



City of Ionia
COVID-19 Preparedness and Response Plan

Date Implemented: March 2, 2021

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Introduction and Purpose

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, the City of Ionia has 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 related to COVID-19 are issued or amended. This plan is available on the City website.

Planning Considerations

The COVID-19 pandemic is a fluid, rapidly evolving public health event. Guidance is continually updated as the pandemic response evolves or as state or local orders related to COVID-19 are issued or amended. Additional considerations may be needed throughout this plan as COVID-19 outbreak conditions change and as new information is learned. This plan will be updated as needed to reflect these changes.

Throughout the development of the plan the City has considered how best to decrease the spread of COVID-19 and lower the impact across City departments. This includes identifying and conducting mitigation activities to:

- prevent and reduce transmission among employees,
- maintain healthy operations to best serve our community, and
- maintain a healthy work environment.

The City recognizes that the risk of exposure to the virus that causes COVID-19 during an outbreak varies from employee classifications. OSHA has developed the following Occupational Risk Pyramid for COVID-19:



Risk	Description
Very High	Health care and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of individuals known to have, or suspected of having, COVID-19 at the time of death.
High	Health care delivery and support, medical transport, and mortuary workers exposed to confirmed or suspected COVID-19 patients or bodies of individuals known to have, or suspected of having, COVID-19 at the time of death.
Medium	Individuals who may have contact with the general public, including anyone employed in schools, high-population/density work environments and some high-volume retail settings. This category also includes workers returning from locations with widespread COVID-19 transmission.
Low Risk (Caution)	Individuals who have minimal occupational contact with the public and other co-workers.

Most City employees reflect the majority of workers in the United States and are classified in the two lowest risk categories. The risk classifications are considered when determining appropriate precautions, procedures, protocols and policies to implement workplace controls.

Workplace Controls

City employees are strongly encouraged to take one of the available COVID-19 vaccines as they become eligible to do so. Currently, the use of non-pharmaceutical interventions (ex., social distancing) are one of the few other tools public health practitioners have to reduce the amount of morbidity and mortality. As businesses, recreational activities, or social events begin to resume activity during the COVID-19 pandemic, it’s critical for our City departments to have guidance and recommendations on how to do so as safely as possible.

Using the modified hierarchy of controls, COVID-19 mitigation measures can be used to control and prevent the spread of COVID-19 in our work environments as follows:

A. Safe Work Practices	Safe work practices provide procedures and resources that promote enhanced hygiene and social distancing to reduce the duration, frequency or intensity of exposure to a hazard.
B. Engineering/ Facilities and Equipment	Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.
C. Administrative Controls	Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.
D. Personal Protective Equipment (PPE)	PPE is protective items worn to help prevent against exposures. The types of PPE worn may vary based on the task. Examples of PPE include: face masks, gloves, goggles, and face shields as appropriate for the activity being performed by the employee.

These controls are further defined below as a reference for City departments as they prepare to implement changes and return to the “new normal”.

Regardless of a department’s specific considerations, there are general measures that can be taken to mitigate the risk of infection to protect individuals:

- Use of face coverings (e.g., masks, face shields).
- Incorporating engineering controls such as physical barriers where possible.
- Reconfiguring space to enable people to be located apart (ideally, at least 6 feet).
- Promoting remote work when feasible.
- Supporting and enabling employees to remain at home if they are unwell or have been in close contact with someone who is sick with COVID-19 related symptoms.

A. Safe Work Practices

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 and/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 discouraged to ensure good hand hygiene.

Social Distancing:

Employee Interaction:

Each manager will need to establish policies for social distancing in the workplace. Identify areas in your facility and/or department where employees and the public may be in close contact with one another. Ensure the following signage has been placed in public and work spaces promoting social distancing, attached Appendix A.

