



# GARDEN CITY COVID-19 PANDEMIC PREPAREDNESS AND RESPONSE PLAN

**THE CITY OF GARDEN CITY, MICHIGAN,** has prepared the plan in order to minimize and/or eliminate employee and resident exposure to the COVID-19 virus. This document may be changed and/or modified as needed and as new regulations and protocols are released.

## I. Introduction

COVID-19 has made a huge impact on our community. The City of Garden City's COVID-19 Preparedness and Response Plan has been established for the City of Garden City, in accordance with MIOSHA Emergency Rules for Coronavirus Disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2. This document may be changed and/or modified as needed and as new regulations and protocols are released.

## II. Protective Safety Measures

### A. Screening

Staff should not enter any shared workspace without a face mask. Masks are available in all Departments

Staff are responsible for self-screening and must not report to work if they:

- Feel ill with COVID-19 symptoms
- Have a temperature of over 100.3°F
- Have been exposed to someone diagnosed with COVID-19 in the last 14 days

### B. Sick Leave

1. Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act to the extent that such leave has not already been exhausted and with certain exceptions

2. Employees may also take any time in their leave banks

3. Employees who appear to be sick may be separated from other employees and sent home

### C. Remote Work

Employees who are not essential to operations, and whose job duties reasonably allow them to telework, will work remotely until otherwise determined by the City Manager.

### D. Personal Protection Equipment

- PPE will be available to all staff
- Training will be given to staff as needed for proper use of PPE and signage will be posted in common areas to display proper usage
- Clear partitions have been installed for all areas that work face-to-face with the public
- Employees will be classified as High, Medium, or Low exposure risk and will be given training and PPE accordingly

E. Physical Distancing

- Employees have been directed to perform their work in such a way that will support social distancing
- Employees should remain in their assigned work area as much as possible
- Employees whose job duties regularly require them to be within six (6) feet of members of the public will be provided with appropriate personal protective equipment and/or physical barriers commensurate with their level of risk of exposure to COVID-19

F. Elevated Hygiene

- Employees will be instructed and expected to wash their hands frequently, to cover their coughs and sneezes, and to avoid touching their face
- Employees are provided access to wash their hands or to hand sanitizer
- Signage for proper handwashing will be displayed in all restrooms

G. Cleaning and Disinfecting

Increased cleaning and disinfecting for surfaces, equipment, and other elements of the workplace will be performed regularly

1. Employees are provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use
2. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19:
  - a) The area used by the sick employee will be temporarily closed off until properly disinfected
  - b) Custodial staff will clean and disinfect all areas used by the sick employee following current CDC Guidelines for Cleaning and Disinfecting Facilities

### III. Addressing Suspected or Confirmed COVID-19 Cases

A. 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:

- Fever of 100.4°F or higher
- Shortness of breath; and/or
- Continuous cough

They have been exposed to a COVID-19 positive person

- A family member or someone they share living quarters with has either tested positive or exhibited symptoms of COVID-19 or:
- In the last 10 days, the employee was in close contact for 15 minutes or more with someone who has tested positive for COVID-19

If an employee believes that they qualify as a suspected case, as described above, they must:

1. Immediately notify their Supervisor
2. Self-quarantine from the date of exposure:
  - a) Quarantine can end after Day 10 without testing and if no symptoms have been reported during daily monitoring; OR
  - b) Quarantine can end after Day 7 if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring. The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation; OR
  - c) Quarantine can end after 10 days without testing and if no symptoms have been reported during daily monitoring
3. Seek medical care or advice
4. If an employee qualifies as a suspected case, then the City will:
  - a) Notify all employees who may have come into **close** contact-being within six feet for 15 minutes or more, without PPE, within the past 14 days. The identity of the employee will not be disclosed
  - b) The employee's work area will be cleaned/disinfected per guidelines

#### B. Confirmed Cases

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

If an employee believes that they qualify as a confirmed case they must:

- Immediately notify their Supervisor and/or Human Resources of their diagnosis; and
- Remain out of the workplace until they are cleared to return to work (following CDC guidelines)

If an employee qualifies as a confirmed case, the City will:

- Notify all employees who may have come into close contact with the employee. The employee's identity will not be disclosed
- Ensure that the entire affected area is thoroughly cleaned and disinfected
- If necessary, close the work area until all necessary cleaning and disinfecting has been completed

Post-Quarantine Employees diagnosed with a positive COVID-19 test will be permitted to return to work if:

- At least 10 days have passed after symptom onset; and

- Resolution of fever for at least 24 hours, without the use of fever-reducing medication; and
- With improvement of other symptoms

## IV. Public Spaces

### A. City Hall (Mayor’s Office, City Manager, Treasurer, City Clerk, and Building Department)

- City Hall will continue to operate normally unless Executive Orders dictate otherwise. All employees are expected to report to work
- Employees are directed to maintain elevated cleaning and hygiene protocols
- Plexiglas has been installed in every service window
- Residents are required to wear masks, signage to this effect is posted throughout the building
- Barriers and floor stickers are placed to encourage physical distancing of six (6) feet
- Residents are encouraged to use the drop box for communications and bill payments
- The City Website encourages residents to conduct business online or over the phone when possible – details and contact information are listed on the website.
- In-person work and meetings require physical distancing of six (6) feet or more with the additional requirement of face masks if physical distancing cannot be met
- Specific cleaning/disinfecting requests to be made via the *Cleaning Crew-Request for Service Form*, which is to be completed by the Department Head or their Seconds, and forwarded to the Custodial Supervisor

### B. Department of Public Works

- Office area access limited to employees assigned to that area. Outside contractors, deliveries, and salespeople are all limited to lobby access or outdoor access only
- Lobby window is more than 6’ from nearest employee desk
- Employees are required to wear a face mask at all times when possible

### C. Fire Department

The Fire Department is closed to the Public until further notice

- D. Police Department (Lobby, Ordinance Office, Records Office)  
The Police Department lobby only is open to the public. There are barriers between employees and the public, which enable compliance with the 6' distancing rule. The Lobby Area is cleaned and disinfected daily.
- E. Community Center
  - 1. The Community Center is closed to the general public
  - 2. The Food Pantry is operating with minimal staffing inside the building, and all participants/recipients are currently receiving their food via curbside delivery in the parking lot of the Community Center
  - 3. The FRC is operating limited in-person programming. Social distancing and all CDC protocols are being followed.
- F. Ice Arena  
The Ice Arena is currently closed to the public

## V. Department Specific Protocols

- A. Department of Public Works
  - 1. Vehicles are assigned to specific personnel. Vehicles are cleaned/sanitized before a different employee uses the vehicle.
  - 2. Employees must take separate vehicles when travelling to a job site. If this is not possible, they must wear a mask when in a vehicle with another employee.
  - 3. Increased use of sanitizer, disinfectant wipes, and cleaners. These supplies are readily available for all employees use.
  - 4. If an employee calls in sick, or goes home sick, their vehicle, tools, and any workspace they may have encountered is thoroughly cleaned and disinfected.
  - 5. Employees are directed to stay 6' apart as much as possible for all projects/assignments.
  - 6. Sewer issues are being scheduled for EMERGENCY ONLY repairs due to the nature of the conditions.
  - 7. Separate PPE which conforms to CDC standards for sanitation/wastewater works is available should sewer repairs become necessary
  - 8. CDC informational material has been printed and is available to all DPW employees for review.
  - 9. Residential appointments normally scheduled for the Meter Reader are limited to 2 days a week, and only for those deemed necessary
- B. Fire Department  
The Fire Department will follow all MDPH Protocols for all Fire/Rescue runs.

- C. Police Department
  - The Police Department will follow all state and federal health department guidelines as they apply to law enforcement protocols for all Police operations
  - Additional protocols as deemed necessary
- D. Maplewood Community Center
  - Most programming through the FRC has been switched to on-line format
  - Staff meetings are held in an on-line format
  - All other departmental programming normally held in the building has been cancelled for the time being

### Sources:

Cleaning and Disinfecting Your Facility

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

When you Can be Around Others After You Had or Likely Had COVID-19 and for Anyone Who Has Been Around a Person with COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

<https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html>



## Wear a Mask to Protect Others

- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a mask correctly for maximum protection
- **Don't** put the mask around your neck or up on your forehead
- **Don't** touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect



# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

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