

City of Lapeer COVID-19 Preparedness and Response Plan

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City of Lapeer
COVID-19 Preparedness and Response Plan
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COVID-19 Preparedness and Response Plan

INTRODUCTION

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 Lapeer, have prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as State or Local orders, or Federal guidance, related to COVID-19 are issued or amended.

I. GENERAL OVERVIEW

The following COVID-19 Preparedness and Response Plan has been established for the City of Lapeer in accordance with the requirements in the most recent Executive Order (EO) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and also in accordance with *Guidance on Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration (OSHA). Appendix A contains the list of 18 items all businesses and operations that are permitted to require their employees to leave their homes or residences for work must implement under the most recent EO.

II. BASIC INFECTION PREVENTION MEASURES

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, including upon entry. Employees will also be provided with access to face masks 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. City of Lapeer will provide tissues and trash receptacles where appropriate.

Workers are discouraged from using other workers’ phones, desks, offices or other work tools and equipment when possible. If sharing such items or spaces is necessary, then workers should wipe down any and all items and spaces prior to sharing it with another worker.

Sick Leave

Workers are encouraged to stay home if they are sick. In addition, workers are permitted to take paid leave consistent with the Families First Coronavirus Response Act and the City of Lapeer’s vacation, sick, personal and paid time off policies.

Remote Work

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

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including special attention to parts, products and shared equipment) will be performed at a minimum of once a day using products containing Environmental Protection Agency (EPA) approved

disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. When choosing cleaning chemicals, the manufacturers' instructions for use of all cleaning and disinfection products will be strictly adhered to.

Enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. The following methods will be used for enhanced cleaning and disinfection: The work area and/or vehicle will be thoroughly sanitized through deep cleaning using EPA-approved disinfectants. In some cases disinfecting fogging/bombing may occur.

Enhanced Social Distancing

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

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

III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Employee Screening Before Entering the Workplace

City of Lapeer has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and will isolate them from the remainder of the workforce. At the beginning of each day at the start of each work shift, City of Lapeer will require each employee to screen themselves for signs and symptoms of COVID-19 as required. Employees have been directed to promptly report any signs and symptoms of COVID-19 to Human Resources and their Supervisor before and during the work shift and have provided employees with instructions for how to make such a report to the employer. A sample Employee Health Screening Form is attached as Appendix B.

A health screening questionnaire should be completed by all employees before being permitted to enter the workplace and in compliance with state and local orders. Any individual taking another employee's temperature will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from entering the premises until allowed to work under the relevant executive orders or public health order, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C. A healthcare provider's note is not required to

validate an illness or to return to work (although the employee must still meet the relevant criteria to return to work).

Any falsification of the Employee Health Screening Form may result in discipline up to discharge.

Self-Monitoring for Symptoms

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

Procedures for Reporting Illness

Suspected Cases

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

- They are experiencing any of the following COVID-19 symptoms **that cannot be explained by a known medical or physical condition**:
 - Fever;
 - Shortness of breath **or difficulty breathing**; and/or
 - **Uncontrolled** cough.

OR

- They are experiencing at least two of the following symptoms that cannot be explained by a known medical or physical condition:
 - Fever;
 - Chills;
 - **Muscle aches (myalgia)**;
 - Repeated shaking with chills;
 - Severe Headache;
 - Sore Throat; and/or
 - Loss of taste or smell; and/or
 - **Diarrhea, vomiting or abdominal pain**.
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

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

- Immediately notify supervisor and Human Resource contact;
- Self-quarantine for **10** days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then the City of Lapeer 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
- Remain out of the workplace until they are cleared to return to work.

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

- Within 24 hours, notify the local health department and any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- 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 and the cleaning/disinfecting plans, and when the workplace will reopen.

Becoming Sick at Work

City of Lapeer will physically isolate any employee with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Personal Protective Equipment (PPE)

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

All types of PPE must be:

- Selected based upon the hazard to the employee.
- Properly fitted and periodically refitted, as applicable (e.g. respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.

- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

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

IV. ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls

City of Lapeer will implement the following engineering controls:

- Installing physical barriers, such as clear plastic sneeze guards.
- Installing traffic control markers (6 feet separation markers on floor if needed, roping off to discourage public entering certain areas)
- Installing door locks to manage entrance into City Hall.