- Social Distancing Facility Poster
- Social Distancing Workplace Poster
- Face Mask Required Poster (place in appropriate areas)
- Wash Your Hands Poster (place on mirrors in restrooms)

Each department is encouraged to find what works best for them to manage staff and operations utilizing the following guidelines:

- Departments/Office Implement Social Distancing Measures:
 - Stagger work schedules (if possible).
 - Work remotely when feasible.
 - Assign a dedicated entry point(s) for all employees if not already in place.
 - Direct employees to work in a way so as to reasonably avoid coming within 6 feet of each other.
 - Discourage handshakes.
 - Where possible, avoid sharing offices, desks and telephones. If required, after each shift, clean shared items before other or the next shift reports to work.
 - If job duties regularly require employees to be within 6 feet of each other or members of the public, employees shall wear mask and/or other PPE provided to them, including a face shield if needed.
- Decrease Social Contacts in the Workplace
 - Limit in-person meetings: Encourage conference calls, zoom meetings.
 - Limit number of employees permitted in break rooms or lunch rooms.
 - Limit large gatherings.
 - Limit non-essential work travel.

Public Interaction:

- Utilize spacing tools for public counters such as placing signage or tape on the floor to keep people adequately spaced.
- Install physical barriers, such as clear plastic safety shields as additional protection if needed.
- Reconfigure floor space to increase physical space between people (e.g. reduce the amount of chairs in the waiting areas, strategically place tables apart from, etc.).
- Identify alternate methods to provide services to the public when feasible. Determine which options best apply to your department:
 - Deliver products/services through curbside pick-up or mail delivery to prevent patrons from entering your facility. Including options alternative payments (e.g., online, over the phone, drop box, etc.).
 - Deliver services remotely (e.g. phone, video, or web).
 - Provide services by appointment only to control how many people enter.
- Use videoconferencing or teleconferencing when possible for in-person site visits or meetings with the public.

B. Engineering/Facilities and Equipment

Each manager shall evaluate his/her work location to determine where improvements could be made to allow for barriers to be created or installed to maintain social distancing. Establish practices for maintaining environmental strategies in the workplace utilizing the following guidelines:

Enhanced Cleaning and Disinfecting:

Increased cleaning and disinfecting of surfaces, equipment, vehicles and other elements of the work environment will be performed regularly using products containing EPA-approved disinfectants.

Custodial staff and/or employees shall clean high touch surface routinely. High touch surfaces include: tables, doorknobs, light switches, countertops, handles desks, phones, keyboards, toilets, faucets, sinks, etc. Each facility/department to develop routine schedule. Employees will be provided with access to cleaning supplies so that any commonly used surfaces can be wiped down before each use.

How to Clean and Disinfect:

- Frequently touched surfaces shall be cleaned with soap and water.
- Then disinfected with spray or wipes. [EPA-registered household disinfectant](#)
- Employee and custodial staff to follow: [CDC Guidelines to Cleaning and Disinfecting Facilities](#)

Protocol for Cleaning and Disinfecting Facilities and Workspaces				
Level	Notification	Actions		Timing
<u>No Risk</u> : No Identifiable Exposure	None	<ul style="list-style-type: none"> Normal daily cleaning; including increased cleaning on high touch surfaces. Increased individual workstation cleaning. 	Employees & custodial staff	Daily
<u>Low Risk</u> : Secondary Exposure (Employee was exposed to someone who was exposed to someone with COVID-19)	Dept. Head City Manager	<ul style="list-style-type: none"> Disinfect all work areas that the employee may have touched. Disinfect all high touched areas employee may have touched. 	Employees & custodial staff	Immediate
<u>Medium Risk</u> : Direct Exposure (Employee was exposed to someone with a confirmed diagnosis of COVID-19)	Dept. Head City Manger Public Health	<ul style="list-style-type: none"> Close off area(s) where employee has been working. Disinfect all work areas that the employee may have touched. Disinfect all high touched areas employee may have touched. 	Custodial staff and/or 3 rd party	Immediate
<u>High Risk</u> : Confirmed Employee(Confirmation that employee has been diagnosed with COVID-19)	Dept. Head City Manager Public Health	<ul style="list-style-type: none"> Close off area(s) where employee has been working for 24 hours. If feasible, before disinfecting. Disinfect all work areas that the employee may have touched. Disinfect all high touched areas employee may have touched. 	Custodial staff and/or 3 rd party	Delayed 24Hours
Proper PPE to worn and disposed properly when cleaning and disinfecting the workplace.				

