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Human Resource Department

CITY OF DEARBORN HEIGHTS EMERGENCY RESPONSE PLAN FOR COVID-19

OVERVIEW

The City of Dearborn Heights is responsible for providing services to the residents and businesses of Dearborn Heights.

The City reserves the right to modify this plan as guidance from the Centers for Disease Control and Prevention (CDC) and other Federal and State partners develops. Emergency staffing and backfilling of existing positions will be of primary concern to provide essential and ongoing services to the public. In the event that essential services are adequately staffed, non-essential services may be staffed, to the extent possible. This plan is meant to compliment operational plans. It does not limit authority to make operational decisions as to essential or other needed functions.

The following assumptions were made in drafting this plan:

- The City of Dearborn Heights shall follow all recommendations of the CDC.
- The provisions of the City of Dearborn Heights City Charter, Administrative Policies, Collective Bargaining Agreements, Memoranda of Understanding, and Civil Service Rules must be followed to the extent possible.
- No applicable State or Federal laws dealing with personnel issues have been waived.
- City functions and services will be staffed in priority order.
- School and daycare closings may have a significant impact on workforce availability.
- Fear of infection and necessary dependent care may affect employees' attendance.
- Local governments may be required to provide additional services not currently performed such as supporting people who have been placed in isolation and quarantine due to the State of Michigan's shelter in place order.
- Employees may need personal protective equipment (PPE) to maintain critical services, which will require special policies, procedures, testing, and training.
- Assistance from outside organizations, county, state, and federal government could be limited based on needs nationwide.

This plan provides staffing strategies, tools, advice, and directives that all should follow since the Mayor declared a Local State of Emergency within the City of Dearborn Heights. This plan does not constitute an express or implied contract; instead, it provides general guidance.

BACKGROUND

Social Distancing is going to be necessary for the indefinite future. The COVID-19 virus has shown to be resilient and able to be transmitted quite easily even among asymptomatic individuals. The virus has overwhelmed our healthcare system in SE Michigan and has infected tens of thousands and killed thousands.

The state government's social distancing shutdown has lowered the curve and has allowed for the healthcare system to manage the number of new patients. As these number of newly infected in Michigan drops and deaths related to COVID-19 drop, city governments (like other areas of society) will be reopening slowly with new procedures for delivering services starting June 8, 2020. The timing and the extent to reopening of all services will depend on the health data.

Essential services have been operating throughout this crisis, including Police, Fire, Animal Control, certain Public Works operations and limited yet essential General Government operations including: Mayor's Office, Human Resources, Comptroller's Office, Treasurer's Office, Building.

PROTECTIVE SAFETY MEASURES

Public Building Closures

At this time, all municipal buildings are closed to the public. This will remain until the State of Michigan lessens the restrictions on indoor gathering sizes.

Remote Work

All employees, whose physical presence on the jobsite is not required and whose job duties reasonably allow to them telework, will work remotely until at least June 8, 2020.

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and personal leave time as set forth in collective bargaining agreements. This leave act will also apply to all First Responders.

Employee Screening

Before entering the workplace, every employee will be screened. Police and Fire personnel will continue to follow the guidelines specific for First Responders. Non-Police and Fire personnel shall complete a COVID-19 screening questionnaire. This questionnaire does require an employee to take their temperature before departing their residence to report to work. Employees who fail the screening process will be sent home and will be advised to seek medical advice.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within 6 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. The number of employees permitted in any break room or common area shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work area as much as possible. Employees whose job duties regularly require them to be within 6 feet of members of the public will be provided with appropriate personal protective equipment and/or physical barriers to lessen their level of risk exposure to COVID-19.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees should wash their hands upon entering and exiting the worksite. Employees are and will continue to be provided with access to places to frequently wash hands or to access hand sanitizer. Employees are and will continue to be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods are posted in all restrooms. Hand-shaking and other forms of physical contact are prohibited.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed on a daily basis or during periods of time in which employees are in the City offices using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the City will undertake appropriate cleaning and disinfecting measures based on consultation with an infectious disease certified organization trained in disinfecting for COVID.