Administrative Controls

City of Lapeer will review and implement necessary administrative controls as appropriate and has implemented the following administrative controls:

- Limiting customers and the public's access to the worksite and restricting access to only certain workplace areas.
- Minimize face-to-face contact by providing a drive-up drop box for the various departments, phone-based communication, tele-meetings, encouraging online, phone or drop box payments for utility bills.
- Allowing employees to not have the City Custodian clean their designated work area by placing a "Do Not Clean" sign on their office door or cubicle (employee is still responsible for cleaning their own work area).
- Allowing employees to empty their own trash.

Non-Essential Travel

All non-essential travel is discontinued until further notice.

Visitors

Nonessential visitors are prohibited from entering the premises. 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 (see Appendix D for sample form). 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.

Working with Insurance Companies and State and Local Health Agencies

City of Lapeer will work with applicable insurance companies and State and Local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

Continue to Follow Existing OSHA Standards

City of Lapeer will continue to adhere to all applicable existing OSHA standards and requirements.

Training

City of Lapeer will coordinate and provide training to employees related to COVID-19. At minimum, City of Lapeer will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The **proper** use of **PPE**, including the steps for putting it on and taking it off.
- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19.
- Steps worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow in order to prevent exposure to and spread of the virus.
- The use of personal protective equipment, including the proper steps for putting it on and taking it off.
- How to report unsafe working conditions to a supervisor.

Recordkeeping

City of Lapeer shall maintain the required recordkeeping under state executive orders.

The following records are required to be maintained:

1. Required employee training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

Workplace Coordinator

City of Lapeer has designated Supervisors at each worksite to be the Workplace Coordinator. Supervisors will be responsible for maintaining the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan.

Additional Restrictions and Policies

- Employees are required to wear a face covering when moving about City facilities and when speaking or interacting with other employees or the public. Employees are allowed to not wear their face covering when they are in their own work space (i.e. office, cubicle, etc.).
- Employees should be disinfecting their own personal work space and equipment daily.

V. EMPLOYEE CLASSIFICATIONS

OSHA has divided job tasks into four exposure levels: very high, high, medium, and lower risk. City of Lapeer has evaluated employee risk levels and has determined that we have employees in the following risk categories:

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

We will implement appropriate protections based on each job classification's risk level. See Appendix G for OSHA's classification system and How to Protect Workers at Different Classifications.

VI. EMERGENCY COMMUNICATION PLAN

City Manager, for this event is the Public Information and Communication officer and all communications will be funneled through the City Manager's office.

VII. BUSINESS CONTINUITY PLANS

The COVID-19 Workplace Coordinator Supervisor 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.

APPENDIX A
CITY OF LAPEER
SUMMARY OF EXECUTIVE ORDER 2020-97

Executive Order 2020-97 requires all businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, or any order that follows it, to, at minimum, do the following:

- Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. **By June 1, 2020, or within two weeks of resuming in-person activities**, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under your COVID-19 Preparedness and Response Plan. The supervisor **must** remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
- Provide COVID-19 training to employees that covers, at a minimum: (1) Workplace infection-control practices. (2) The proper use of personal protective equipment. (3) 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. (4) How to report unsafe working conditions.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.¹
- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (*e.g.*, police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (*e.g.*, door handles), paying special attention to parts, products, and shared equipment (*e.g.*, tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.

¹ There is often a local health department order or local executive order that has a form screening document or screening questions that your business should use to ensure compliance at all levels.

- When an employee is identified with a confirmed case of COVID-19, **within 24 hours**, notify both: (1) The local public health department, and (2) Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- 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”).
- Follow Executive Order 2020-36,² and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.
- Restrict business-related travel for employees to essential travel only.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- Promote remote work to the fullest extent possible.
- Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.³

² EO 2020-36 provides that employers are prohibited from discharging, disciplining, or otherwise retaliating against an employee from staying home when he or she is at particular risk of infecting others with COVID-19. EO 2020-36 also provides that people who test positive for COVID-19 or show the principal symptoms of COVID-19 should remain in their home until certain circumstances exist and address other return-to-work criteria.

³ Additional guidance on this requirement is expected to be forthcoming from State agencies/departments in accordance with Executive Directive No. 2020-6.



**APPENDIX B
EMPLOYEE HEALTH SCREENING**

Coronavirus Disease (COVID019)
Workplace Health Screening

Company Name: _____

Employee Name: _____ Date: _____
 _____ Time In: _____

In the past 24 hours, have you experienced?