Tools and Equipment:

The sharing of tools and equipment among employees shall be limited; should any sharing of tools be required, frequent and thorough cleaning of the tool or equipment shall be performed. Disinfectant wipes and other disinfecting products will be provided for this purpose. When feasible, prevent employees from driving together in the same vehicle. If work vehicles are shared by multiple people, assign each staff member to the same vehicle for tracking purposes in case you need to notify other staff of a possible exposure. Frequent and thorough cleaning of the tool or equipment shall be performed.

Building/Workspace Adjustments:

- Ensure proper signage has been placed where it will be seen notifying visitors that face covering must be worn and that visitors will be screened prior to entering the building.
- Post other signage when necessary providing additional information such as drop box, contact information, scheduling if altered, etc.
- Place hand sanitizers in common employee and public areas.

- Remove all magazines, books, newspapers or other unnecessary papers from public areas.
- Utilize spacing tools for public entrances and counters, such as placing signage or tape on the floor to keep people adequately spaced.
- Install physical barriers, such as clear plastic safety shields as additional protection if needed between employees and/or the public.
- Reconfigure floor space to increase physical space between people (e.g. reduce the amount of chairs in the waiting areas, strategically place tables apart, etc.).
- Increase the percentage of outdoor air that circulates into the facility.
- Identify bathrooms for public use and bathrooms for employee use.
- Turn off public water fountains.

Controls for Interacting with Visitors:

- Any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.
- Signs must be posted at entrance to all buildings instructing all visitors not to enter if they are sick or have recently been sick. Appendix A, Public Notice to Visitors.
- If a visitor presents with symptoms of COVID-19 do not allow them into the building, and provide visitor handout regarding what to do if you might have COVID-19, Appendix A, What to do if you are sick fact sheet.
- Follow public interaction guidelines under Social Distancing in the above section.

C. Administrative Controls

Each department is unique in how it operates and will have unique policies and procedures in place for its area. Each manager needs to reduce or minimize exposure during the pandemic. Identify how you may need to shift and adapt current practices to allow for changing state and local requirements, laws, and orders using the following guidelines:

Workplace Communications and Training:

- Communicate regularly with employees and the public regarding the status of your operations as well as any changes to policies, procedures or new requirements.
- Identify a workplace coordinator to be responsible for COVID-19 related issues and the impact at the workplace. This coordinator should be in communication with human resources director and public health officer.
- Educate and train employees about the importance of taking healthy precautions to protect themselves and others from the spread of germs. Review the City of Ionia COVID-19 Preparedness and Response plan with all employees. Appendix A provides links to videos, handouts and posters to help further train employees. Managers must provide training and resources covering the following:
 - Workplace infection-control practices.
 - Proper use of personal protective equipment.
 - Steps employees must take to notify the City of any symptoms or suspected or confirmed diagnosis of COVID-19.
 - How to report unsafe conditions

- Educate employees about the importance of staying home while sick with any illness. Communicate to employees that they will not be allowed in the facility if they are sick.
- All employees whose job duties reasonably allow to them telework, may work remotely with supervisor approval.
- Review all training material with employee. Employee and Supervisor must sign training log and HR provided a copy, Appendix B.

Health Monitoring:

Employees must self-monitor and track their own health by keeping a daily log of symptoms and temperature so they can identify any changes in their health in a timely manner. Instruct employees to monitor and record their health prior to coming to work and if they are symptomatic to stay home and seek medical care if needed. Employees shall be trained on the self-monitoring protocol and sign the Employee/Volunteer Self-Monitoring Protocol and Agreement Form. Agreements shall be sent to HR for recordkeeping, Appendix C.

If an employee develops any signs or symptoms of COVID-19 during the work shift, he or she must promptly report to their supervisor and the city manager.

Employees with Suspected COVID -19 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:
 - Shortness of breath; and/or
 - Continuous cough.

Or

- They are experiencing at least two of the following symptoms:
 - Fever (100.4° or above);
 - Chills;
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat; and/or
 - New loss of taste or smell
- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited multiple symptoms of COVID-19; or
 - In the last 10 days, the employee came in close contact (being within approximately six (6) feet for a prolonged period of time without PPE) 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:

- Stay home and separate self from others;
- Immediately notify supervisor, Human Resources and public health;

- Self-quarantine for 10 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then City 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 10 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 utilizing cleaning and disinfecting protocols outlined above.

