

City of Portage

COVID-19 Preparedness and Response Plan

Effective May 5, 2020

Updated October 26, 2020

The purpose of this plan is to provide a framework for how the City of Portage will respond to the COVID-19 pandemic and to comply with COVID-19 related state orders. This document may be revised as new guidance is issued from local, state and federal entities.

The City of Portage has classified employees into two sub-groups, critical services and non-critical services. The critical services group includes employees who are needed to perform necessary government activities that are necessary to sustain or protect life or employees who are needed to conduct minimum basic operations. The first tiered critical services groups are the Public Safety and Public Works departments. The second tiered critical services groups are Department Heads and employees who have been identified as necessary to sustain basic, minimum services. The non-critical services group is identified as employees whose main job functions can be suspended and/or re-directed, if necessary. The classification of employees is subject to change and may vary based on the season.

During an Executive Order requiring a shelter in place or stay at home mandate, the City will review the classifications of employees and have the non-critical services group and the second tiered critical services group work from home. Priority for remote access will be given to the second tiered critical services group. The non-critical services group may have their routine work suspended and be assigned new temporary job duties. The staffing levels needed are subject to review and all employee groups are eligible to be furloughed or laid-off, despite any classification status.

Engineering and Environmental Controls

The City of Portage has installed sneeze guards at all departmental counters. We have installed foot door openers on the bathroom exit doors that will allow for touchless exit of the restrooms. In bathrooms without the foot door openers, paper towel and wastebaskets are readily available for employees to use to avoid touching the door handles. We are requiring all employees to sanitize their workstations at the beginning and end of their shift. All vehicles are being disinfected after being driven, and where possible, vehicles are being assigned to directly to one driver. All high traffic areas are being frequently disinfected using EPA approved disinfectants. Tissue and no touch receptacles are available in all office areas and coughing and sneezing etiquette are being encouraged by employees and visitors to the offices. Signs encouraging proper handwashing techniques and COVID-19 prevention measures have been hung in all restrooms.

Administrative Controls

The City of Portage will continue to allow employees who are able to complete their primary job functions remotely to continue to work from home. Remote work will be reviewed periodically to determine the feasibility of expanding the program.

For employees whose jobs require them to be onsite, we are implementing screenings at the beginning of the work day. These screening include completing a questionnaire and temperature screening. If an employee's answers indicate the employee has symptoms of a respiratory illness, the employee will be sent home. Please see Appendix A for the City of Portage's employee screening questionnaire. Employees are encouraged to stay home whenever sick. Employees are permitted to take paid leave

consistent with the Families First Coronavirus Response Act, Michigan Paid Sick Leave Act and Family Medical Leave Act and city policies.

We have relocated or provided additional resources in order to avoid shared use of offices, desks, telephones and tools/equipment. We are encouraging employees who have to actively be out in the field and in the office to alternate with other employees who work closely to them to avoid having them both in the office at the same time. Employees are prohibited from using another employee's computer or phone. All employees are expected to disinfect shared work items after use. Whenever possible, meetings will be conducted virtually or within rooms large enough to allow for six (6) feet between meeting attendees. At this time, only essential business travel is permissible.

The number of employees permitted in any break room will be limited to ensure social distancing restrictions can be followed. Employees must remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six (6) 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.

All employees are expected to wear a mask or face covering while in hallways, bathrooms, breakrooms, any other general use areas within their office space and while in another employee's work space unless medically unable to do so. Masks or face coverings do not need to be worn when within one's own office or cubicle when by oneself. If another employee enters the office or cubicle, a mask or face covering is required.

The hallways and bathrooms may be marked with directional pathways that must be followed. The floors may be temporarily marked to indicate 6-foot distances for individual distancing.

The Human Resources Department will be responsible for providing education and training to all new and existing employees on the new processes related to COVID-19. The HR Department is also responsible for ensuring all employees are aware of the Employee Assistance Provider program available to them at no cost. This program provides free, confidential counseling sessions, financial assistance, legal assistance and information on additional wellness topics.

The City has taken steps to ensure that several of our services can be conducted online or via phone. There is 24-hour drop box at City Hall that allows citizens to submit payments without needing entry into City Hall. Visitors to city buildings will be required to complete a screening upon entry into the building and wear a face covering or mask while in the building. The visitor screening can be found in Appendix B.