New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OR TWO (2) or more of the following: Fever (or subjective/felt feverish) Temperature if taken: _____ <i>Fever is temperature of 100.4 °F or higher.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headaches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of taste or smell:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered “**yes**” to either of the first **three** symptoms above or “**yes**” to two (2) or more of the last six symptoms above in light gray, please do not go into work. Self-isolate at home and contact your primary care physician’s office or nearest urgent care facility for direction.

- You should isolate at home for a minimum of 10 days since symptoms first appeared **or since you were swabbed for the test that yielded a positive result.**
- **24 hours have passed since the resolution of fever without the use of fever reducing medications.**

In the past 10 days, have you:

Had close contact with an individual diagnosed with COVID-19? Yes No

If you answered “**yes**” ***please do not go into work (unless exempt or otherwise approved for work with appropriate safety precautions).*** Self-quarantine at home for **10** days since exposure **or until the individual displaying COVID-19 symptoms receives a negative COVID-19 test.**

For questions, visit <http://lapeercountyweb.org/index.php/11-departments/county-health-department/128-covid-19> or contact Lapeer County Health Department at 810-667-0448.

**APPENDIX C
CITY OF LAPEER
EMPLOYEE RETURN TO WORK PLAN**

Consistent with Executive Order 2020-36 and **2020-172**, 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 or difficulty breathing) will not be permitted to return to work **until either three milestones are reached:**

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

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 related and releases the employee to return to work in writing.

Employees* who have been in "close contact" (being within approximately six feet **for fifteen minutes or more**) 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; 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/emergency technicians); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities and **workers at adult foster care facilities as defined in MCL 400-703(4).*



VISITOR HEALTH SCREENING

Coronavirus Disease (COVID019)
Workplace Health Screening

Dept Visiting: _____

Visitor Name: _____ Date: _____
Time In: _____

In the past 24 hours, have you experienced?

New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OR TWO (2) or more of the following: Fever (or subjective/felt feverish) Temperature if taken: _____ <i>Fever is temperature of 100.4 °F or higher.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headaches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of taste or smell:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered “**yes**” to either of the first **three** symptoms above or “**yes**” to two (2) or more of the last six symptoms above in light gray, please do not go into work. Self-isolate at home and contact your primary care physician’s office or nearest urgent care facility for direction.

- You should isolate at home for a minimum of 10 days since symptoms first appeared **or since you were swabbed for the test that yielded a positive result.**
- **24 hours have passed since the resolution of fever without the use of fever reducing medications.**

In the past 10 days, have you:

Had close contact with an individual diagnosed with DCOVID-19? Yes No

If you answered “**yes**” **visitor is not permitted access to premises.** Self-quarantine at home for **10** days since exposure **or until the individual displaying COVID-19 symptoms receives a negative COVID-19 test.**

For questions, visit <http://lapeercountyweb.org/index.php/11-departments/county-health-department/128-covid-19> or contact Lapeer County Health Department at 810-667-0448.

APENDIX E
SIGNS FOR BUILDING

CITY HALL



Only Enter This Building if You:

- Are a healthy visitor
- Have an appointment
- Are a City employee

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

Payments can be made at the drop box at City Hall's back door.

To make an appointment please call
810-664-2909

**ALL DELIVERIES SHOULD BE MADE TO THE
FRONT OR BACK DOORS OF CITY HALL**

APENDIX E
SIGNS FOR BUILDING

BUILDING DEPARTMENT



Only Enter This Building if You:

- Are a healthy visitor
- Have an appointment
- Are a City employee

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

Payments can be made at the drop box at City Hall's back door.

To make an appointment please call
810-245-9621

**ALL DELIVERIES SHOULD BE
MADE TO THE FRONT DOOR**

APENDIX E
SIGNS FOR BUILDING

COMMUNITY CENTER



Only Enter This Building if You:

- Are a healthy visitor
- Have an appointment
- Are a City employee

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

Payments can be made at the drop box at City Hall's back door.

To make an appointment please call
810-664-4431

**ALL DELIVERIES SHOULD BE
MADE TO THE FRONT DOOR**

APENDIX E
SIGNS FOR BUILDING

DPW BUILDING



Only Enter This Building if You:

- Are a healthy visitor
- Have an appointment
- Are a City employee

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

Payments can be made at the drop box at City Hall's back door.

To make an appointment please call
810-667-4711

**ALL DELIVERIES SHOULD BE
MADE TO THE FRONT OR BACK DOOR**

APENDIX E
SIGNS FOR BUILDING

FIRE DEPARTMENT



Only Enter This Building if You:

- Are a healthy visitor
- Have an appointment
- Are a City employee

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

Payments can be made at the drop box at City Hall's back door.