Employees with Confirmed COVID-19 Cases:

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 10 days and 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 city manager 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 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 10 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 utilizing cleaning and disinfecting protocols outlined above;
- Communicate with employees about the presence of a confirmed case and the cleaning/disinfecting plans and when the workplace will reopen.

Sick Leave:

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act (expired December 30, 2020 unless otherwise extended) and Ionia City's applicable benefit policies and directive issued under the COVID-19 emergency. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Managing Employees' Anxiety about Returning to the Workplace:

Employees may have anxiety about returning to the workplace and/or working with the public. Below are tips to for adjusting back into the workplace:

- Do everything you can to protect yourself from getting sick. Taking the following steps may help you feel more in control, while also helping to prevent the spread of infection:
 - Wash your hands frequently with warm, soapy water for at least **20 seconds**. Our facilities have ample locations to wash your hands throughout the workday.
 - Wear a face mask or coverings (if you don't have one ask a supervisor for one).
 - Avoid touching your face, eyes and mouth.
 - Stay 6 feet away from others when possible.
 - Clean frequently touched surfaces. Custodial staff is also conducting increased cleaning and disinfecting.
 - Stay home when you are sick or not feeling well. Utilize your employer provided leave time unless you qualify for leave time under the Family First Coronavirus Response Act.
- Use resources available to help you cope with the changes and emotions.
 - EAP Provider: Employee Assistance Center (EAC) offers telephonic and video appointments for all EAP Services. Employees can call (616) 458-8540 for assistance.
 - BCBS: Employees covered under the City's health care plans can access counseling services as part of their regular benefits.
- Make sure you are getting a good night's sleep. While this may seem simple, getting enough sleep can make an incredible difference in our mood and amount of anxiety we have during the day.
- Remember it is okay and normal to feel anxious. There is nothing wrong with feeling anxious about change and uncertainty and there are others with these feelings.

D. Personal Protective Equipment (PPE)

While engineering, administrative controls and safe work practices are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies, such as practicing good hygiene, maintaining social/physical distance of 6 feet and staying home when you are sick.

The City will make available PPE such as face masks, gloves, goggles, and face shields as appropriate for the activity being performed by the employee. Any employee able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in an enclosed public space.

There are many types of masks and face coverings. For this pandemic, medical masks (N95 particulate filtering respirators, surgical masks, etc.) should only be worn by healthcare personnel and first responders.

Employees will be required to wear masks in any enclosed public space and if job duties regularly require employees to be within 6 feet of each other or members of the public when other physical barriers are not available or present.

Non-medical grade washable cloth masks are available upon request. Cloth face coverings prevent those wearing a mask from spreading respiratory droplets when talking, sneezing, or coughing.

All employees and worksite visitors, including the public and anyone entering the building must follow face covering etiquette:

- Worn when in public spaces including building entrance, hallways, elevators and public restrooms
- Worn in shared spaces, including during in-person meetings if employees and/or visitors cannot consistently maintain six feet of separation from other individuals.

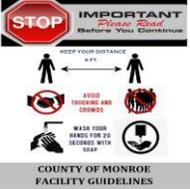
Business Continuity Plans

Each separate City facility where on-site operations continue will designate a COVID-19 Workplace Coordinator. The COVID-19 Workplace Coordinator 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) maintain records of employee training, self-monitoring agreements and employees identified with confirmed COVID-19 cases,(3) identify alternate supply chains for critical goods and services in the event of disruption; and (4) develop an emergency communication plan to communicate important messages to employees and constituents.

