



City of Cadillac COVID-19 Preparedness and Response Plan

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City of Cadillac

COVID-19 Preparedness and Response Plan

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COVID-19 Preparedness and Response Plan

The following COVID-19 preparedness & response plan has been established for the City of Cadillac in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19), MDHHS Emergency Orders, the OSHA Guidance on Preparing Workplaces for COVID-19 and the latest guidance from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

Designated Supervisors

The following employees are designated as workplace supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this Plan:

- Municipal Building (Administration):
 - Primary – Todd Keway, HR
 - Backup – Owen Roberts, Finance Director.
- Municipal Building (Police):
 - Primary – Eric Eller, Police Captain and Hope Thomson, Office Manager
 - Backup – All Police Sergeants
- Municipal Building (Fire):
 - Primary – Steve VanDyk and Chris Koontz, Fire Captains
 - Backup – Mike Fisk and Blake Meyering, Fire Lieutenants
- Waste Water Plant:
 - Primary – Doug Langworthy, Assistant Supervisor and Cindy Tomaszewski, Lab Supervisor
 - Backup – Jeff Dietlin, Director of Utilities
- Water Plant:
 - Primary – Ken Hottenstein, Assistant Supervisor and Dave Stearns, Assistant to Director
 - Backup – Jeff Dietlin, Director of Utilities
- DPW:
 - Primary – Ken Payne, DPW Operations Manager
 - Backup – Gabe Marine, Assistant Manager

A designated supervisor must remain on site at all times when workers are present. An on-site employee may be designated to perform the role during on-call or weekend work when designated supervisors are not present. Whenever possible, a Crew Leader, Chief Operator, or an assigned Shift Leader will assume the role and immediately communicate any COVID-related issues to the designated primary or backup supervisor, and/or HR.

Protective Safety Measures

Vaccinations

The city strongly encourages all employees to get their Covid-19 vaccination.

Sick Leave

Employees are permitted to utilize their City's paid leave banks. Appendix A contains the City's policies regarding "Schedules, Self-Quarantining & Use of Time".

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 B contains the City’s policies regarding “COVID-19 Social Distancing & Mitigation Measures”.

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 (based on availability) so that any commonly used surfaces can be wiped down before each use.

Visitors/public shall be limited to public areas of the workplace unless they are deemed essential to business operations or responding to an emergency. All visitors entering non-public work areas shall be screened prior to entrance. A screening questionnaire should be utilized to decide if the visitor can enter. 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 C. A screening questionnaire shall 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. Thermometers have been made available for an employee who wished to voluntarily take their own temperatures. Appropriate personal protective equipment and/or cleaning shall take place immediately before and after use of thermometer.

If an employee fails the screening process, he or she shall be sent home until allowed to return to work under the relevant public health orders, which requirements are explained in detail in this Plan and within the Return to Work Plan, attached as Appendix D.

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 2 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 a sore throat, diarrhea, vomiting, abdominal pain, new onset of a severe headache, and new loss of taste or smell?
- 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.

Training

The city will continue to provide the following COVID-19 training and updates to employees:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.
- Appropriate cleaning procedures.
- How to manage symptomatic members of the public upon entry or in any public building.

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: at least 1 of fever, uncontrolled cough, or atypical new onset of shortness of breath, or at least 2 of the following not explained by a known physical condition: loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain.

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; and
- It is highly recommended the employee seek immediate medical care or advice

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

- Immediately isolate if the employee is at work and require the employee to wear a mask until he or she is removed from the workplace; and
- Ensure that the employee's work area is thoroughly cleaned.
- Refer to Appendix D, Return to Work.

Close Contact Cases

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

- They have been exposed (being within approximately six feet for fifteen minutes) to an individual within the previous 2 days who tests positive for COVID-19:

If an employee believes that he or she qualifies as a Close Contact Case, he or she must:

- Immediately notify supervisor and/or Human Resources contact to determine course of action.

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

- 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 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
- It is highly recommended the employee seek immediate medical care or advice.
- Refer to Appendix D, Return to Work.

