesses_04.13.2020.pdf

APPENDIX I

City of Cadillac
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible Public Official

This is to certify that I have reviewed the City of Cadillac’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 #2020-77 dated Thursday, May 7, 2020.
- 2.) 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.
- 3.) The plan is available on the City’s website at www.cadillac-mi.net and at each City 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 Cadillac
Name of Official: Marcus A. Peccia
Title: City Manager
Date: April 17, 2020, amended April 27, 2020 & May 8, 2020

Marcus A. Peccia

Marcus A. Peccia, City Manager

Signature: 
Marcus Peccia (Mar 30, 2020)

Email: mpeccia@cadillac-mi.net