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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 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 that 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 in 2020. This plan does not constitute an express or implied contract; instead, it provides general guidance.

BACKGROUND

Gov. Whitmer announced updates to the Michigan Occupational Safety and Health Administration (MIOSHA) emergency rules. These rules reflect recent guidance from the U.S. Centers for Disease Control and Prevention (CDC) and the Michigan Department of Health and Human Services (MDHHS), which will take effect May 24, 2021 and expire on October 14.

PROTECTIVE SAFETY 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 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. Please refrain from hand-shaking and other forms of physical contact.

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.

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.

Public Screening

Before entering any municipal building, residents, patrons, contractors, and other members of the public will be screened.

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.

Sick Leave

Employees are permitted to take paid leave consistent with the sick time policy and personal leave time as set forth in collective bargaining agreements. On April 1, 2021, employees were given 80 hours of “COVID time” to be used when one must be quarantined or has COVID-19. This bank of time has no cash value and will not be rolled into any other sick or PTO bank. It will expire on September 30, 2021.

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 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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 10 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 while not disclosing the identity of the employee to ensure the individual’s privacy;
- Ensure that the employee’s work area is thoroughly cleaned.

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 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.

Closed Contacts

- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.
- People who have been in close contact with someone who has COVID-19 are required to quarantine if they have not been fully vaccinated against the disease. If they show no symptoms within the first 10 days of the quarantine, they may return to the worksite while continuing to monitor symptoms for four more days.

Remote Work

Employees, whose physical presence on the jobsite is not required and whose job duties reasonably allow to them telework, may work remotely during a quarantine period. This would require approval from the Director/Department Head/Deputy.

Face Coverings

- Employees should continue to wear face coverings when employees cannot consistently maintain 6 feet of separation from other individuals indoors in the workplace.
- Masking is required in all common areas.

TRAINING

The City of Dearborn Heights provided training to employees related to COVID-19 and will continue to provide training to new employees or to address any new procedures. At a minimum, we provide training as required under the State's executive orders and it includes 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. Any concerns related to this plan or any other COVID-related questions can be addressed by Human Resource Director Elisabeth Sobota-Perry (313-791-3420).

OTHER RESOURCES

Governor Whitmer's Executive Orders:

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

MIOsha COVID-19 Workplace Rules:

<https://www.michigan.gov/leo/0,5863,7-336-100207---,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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