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

- Within 24 hours, notify any co-workers, contractor or suppliers 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 2 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Immediately notify the local health department;

- 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 work area or workplace until 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.
- Refer to Appendix D, Return to Work.

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

Risk to Elected Officials and Board Members – 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.

City Council and other Committee meetings regardless of the size of the group, must only meet electronically.

Office Staff

Risk to Employees – 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.

Risk to Employees Working or Greeting Visitors at the Front Desk- medium; the city requires the wearing of face coverings while at the front desk and utilizing hand sanitizer regularly after when receiving materials from the public.

The following measures, in addition the entire COVID-19 Plan document, have been taken or are already in place include:

- Face coverings shall be worn when away from your desk or office, or moving through public spaces within our facilities.
- Face coverings shall be worn when addressing the public at our counters (police counter may be exempt due to full impenetrable glass enclosure).
- Face coverings shall be worn for all in-person meetings in an enclosed space.
- Employees are to refrain from touching items outside of his/her workspaces to the extent possible.
- Employees shall refrain from entering the offices or workspaces of other employees unless business need dictates. Employees shall utilize the phone and e-mail as much as possible.
- COVID-19 type PPE including gloves and standard masks provided to all personnel.
- Hand sanitizer/soap, cleaning supplies and disinfectant wipes are provided.
- Non-public areas are locked down from the public.
- Plexiglass shields are in place at all front desk areas.

- COVID-related signage is in place for both employees and the public.
- Public and non-public areas are cleaned regularly with special attention paid to restrooms, high touch surface areas, any shared equipment, door handles and breakrooms.
- Deliveries are handled with care utilizing PPE, and those required to enter are screened.
- Visitors should be received in the conference room and not permitted into the main office area.
- The utility department reception area has posted occupancy limits.
- The administration front desk area has 6ft social distancing markers in place and all pamphlets, candy machines, unnecessary furniture and other commonly touched items have been removed.
- The municipal building has assigned one public entrance and locked down all others. Additionally, the public drinking fountain has been shut down.

Fire

Risk to Fire Fighters & Officers – 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.

The following measures, in addition the entire COVID-19 Plan document, have been taken or are already in place include:

- Fire academy and essential trainings are permitted utilizing proper PPE and distancing.
- Rental and business inspections are handled on an as-needed basis or emergency only.
- The department is on lock down from public access.
- Hand sanitizer/soap, cleaning supplies and disinfectant wipes are provided.
- COVID-related signage is in place.
- Employee areas are to be cleaned regularly with special attention paid to restrooms, high touch surface areas, any shared equipment, door handles, kitchen area, meeting room, exercise room, bunk rooms and living room. Linens shall be washed between each 24-hour shift.

Police

Risk to Officers – 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.

Risk to Office Staff – 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.

The following measures, in addition the entire COVID-19 Plan document, have been taken or are already in place include:

- The department is on lock down from public access other than required police business.
- Officers are working alone to the extent possible and away from the office as much as possible.
- COVID-related signage is in place for both employees and the public.
- Hand sanitizer/soap, cleaning supplies and disinfectant wipes are provided.
- Non-emergencies are handled by telephone.
- Non-essential activities continue to be halted.
- Office Staff are distanced from the public through a full glass partition and rotating shifts.
- The department's public waiting room has posted occupancy limits and all pamphlets and unnecessary furniture has been removed.
- Deliveries are handled with care utilizing PPE, and those required to enter to provide essential business services are screened.
- Public and non-public areas are cleaned regularly with special attention paid to restrooms, high touch surface areas, any shared equipment, door handles and breakrooms.

Public Works

Risk to Employees – 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.

The following measures, in addition the entire COVID-19 Plan document, have been taken or are already in place include:

- Facilities remain closed to the public.
- Deliveries are handled with care utilizing PPE, and those required to enter to provide essential business services are screened.
- COVID-related signage is in place.
- COVID-19 type PPE including vinyl and rubber gloves, safety glasses and standard masks are available and required during trash removal and public restroom cleaning.
- Hand sanitizer/soap, cleaning supplies and disinfectant wipes are provided.
- To the extent possible, employees will be assigned specific tasks/vehicles/pieces of equipment.
- Employee areas are cleaned regularly with special attention paid to restrooms, high touch surface areas, any shared equipment, door handles and breakrooms.