Personal Protective Equipment

The City of Portage will have masks available to all staff members. N95 masks will be reserved for Public Safety personnel. All departmental customer counters have been retro-fitted with sneeze guards. Each lobby area shall have hand sanitizer readily available. All conference rooms will have hand sanitizer, tissues and no touch, waste receptacles. Hand soap and paper towels will be available in all restrooms. We will have gloves available for use but are encouraging proper hand washing and sanitizing over using gloves whenever possible. Disinfectant and paper towels will be in all departments to allow for regular and routine cleaning of high traffic areas.

Health Surveillance

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

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

- The employee is experiencing any of the following COVID-19 symptoms:
 - Fever
 - Shortness of breath
 - Continuous cough
 - Fatigue
 - Unexplained muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
- The employee has been exposed to a COVID-19 positive person, meaning: In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19 or who is displaying the primary symptoms of COVID-19.

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

- Immediately notify supervisor and/or Human Resources;
- Seek immediate medical care or advice and follow directions of the employee's physician; and
- Return to work only when:
 - They have not taken COVID-related medication for at least 72 hours, 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
 - They receive a negative COVID-19 test; or
 - The Kalamazoo County Health Department determines it is safe to do so.

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

- Notify all employees who may have come into close contact (being within approximately six feet for more than 15 minutes within a 24-hour period, with or without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

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

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

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

If an employee qualifies as a Confirmed Case, city supervisory staff will:

- Notify all employees who may have had close contact with the employee (*i.e.*, within approximately 6 feet for more than 15 minutes within a 24-hour period, with or without PPE or having shared any workspace, tools or equipment with that employee) in the past 14 days (while not disclosing the identity of the employee to ensure the employee's privacy);
- Ensure 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 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.

Training

The Human Resources Department and the City Manager's office will be responsible for training existing employees on the return to work procedures as they become applicable. The Human Resources Department will ensure that all existing staff members are trained on how to properly use the PPE provided by the City as well as measures they can take to reduce their exposure to COVID-19. Staff will be trained on how to notify the City of a confirmed or suspected diagnosis of COVID-19 or if they are having any symptoms potentially related to COVID-19. Training on how to report unsafe work conditions will be made available to all employees. The Human Resources Department will train all new employees on the screening procedures, available sick leaves and policies, proper PPE usage, how to report any concerns of unsafe work conditions and how to call-in if sick (due to COVID-19 or other illness).

Appendix A

Screening for Entry into City Facilities

It is the policy of the City of Portage that any Portage city officer or employee working within any city building, facility or property, or using any city vehicle must, before beginning any shift or workday, submit to a screening using the following questionnaire.

Responses must be provided for all items.

1. Does the employee have a fever of 100.0F or higher?
2. Has the employee had a fever of 100.0F or higher in the last 72 hours?
3. Does the employee have a cough or sore throat?
4. Is the employee having any difficulty breathing?
5. Does the employee have two of the following symptoms:
 - a. Fever
 - b. Shortness of breath
 - c. Continuous cough
 - d. Fatigue
 - e. Unexplained muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
6. Within the past 14 days has the employee had any contact with anyone who is known or suspected to have had COVID-19 (tested positive or displaying the primary symptoms of COVID-19)?

If an employee answers yes to questions 1-6, you must contact your department head and contact Human Resources before they may enter the premises or vehicle and before beginning work.

Appendix B

Visitor and Contractor Admission to City Facilities' Questionnaire

To keep employees and others safe during the COVID-19 public health emergency, the City of Portage implemented a policy requiring city officers and employees working at any building, facility, or property to complete a questionnaire before beginning any shift or workday. The city also requires all persons visiting for more than 15 minutes or working within any City building, facility or property to complete the same questionnaire.

Responses must be provided for all items.

1. Do you have a fever of 100.0F or higher?
2. Have you had a fever of 100.0F or higher in the last 72 hours?
3. Do you have a cough or sore throat?
4. Are you having any difficulty breathing?
5. Do you have two of the following symptoms:
 - a. Fever
 - b. Shortness of breath
 - c. Continuous cough
 - d. Fatigue
 - e. Unexplained muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
6. Have you had any contact with anyone who is known or suspected to have had COVID-19 (tested positive or displaying the primary symptoms of COVID-19)?

If you answer yes to questions 1-6, you must contact the City Manager's office at 269-329-4400, before entering the premises and before beginning work.

Appendix C

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:

1. They have not taken COVID-related medication for at least 72 hours, 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; or
3. The Kalamazoo County Health Department determines it is safe to do so.

Employees* who have been in “close contact” (being within approximately 6 feet for 15 minutes or longer within a 24-hour period) 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:

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

*The “close contact” rule does not apply to first responders (e.g., police officers, fire fighters).