APPENDIX A

Training Resources and Quick Links

Posters/Signs

Title (contact City Manager's office for copies)	Description
<p>Public Notice for Visitors</p>  <p>The sign features a red 'STOP' sign and the text: 'IMPORTANT Please Stop Before You Continue. ATTENTION PUBLIC NOTICE FOR ALL VISITORS. If you are, sick or have been sick in the last 24 hours, DO NOT ENTER THE BUILDING. Symptoms may include: • Discharge of mucus, • Fever (100.4° or above), • Cough, respiratory distress, body aches, muscle pain, headache, sore throat and/or loss of taste or smell. Visitors that exhibit these symptoms DO NOT enter the building. Request us by our website: www.co.monroe.la.us by phone: 224-'. It also includes a small 'STOP' sign icon.</p>	<p>Post at entrance(s) of facilities. Visitors not to enter if they are sick or have been sick in the last 24 hours. Signs to be updated with each facilities information.</p>
<p>Facility Social Distance</p>  <p>The sign features a red 'STOP' sign and the text: 'IMPORTANT Please Stop Before You Continue. KEEP YOUR DISTANCE 6 FT. AVOID TOUCHING AND CROWDS. WASH YOUR HANDS FOR 20 SECONDS WITH SOAP. COUNTY OF MONROE FACILITY GUIDELINES'. It includes icons for social distancing, avoiding crowds, and handwashing.</p>	<p>Post in public areas of the building.</p>
<p>Workplace Social Distance</p>  <p>The sign is titled 'HOW TO DO SOCIAL DISTANCING IN THE WORKPLACE' and contains six panels: 'NO HANDSHAKES', 'KEEP YOUR DISTANCE 6 FEET', 'WORK REMOTELY', 'AVOID CROWDS', 'WHEN SICK STAY HOME', and 'WASH YOUR HANDS'. It includes icons for each action.</p>	<p>Post in employee workplace areas.</p>
<p>Face Covering Requirement</p>  <p>The sign features a red 'STOP' sign and the text: 'ATTENTION! IN ACCORDANCE WITH EXECUTIVE ORDER 2020-09 THIS AREA HAS BEEN DESIGNATED AN "ENCLOSED PUBLIC SPACE". VISITORS AND EMPLOYEES IN THIS AREA MUST WEAR A FACE COVERING AND MAINTAIN SOCIAL DISTANCING.' It includes an icon of a person wearing a face mask.</p>	<p>Post in enclosed public spaces and/or where social distancing cannot be maintained.</p>

Wash Your Hands



Post in employee and public restrooms.

Handouts

Title (contact City Manager’s office for copies)	Description
<p>Symptoms of Coronavirus</p> 	<p>Know the symptoms of COVID-19, which can include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.</p>
<p>What you should know about COVID-19 to protect yourself and others</p> 	<p>Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. Learn ways you can protect yourself and others from COVID-19.</p>
<p>What to do if you are sick</p> 	<p>If you are sick with coronavirus disease 2019, or suspected of being infected with it, follow the steps in this fact sheet to help prevent spreading it to people in your home.</p>
<p>Important information about your cloth face coverings</p> 	<p>Learn general recommendations for the use of face cloth coverings and how face cloth coverings are different from other mask types.</p>

Videos

<u>Title</u> (contact City Manager's office for copies)	<u>Description</u>
How to wash your hands 	Hand-washing steps using the WHO technique
Wearing a mask for COVID-19 	Doctor explains what you need to know about wearing a mask for COVID-19