Water/Wastewater

Risk to Employees – 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.

The following measures, in addition the entire COVID-19 Plan document, have been taken or are already in place include:

- Facilities remain closed to the public other than restricted access to the laboratory facility.
- Deliveries are handled with care utilizing PPE, and those required to enter to provide essential business services are screened.
- COVID-related signage is in place.
- To the extent possible, employees will be assigned specific tasks/vehicles/pieces of equipment.
- Employee areas are cleaned regularly with special attention paid to restrooms, high touch surface areas, any shared equipment, door handles and breakrooms.
- 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.
- Hand sanitizer/soap, cleaning supplies and disinfectant wipes are provided.

APPENDIX A

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”). 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 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.

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 B

COVID-19 SOCIAL DISTANCING & MITIGATION MEASURES



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: COVID-19 Social Distancing & Mitigation Measures

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 COVID-19 symptoms. At least 1 of fever, uncontrolled cough, or atypical new onset of shortness of breath, or at least 2 of the following not explained by a known physical condition: loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain. If you have had contact with a person who is known or suspected to have COVID-19, immediately notify your supervisor and Human Resources. Individuals should seek medical attention and communicate with their supervisor appropriately.
- If you develop COVID-19 symptoms while at work, notify supervisor and seek medical attention.
- Immediately notify Human Resources at (231) 779-7341 or (231) 640-4697 if you test positive for COVID-19.

Social Distancing

- Face coverings must be worn when workers cannot consistently maintain 6 ft of separation from other individuals in the workplace or during in-person meetings with coworkers or the public.
- Face coverings shall be worn when entering enclosed public places while on work time.
- Face coverings shall be worn when away from your desk or outside of your office.
- Departments shall limit the number of employees in any break room or work area at one time to a level that provides at least 6 feet from others.
- Do not host or attend large group meetings in enclosed places (25+ people). Conduct meetings online or via conference call whenever possible.
- Limit vehicle occupancy to one whenever possible. If not, each occupant must wear a face covering while in the vehicle.
- Eliminate handshaking and any other close personal contact.

- Eliminate non-essential work travel.
- When working in-person with members of the public, maintain at least a 6-foot distance at all times.

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.
- 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), work surfaces and door handles with disinfectant around the facility frequently, or at least 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.
- Visitors are not allowed in employee work areas unless it is essential to work or 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 or vehicle and ensure that adequate supplies are maintained. Availability of product is beyond the city's control and may at times limit our ability to maintain supplies.

Employees should additionally make themselves familiar with key CDC & DHD 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 C

EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

1. Are you experiencing any of the following symptoms?

At least 1 of fever, uncontrolled cough, or atypical new onset of shortness of breath, or at least 2 of the following not explained by a known physical condition: loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain.

If YES to any, you are restricted from entering the building. Please seek medical attention. In order to return to work, see Appendix E, Employee Return to Work Plan

If NO, proceed to next question.

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

- Yes
 No

If YES to any, notify your supervisor and/or Human Resources. Employee should seek advice from a physician.

If NO, proceed to next question.

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

- Yes
 No

If YES, you are restricted from entering the building.

If NO, proceed to enter the building.

APPENDIX D

EMPLOYEE RETURN TO WORK PLAN

Consistent with the **MIOSHA Emergency Order** employees will only be permitted to return to work under the following circumstances.

- An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”) and they are released from any quarantine or isolation by the local public health department (local DHD #10 presently does not make these decisions).

CDC Guidelines are subject to change, however, as of the Plan date, the generally accepted guidelines for individuals who test positive for COVID-19 or who display the principal symptoms of COVID-19 is as follows:

1. 24 hours have passed since the resolution of fever without the use of fever reducing medications; *and*
2. 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; *and*
3. other symptoms have improved.

Individuals* who have been in “close contact” (being within approximately six feet for fifteen minutes) starting 2 days before onset of illness with an individual who tests positive for COVID-19 should remain in their home or place of residence until either:

- 14 days have passed since the last close contact with a COVID-19 positive individual
- OR**
- After day 10 without testing
- OR**
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

*Police, Fire, Utilities and Public Works staff shall confer with their Director and Human Resources prior to quarantining.