City Contractors

No contractors should be allowed on City premises unless they are deemed essential to address an issue related to critical infrastructure functions until at least June 8, 2020. All contractors entering the building shall be screened prior to entering the building. There is a screening document available for every contractor to answer. A screening questionnaire should be utilized to decide if the contractor can enter the building. If a contractor presents with symptoms of COVID-19 or answers yes to any of the screening questions, they will not be allowed to work on City's premises.

Employees with Suspected or Confirmed COVID-19

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

- They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

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

- Immediately notify supervisor, Department Head and/or Human Resource Department;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, the City of Dearborn Heights will:

- Notify 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);
- 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 tested positive for COVID-19. If an employee has tested positive for COVID-19, they must:

- Immediately notify supervisor, Department Head and/or Human Resource Department about the diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, the City of Dearborn Heights will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected. If necessary, the work area may be closed until all necessary cleaning and disinfecting is completed.

TRAINING

The City of Dearborn Heights will coordinate and provide training to employees related to COVID-19. At a minimum, we will provide training as required under the State's executive orders and will include the following:

- Workplace infection-control practices;
- Symptoms of COVID-19;
- Steps the worker must take to notify the City/department 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.

RECORDKEEPING

The City of Dearborn Heights shall maintain the required recordkeeping under the 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 COORDINATORS

All worksite supervisors will implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. Supervisors will be onsite when employees are present onsite. An onsite employee may be designated to perform the supervisory role if the supervisor must leave the site.

CONTINUITY PLANS

All Department Heads will continue to forward phone lines and check voicemails regularly. Department Heads/Directors will work to cross-train employees to perform essential functions, so the City can operate even if key employees are absent. The City will identify alternate supply chains for critical goods and services in the event of future disruption and will continue to communicate important messages to employees and residents via cable television, email, phone and social media.

Although the State of Michigan lifted the shelter-in-place, there remains a need to continue social distancing. The Department of Public Works will resume normal operations on Monday, June 8. The building will remain indefinitely closed to the public. City Hall personnel will be asked to transition onsite on June 15; the date and the extent of the reopening of City Hall will depend on the executive order with regards to indoor gathering sizes. City Hall services to the community may be first opened on an appointment only basis. As many areas that are able to provide the services via phone, internet or other non face-to-face contact will continue in this manner until the time that social distancing recommendations are lifted. This can reduce the overall persons in City Hall and will support public health.

Other areas that cannot ensure social distancing and that are not essential services will not be able to fully open until the social distancing guidelines are lifted. This includes recreation centers, senior centers and the libraries.

As any service/building reopens, significant building policies must be adhered to provide public health safety to the public and our employees.

- These include limiting the number of persons in any building at a given time. The best approach for this is to not allow "walk-ins." Services should be done on an appointment-only basis when possible. A screening procedure may be required as well.
- Increased cleaning/disinfecting of buildings and offices on a daily basis or more often when public is admitted into the buildings.
- Requiring of employees to wear facemasks as well as requesting visitors to wear facemasks when in public buildings.
- Providing all employees with PPE (relative to their jobs duties and interaction) and disinfecting supplies for their work areas.
- Adjusting work schedules to reduce the number of people in office wherever possible (using work from home options as much as possible and only having workers on site whenever absolutely needed). Fewer employees on site will reduce the number of possible people catching/transmitting the virus.
- Modifying these restrictions with the best guidance by the experts at the state and other levels of government.

As long as necessary services are delivered, it makes more sense to have employees fulfilling these services to work from home as a long as possible or until the public health crisis is eliminated.

OTHER RESOURCES

Governor Whitmer's Executive Orders:

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

FAQs from Governor Whitmer on Executive Order 2020-42:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

Extension of Governor Whitmer's Order to Shelter-In-Place dated 04/24/2020:

https://www.michigan.gov/som/0,4669,7-192-29701_74909_74922-526896--,00.html

CDC Guidance:

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

CDC Hand Washing 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>

FFCRA Poster for Employees:

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

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