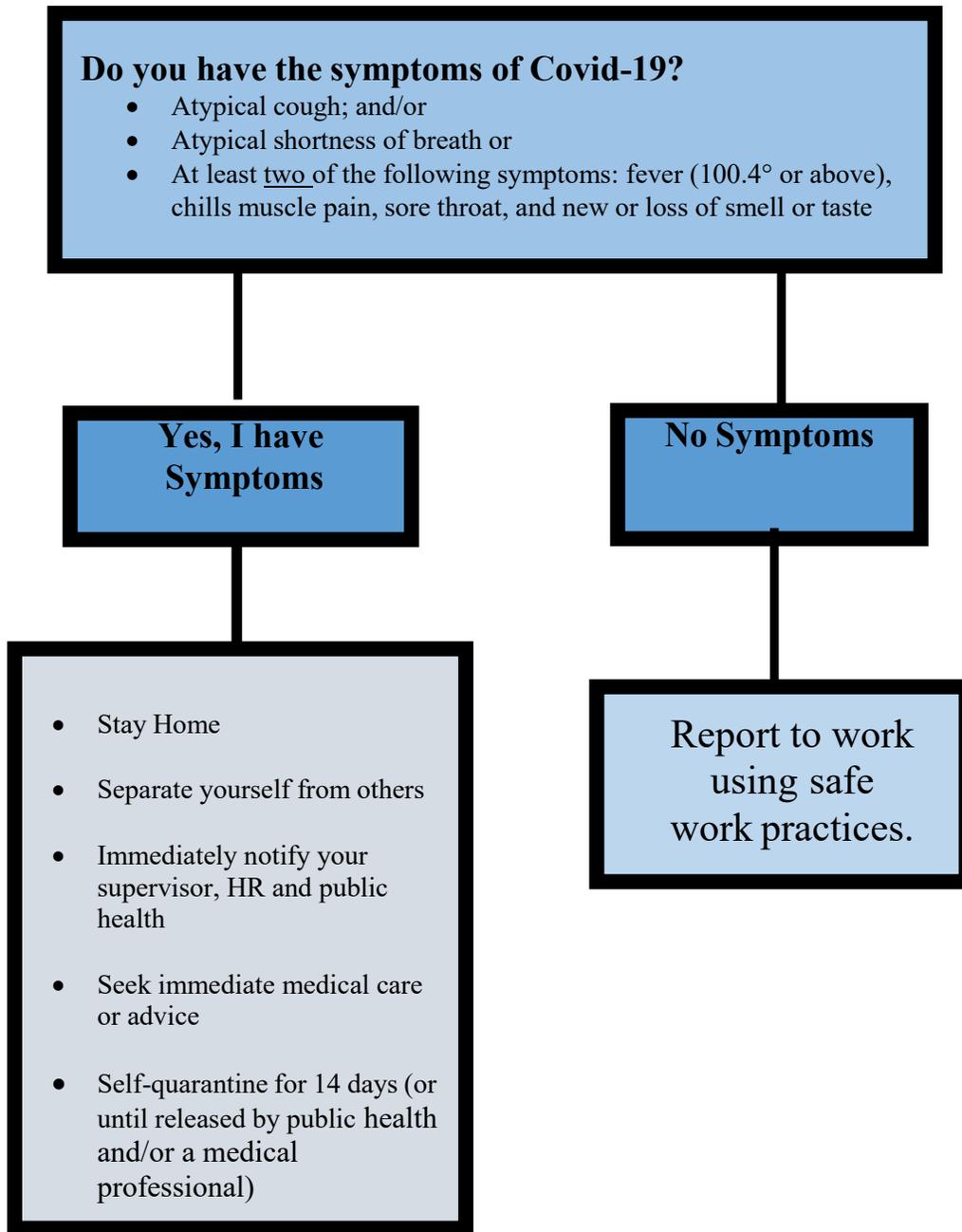
Quick Links

<u>Title</u>	<u>Link</u>
Michigan Department of Health & Human Services	https://www.michigan.gov/mdhhs/
Michigan Coronavirus	https://www.michigan.gov/coronavirus/
Helpful CDC Guidance	https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
Employee Assistance Program	https://harbor.org/services/employee-assistance-program
Blue Cross Blue Shield Telehealth	https://www.bcbsm.com/content/dam/microsites/som/24-7-online-health-care.pdf
Ionia County Public Health	https://ioniacounty.org/health/health-department/

APPENDIX C

Employee/Volunteer Self-Monitoring Protocol

Employees must self-monitor and track their own health by keeping a daily log of symptoms and temperature so they can identify any changes in their health in a timely manner. It is important to check your health each day during outbreak. Each day prior to reporting to work follow the steps below and use the log provided to record your health.



