



CITY OF MADISON HEIGHTS

COVID-19 Preparedness & Response Plan

✔ General

The following COVID-19 preparedness & response plan has been established for the City of Madison Heights in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19), the OSHA Guidance on Preparing Workplaces for COVID-19 and the latest guidance from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The Emergency Rules, OSHA guidance and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. Covid Compliance Officer/HR Director has read these guidance documents carefully, found the safeguards appropriate to the City of Madison Heights based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, [OSHA](#) and [CDC](#) guidance are periodically updated. HR Director will be responsible for visiting these guidance webpages regularly (for example, weekly) for the latest information and for revising the plan as necessary. This plan reflects the EOs and CDC guidance as of **November 13, 2020**.

The City of Madison Heights has designated one or more worksites supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) are the Madison Heights Department Heads or designees. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to employees and labor unions. The plan will be made available via email to all employees, at www.madison-heights.org, and available in hard copy in each City Building available to all employees.

✔ Exposure Determination

The City of Madison Heights has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. HR Director and Fire Chief were responsible for the exposure determination.

The City of Madison Heights has determined that its employees' jobs fall into the lower exposure, medium exposure, and high exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs**. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.
- **High Exposure Risk Jobs**. These jobs are those that may require high potential for exposure to known sources of COVID-19 on a regular and/or frequent basis. High exposure risk jobs (Sworn Firefighter/Paramedic, Sworn Police Officers) are covered under Departmental COVID-19 Plans and Operating Procedures.

The City of Madison Heights has categorized its jobs as follows:

NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors. Positions listed below list risk factors according to buildings being open to the public; some buildings may be closed to the public at the direction of the City Manager, in which case all positions working on site would be at Lower Exposure Risk.

Job Title	Exposure Risk Determination (lower, medium or high)	Qualifying Factors (Ex. No Public Contact, Public Contact)
City Manager Office		
City Manager	Lower to medium	Some public contact
HR Director	Lower	Some public contact
Executive Assistant	Lower to medium	Some public contact
HR Assistant	Lower to medium	Some public contact
PT Media Specialist	Lower	Some public contact
City Clerk Office		
City Clerk	Lower to medium	Some public contact
Deputy City Clerk	Medium	Frequent public contact
PT Office Asst – Clerk	Medium	Frequent public contact
Community & Economic Development Office		
Community/Economic Development Supv	Medium	Frequent public contact
Admin Secretary – CDD	Medium	Frequent public contact
CDBG Office Asst – CDD	Medium	Frequent public contact
GIS Technician	Lower to Medium	Some public contact
PT Office Asst or Intern	Medium	Frequent public contact
Finance Dept		
Finance Director	Lower to medium	Some public contact
Deputy Finance Director	Lower	Some public contact
Admin Secretary	Medium	Frequent public contact
Accountant	Lower to medium	Some public contact
Fiscal II – Payroll	Lower	Some public contact
Fiscal II – Accounts Payable	Medium	Frequent public contact
Fiscal II – Treasury	Medium	Frequent public contact
PT Fiscal II or Intern	Medium	Frequent public contact
Library		
Library Director	Lower to medium	Some public contact

Librarian	Medium	Frequent public contact
Library Technician	Medium	Frequent public contact
PT Library Assistant	Medium	Frequent public contact
PT Substitute Librarian	Medium	Frequent public contact
Active Adult Center		
Active Adult Center Coordinator	Medium	Frequent public contact
Office Assistant II	Medium	Frequent public contact
PT Office Assistant	Medium	Frequent public contact
PT Bus Driver	Medium	Frequent public contact
PT Chauffeur	Medium	Frequent public contact
Dept of Public Services		
DPS Director	Lower to medium	Some public contact
DPS Analyst	Lower to medium	Some public contact
Utilities Supervisor	Lower to medium	Some public contact
Streets & Facilities Coord	Lower to medium	Some public contact
Motor Pool Supervisor	Lower to medium	Some public contact
Recreation Coord	Medium	Frequent public contact
Admin Secretary – DPS	Medium	Frequent public contact
Office Asst II	Medium	Frequent public contact
DPS Non-Supervisory Field Employees including Motor Pool	Medium	Some public contact
Fire Dept Non Sworn		
Fisc II – Fire Dept	Lower to medium	Some public contact
Police Dept Non Sworn		
Police Svc Asst (911 dispatch)	Lower to medium	Some public contact
Admin Secretary	Lower to medium	Some public contact
Office Assistant II	Lower to medium	Some public contact
Info Systems Specialist	Lower to medium	Some public contact
Code Enforcement	Medium	Frequent public contact

✔ Engineering Controls

City of Madison Heights has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. 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.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