APPENDIX E

CORONAVIRUS DISEASE (COVID-19)
VISITOR HEALTH SCREENING

Facility: _____

Visitors Name: _____

Appointment Date: _____ Time In: _____

Are you currently experiencing any of the following symptoms:

Fever? (100.4°F or above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Uncontrolled Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical new onset of shortness of breath?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Or at least 2 of the following not explained by a known physical condition: loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain. <input type="checkbox"/> Yes <input type="checkbox"/> No		

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 2 days, have you:

Had close contact (within approximately six (6) feet for a 15 minute period of time) with an individual diagnosed with COVID-19 or displaying 1 or more principal symptoms? Yes No

Traveled via airplane internationally? 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 F
OTHER RESOURCES

Emergency Orders:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-554922--,00.html
<http://www.legislature.mi.gov/documents/2019-2020/billconcurrent/Senate/pdf/2020-SCB-1108.pdf>
https://www.michigan.gov/documents/leo/Final_MIOSHA_Rules_705164_7.pdf?utm_medium=email&utm_source=govdelivery

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 G

REMOTE WORK POLICY BY DEPARTMENT Effective November 18, 2020, Amended April 16, 2021

This policy document is subject to change, with or without notice. The City strongly encourages all employees to get their Covid-19 vaccination.

Public Meetings

All public meetings, regardless of the size of the group, must only meet electronically.

Community Development

Staff will limit/reduce our in-person time whenever possible, noting that there are tasks/responsibilities that will need to be done in-person, including supervision of staff and providing support/back-up from time to time. City also lacks necessary equipment and connections for full processing to be completed remotely.

Utilities

Employees are essential for critical infrastructure and public safety. Water staff will be distanced/split between the 8th Street and Crosby Road locations, with no split shifts. Wastewater has returned to normal shift assignment. Administrative support staff at City Hall will begin coming in every other day and may rotate weekly.

Police/Fire

Employees are essential for public safety. Front counter administrative support staff will work on a rotational basis to keep the counter open to the public. Deputy Chief will limit/reduce in-person time whenever possible, and on-duty police personnel will be working outside of the station as much as possible. Fire Department is on lockdown.

Public Works

Employees are essential for critical infrastructure and public safety. Precautions will be implemented such as requiring the department to take breaks in separate spaces, and/or stagger break times if possible. Other options may include allowing lunches to be taken in vehicles, with only one person per vehicle. During the summer 4/10 schedule, some staff will be required to work on Fridays instead of Mondays to help reduce employee contacts. Supervisory and management staff will be required to be present to provide oversight of work crews. Public Works administrative support staff who are based at the Municipal Complex will follow a similar work schedule as other administrative Municipal Complex staff.

Finance

A minimum of 2 trained front counter staff members are needed to service customer traffic and to prepare daily deposits. Employees will be on a rotational schedule to accommodate keeping the front counter open while also reducing the need for everyone to report in-person. City lacks necessary equipment and connections for payroll, accounts payable, accounts receivable and other similar functions to be performed remotely. Therefore, appropriate staff will be required to report to the office to perform these critical functions as necessary. A minimum of 1 supervisor must also be present while staff is on site. All remote staff will be responsible for checking email and voice mail and responding as appropriate during regular work hours each day they are not at the office. Additionally, all remote staff will be prepared and available to be called in to the office as needed if other staff is not available.

Clerk/HR & Administration (Dept. Heads/CM)

We will limit/reduce our in-person time whenever possible, noting that there are tasks/responsibilities that will need to be done in-person, including supervision of staff to varying degrees and providing support/back-up from time to time. City also lacks necessary equipment and connections for full HR processing to be completed remotely.

APPENDIX H

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 MIOSHA and MDHHS Emergency Orders, as well as Senate Bill 1108.
- 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 16, 2021

Marcus A. Peccia

Marcus A. Peccia, City Manager

Signature: 
Marcus Peccia (Mar 30, 2020)
Email: mpeccia@cadillac-mi.net