Employee Self-Monitoring Symptom and Temperature Log

Month: _____

Employee: _____

Date	Symptoms	Temperature
_____	<input type="checkbox"/> No Symptoms <input type="checkbox"/> Atypical Cough <input type="checkbox"/> Atypical Shortness of breath <input type="checkbox"/> Muscle Pain <input type="checkbox"/> Sore Throat <input type="checkbox"/> Chills/Repeated Shaking <input type="checkbox"/> Headache <input type="checkbox"/> New or loss of taste or smell	<hr style="border: 1px solid black;"/> Fever? 100.4° or above
_____	<input type="checkbox"/> No Symptoms <input type="checkbox"/> Atypical Cough <input type="checkbox"/> Atypical Shortness of breath <input type="checkbox"/> Muscle Pain <input type="checkbox"/> Sore Throat <input type="checkbox"/> Chills/Repeated Shaking <input type="checkbox"/> Headache <input type="checkbox"/> New or loss of taste or smell	<hr style="border: 1px solid black;"/> Fever? 100.4° or above
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Date	Symptoms	Temperature
_____	<input type="checkbox"/> No Symptoms <input type="checkbox"/> Atypical Cough <input type="checkbox"/> Atypical Shortness of breath <input type="checkbox"/> Muscle Pain <input type="checkbox"/> Sore Throat <input type="checkbox"/> Chills/Repeated Shaking <input type="checkbox"/> Headache <input type="checkbox"/> New or loss of taste or smell	<hr/> Fever? 100.4° or above
_____	<input type="checkbox"/> No Symptoms <input type="checkbox"/> Atypical Cough <input type="checkbox"/> Atypical Shortness of breath <input type="checkbox"/> Muscle Pain <input type="checkbox"/> Sore Throat <input type="checkbox"/> Chills/Repeated Shaking <input type="checkbox"/> Headache <input type="checkbox"/> New or loss of taste or smell	<hr/> Fever? 100.4° or above
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City of IONIA
Employee/Volunteer Self-Monitoring Protocol and Agreement
For Coronavirus 19 (COVID-19)

Due to the Coronavirus 19 (COVID-19) outbreak, **the City of Ionia has adopted a COVID-19 Preparedness and Response Plan which includes procedures to prevent workers from entering City facilities if they display symptoms of COVID-19 or have had contact with a person who is known or suspected to have COVID-19.**

All Ionia City employees and volunteers who report to work are required to self-monitor on a daily basis.

Employees will be considered to have a Suspected Case of COVID-19 if they are experiencing any of the following COVID -19 symptoms including:

- Atypical cough; and/or
- Atypical shortness of breath

Or

- At least two of the following symptoms: fever (100.4° or above), chills, muscle pain, sore throat, and new loss of smell or taste.

Or

- 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 (within approximately six (6) feet for a prolonged period of time) 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 shall not report to work and must:

- Stay Home
- Separate yourself from others
- Immediately notify your supervisor, HR and public health
- Seek immediate medical care or advice
- Self-quarantine for 14 days (or until released by public health and/or a medical professional)

I have read and understand the Ionia City Employee/Volunteer Self-Monitoring Protocol above and agree to monitor my symptoms daily before reporting to work. By reporting to work, I certify that I have no COVID-19 symptoms and do not qualify as a suspected case.

Signature

Date

Employee Name: _____ Department: _____



Coronavirus Disease (COVID-19)
Employee Health Screening

City Department/Office: _____

Employee Name: _____ Date/Time: _____

In the past 24 hours, have you experienced any of the following symptoms:

Atypical Cough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Atypical Shortness of Breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Or at least <u>two</u> of the following:		
• Fever?(100°F or above) _____ Current Temp	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Chills/Repeated Shaking	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Muscle Pain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Sore Throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• New or Loss of taste or smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer "yes" to any of the symptoms listed above please do not go into work. Self-isolate at home and contact your primary care physician's office for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 10 days have you:

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19? Yes No

Traveled via airplane internationally or on a cruise ship? Yes No

If you answer "yes" to either of these questions, please do not go into work. Self-quarantine at home for 10 days.

APPENDIX D

Employee Return to Work Plan

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 either:

1. Both 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.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) 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); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX E
Certification by Responsible City Official

CITY OF IONIA, MICHIGAN

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Certification by Responsible City Official

This is to certify that I have reviewed the City of Ionia COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Emergency Rules issued by the Michigan Occupational Safety and Health Administration and the Emergency Order issued by the Michigan Department of Health and Services.
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 Ionia, Michigan website www.cityofionia.org 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.

City of Ionia, Michigan

Signature: _____

Name of Official: Precia Garland

Title: City Manager

Date: _____