DPS Analyst will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

Job Title	Exposure Risk Determination (lower, medium or high)	Engineering Controls
City Hall		General City Hall (Includes Manager’s Office, Clerk, Community Development and Finance) – Maintenance on HVAC system to ensure proper ventilation, Practice social distancing signs and footprint guidelines throughout building, plastic sneeze guards at all public counters
City Manager	Lower to medium	None in private office/social distancing practiced
HR Director	Lower	None in private office/social distancing practiced
Executive Assistant	Lower to medium	Plastic sneeze guards at desk
HR Assistant	Lower to medium	Plastic sneeze guards at desk
PT Media Specialist	Lower	None in private office/social distancing practiced

City Clerk Office		
City Clerk	Lower to medium	None in private office/social distancing practiced
Deputy City Clerk	Medium	None at desk/social distancing practiced
PT Office Asst – Clerk	Medium	None at desk/social distancing practiced
Community & Economic Development Office		
Community/Economic Development Supv	Medium	None in private office/social distancing practiced
Admin Secretary – CDD	Medium	None at desk/social distancing practiced
CDBG Office Asst – CDD	Medium	None at desk/social distancing practiced
PT Office Asst or Intern	Medium	None at desk/social distancing practiced
GIS Technician	Lower to Medium	None at desk/social distancing practiced
Finance Dept		
Finance Director	Lower to medium	None in private office/social distancing practiced
Deputy Finance Director	Lower	Plastic sneeze guard at desk
Admin Secretary	Medium	Cubicle barrier between adjoining desk w Fiscal II/AP
Accountant	Lower to medium	None at desk/social distancing practiced
Fiscal II – Payroll	Lower	Plastic sneeze guard at desk
Fiscal II – Accounts Payable	Medium	Cubicle barrier between adjoining desk w Admin Secretary
Fiscal II – Treasury	Medium	Plastic sneeze guard between adjoining desk with PT Fiscal II or Intern
PT Fiscal II or Intern	Medium	Plastic sneeze guard between adjoining desk with Fiscal II/Treasury

Library		
Library Director	Lower to medium	None in private office/social distancing practiced
Librarian	Medium	Plastic sneeze guards at desk
Library Technician	Medium	Private desk behind circulation desk; circulation desk includes plastic sneeze guards
PT Library Assistant	Medium	PT No office space designated/social distancing practiced; one PT has office desk that includes plastic sneeze guards
PT Substitute Librarian	Medium	No office space designated/social distancing practiced
Active Adult Center		Development and Finance) – Maintenance on HVAC system to ensure proper ventilation, Practice social distancing signs and footprint guidelines throughout building, plastic sneeze guards at all public counters
Active Adult Center Coordinator	Medium	None in private office/social distancing practiced
Office Assistant II	Medium	Plastic sneeze guards at desk
PT Office Assistant	Medium	Plastic sneeze guards at desk

PT Bus Driver	Medium	No office space designated/social distancing practiced. Busses and vans include sneeze guard for driver and passengers are limited
PT Chauffeur	Medium	No office space designated/social distancing practiced. Busses and vans include sneeze guard for driver and passengers are limited
Dept of Public Services		Development and Finance) – Maintenance on HVAC system to ensure proper ventilation, Practice social distancing signs and footprint guidelines throughout building, plastic sneeze guards at all public counters
DPS Director	Lower to medium	None in private office/social distancing practiced
DPS Analyst	Lower to medium	None in private office/social distancing practiced
Utilities Supervisor	Lower to medium	None in private office/social distancing practiced
Streets & Facilities Coord	Lower to medium	None in private office/social distancing practiced
Motor Pool Supervisor	Lower to medium	None at shared desk/social distancing practiced
Recreation Coord	Medium	Desk is 6ft away from others
Admin Secretary – DPS	Medium	Plastic sneeze guard between adjoining desk w Office Asst II
Office Asst II	Medium	Plastic sneeze guard between adjoining desk w Admin Secretary
DPS Field Employees including Motor Pool	Medium	No designated office space; employees required to wear masks within 6 ft on job sites.

Fire Dept Non Sworn		
Fisc II – Fire Dept	Lower to medium	Permanent Plexiglas barrier between desk and public area
Police Dept Non Sworn		
Police Svc Asst (911 dispatch)	Lower to medium	Dispatch stations more than ft apart; permanent bullet proof glass barrier between lobby desk and public area
Admin Secretary	Lower to medium	None in administrative office area/social distancing practiced
Office Assistant II	Lower to medium	None in records office area/social distancing practiced/Permanent glass barrier between records area and public lobby
Info Systems Specialist	Lower to medium	None in private office/social distancing practiced
Code Enforcement	Medium	None in office area/social distancing practiced

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. HR Director will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for City of Madison Heights:

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Maintain at least six feet from everyone on the worksite.
	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.