To make an appointment please call
810-664-0833

**ALL DELIVERIES SHOULD BE
MADE TO THE FRONT DOOR**

APENDIX E
SIGNS FOR BUILDING

HOUSING DEPARTMENT



Only Enter This Building if You:

- Are a healthy visitor
- Have an appointment
- Are a City employee

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

Payments can be made at the drop box at City Hall's back door.

To make an appointment please call
810-664-0591

**ALL DELIVERIES SHOULD BE
MADE TO THE FRONT DOOR**

APENDIX E
SIGNS FOR BUILDING

POLICE DEPARTMENT



Only Enter This Building if You:

- Are a healthy visitor
- Have an appointment
- Are a City employee

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

Payments can be made at the drop box at City Hall's back door.

To make an appointment please call
810-664-0833

**ALL DELIVERIES SHOULD BE
MADE TO THE FRONT DOOR**

APENDIX E
SIGNS FOR BUILDING

WASTE WATER TREATMENT PLANT BUILDING



Only Enter This Building if You:

- Are a healthy visitor
- Have an appointment
- Are a City employee

All others:

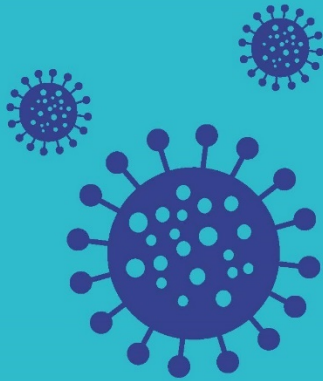
If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

Payments can be made at the drop box at City Hall's back door.

To make an appointment please call
810-664-6887

**ALL DELIVERIES SHOULD BE
MADE TO THE FRONT DOOR**



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS



RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*
If your symptoms are life-threatening, call 911.

**Free screening available for all individuals in the state of Michigan.*

For more information visit spectrumhealth.org/covid19.

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**APPENDIX F
CITY OF LAPEER
OTHER RESOURCES**

Occupational Safety and Health Administration website: www.osha.gov

Centers for Disease Control and Prevention website: www.cdc.gov

National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

Governor Whitmer's Executive Order 2020-96:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456636/EO%202020-96%20Emerg%20order%20-%20MI%20Safe%20Start%20-%20re-issue.pdf

Governor Whitmer's Executive Order 2020-97:

https://content.govdelivery.com/attachments/MIEOG/2020/05/21/file_attachments/1456637/EO%202020-97%20Emerg%20order%20-%20Workplace%20safeguards%20-%20re-issue.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/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>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

APPENDIX G
CITY OF LAPEER
OSHA GUIDANCE FOR CLASSIFICATIONS

(See OSHA Guidance on Preparing Workplaces for COVID-19, pp 20-25)

Very High Exposure Risk:

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

Workers in this category include:

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

High Exposure Risk:

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

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

Medium Exposure Risk:

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

Lower Exposure Risk (Caution):

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

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

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

Engineering Controls:

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

Administrative Controls:

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

Personal Protective Equipment:

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.⁴

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

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

Engineering Controls

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

Administrative Controls:

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (*i.e.*, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for

⁴ Michigan currently requires employers to require that employees wear face coverings when employees cannot consistently maintain six feet of separation from other individuals regardless of classification.

optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

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

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

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

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

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

Engineering Controls:

- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See "Guidelines for Environmental Infection Control in Healthcare Facilities" for more recommendations on air handling systems at: www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm
- CDC recommends that patients with known or suspected COVID-19 (i.e., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of

people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html>. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19

- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) “Biosafety in Microbiological and Biomedical Laboratories” at: https://www.cdc.gov/labs/BMBL.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fbiosafety%2Fpublications%2Findex.htm

Administrative Controls

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

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

Safe Work Practices

- Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

Personal Protective Equipment (PPE):

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

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

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

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

**APPENDIX H
CITY OF LAPEER
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

This is to certify that I have reviewed the City of Lapeer’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 #2020-42 dated Thursday, April 9, 2020 and Michigan Executive Order 2020-59 dated April 24, 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 of Lapeer’s website www.ci.lapeer.mi.us and at each City of Lapeer 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 Lapeer
Signature: _____
Name of Official: Dale Kerbyson
Title: City Manager
Date: September 10, 2020