	Promote remote work (telecommuting) to the fullest extent possible, particularly when the employee's building is closed to the public.
	Restrict business-related travel for employees to essential travel only.
	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
	Restrict the number of customers in the establishment if social distancing is affected.
	Minimize the sharing of tools, equipment, and items.
	Provide employees with non-medical grade face coverings (cloth face coverings).
	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. Employees MUST wear masks when they leave their office space, when someone approaches their office space, in all public areas, and in the field when it is not possible to maintain six feet of separation.
	Require customers and the public to wear cloth face coverings – notices posted on all entryways.
	Keep customers informed about symptoms of COVID-19 and communicate notice for sick customers to stay at home until healthy again. Encourage sick customers to use online services, curbside pickup, or other non-contact methods of delivery. (Notices for customers posted on all entryways)
	Provide tissues and trash receptacles.
	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick. Use of emergency sick leave approved where appropriate as determined by HR Director.
	Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness. Employees may opt to obtain a Covid-19 quick test at the employer's expense including paid time off to obtain the test.
	Maintain flexible policies that permit employees to stay home to care for a sick family member.

✔ Hand Hygiene

DPS Analyst will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, City of Madison Heights shall provide employees with antiseptic hand sanitizers or towelettes. City of Madison Heights will provide time for employees to wash hands frequently and to use hand sanitizer.

✔ Disinfection of Environmental Surfaces

City of Madison Heights will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). City of Madison Heights will make cleaning supplies available to employees upon entry and at the worksite.

Department Heads will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, City of Madison Heights will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

Surface	Method/Disinfectant Used	Schedule/Frequency
Counter tops	Wipes/Bleach Based Cleaner	Daily or as needed
Desktops	Wipes/Bleach Based Cleaner	Daily or as needed
Carpet/All other surfaces	Commercial Grade Anti Viral Spray	Weekly or as needed
Computer/Laptop Keyboard	Wipes/Bleach Based Cleaner	Daily or as needed

City of Madison Heights will ensure enhanced cleaning and disinfection takes place after persons confirmed to have COVID-19 have been in a work area.

The following methods will be used for enhanced cleaning and disinfection:

Use of external company to disinfect surfaces on a regular basis, and upon request by Administration

✔ **Personal Protective Equipment (PPE)**

City of Madison Heights will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- 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 Madison Heights will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). City of Madison Heights will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. City of Madison Heights will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

Job/Task	PPE
City Building Office Areas – Public	Cloth face coverings or medical face coverings, gloves, face shields, Plexiglas shields at counters, hand sanitizer at counters
City Building Office Areas - Internal	Cloth face coverings or medical face coverings, gloves, face shields, Plexiglas shields between desk space where necessary, hand sanitizer at work stations

✔ Health Surveillance

City of Madison Heights has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. HR Director and Department Heads or designee will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, City of Madison Heights will have employees self-screen for COVID-19. City of Madison Heights will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19 (sample attached). When obtainable, a no-touch thermometer will be used for temperature screening of employees. All screening forms shall be provided to the employee’s direct supervisor, who will then provide copies to HR. Should the employee choose, the self screening forms may be provided directly to the HR Director and the HR Assistant who serve as HIPAA Compliance Officers for the City. City of Madison Heights will similarly screen contractors, and service people entering the worksite; the self screening forms for contractors shall be provided to the applicable Department Head or directly to the HR Office.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their direct Supervisor or their Department Head before and during the work shift as symptoms arise. City of Madison Heights has provided employees with instructions for how to make such a report to the employer as outlined below.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows:

Employees should stay home when sick, and follow call-in procedures as established by Departmental policy and their applicable Collective Bargaining Agreement. On a daily basis, all employees fill out a COVID-19 screening form and provide the form to their supervisors (copy attached). All employees are to report signs and symptoms of

COVID-19 as it pertains to themselves to their immediate supervisor. If the employee is not comfortable with providing forms or reporting symptoms to their immediate supervisor they must report to the Department Head or directly to the HR Director or HR Assistant, who serve as HIPAA Compliance Officers for the City.

City of Madison Heights will physically isolate any employees 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.

City of Madison Heights will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, HR Director will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, City of Madison Heights will not reveal the name or identity of the confirmed case, unless express consent is given freely by the person who is the confirmed case.

City of Madison Heights 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 CDC. Updates to CDC guidelines will be emailed to all employees on a regular basis. Any questions regarding the CDC guidelines for return to work should be referred to the HR Director.

✔ Training

HR Director shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

City of Madison Heights will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- 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.
- How to report unsafe working conditions.

HR Director shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✔ Recordkeeping

City of Madison Heights will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

HR Director will ensure that the records are kept.

FREE onsite consultation service for employers

To help employers better understand and voluntarily comply with the MIOSHA Act, free Onsite Consultation programs are available to help small employers identify and correct potential safety and health hazards.

Michigan Occupational Safety and Health Administration
Consultation Education and Training Division
530 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services call 517-284-7720 or visit our website at www.michigan.gov/miosha.

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