



CITY OF BRIGHTON

COVID-19 Preparedness and Response Plan

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City of Brighton
COVID-19 Preparedness and Response Plan
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COVID-19 Preparedness and Response Plan

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, we the City of Brighton have 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.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-77 states that all individuals currently living in the State of Michigan are ordered to stay at home or at their place of residence. No person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are necessary to sustain or protect life or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Order 2020-77

Under Executive Order 2020-77, workers who are necessary to conduct minimum basic operations are “those workers who’s in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only, “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order.

All City of Brighton employees are considered “critical infrastructure workers”, unless directed otherwise.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and City of Brighton’s applicable vacation, sick and personal time policies. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

All employees who are not essential to operations, and whose job duties allow them to telework, may work remotely as deemed operationally feasible by the City Manager and in compliance with current and future Executive Orders issued by the Governor of the State of Michigan.

Employee Screening Before Entering the Workplace

An Employee Entry Screening Questionnaire is attached to Appendix B. A screening questionnaire should be completed by all employees at the entrance of the workplace and should comply with any required screening process required by state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

*The City of Brighton may implement employee screening before entering the workplace at any time, or if an employee or an employee family member is diagnosed with COVID-19.

Employees are required to wear masks when they cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of another individual. Where possible, employees may be relocated or provided additional resources in order to avoid shared offices, desks, telephones, and tools/equipment. The number of employees permitted in any break or lunch room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly required them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19.

Enhanced Hygiene

Control of norovirus outbreaks relies on enhanced hygiene measures such as handwashing. 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 or access to hand sanitizer. Employees will also be provided with tissues and places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is prohibited to ensure good hand hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed at a minimum of once a day using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes and spray 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 work area and/or vehicle will be thoroughly sanitized through fumigating/bombing and deep cleaned using EPA-approved disinfectants.

Visitors

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. ** All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

** This does not apply to in-custody prisoners held by the police department, however screening still applies.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee could 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 trouble breathing
 - Persistent pain or pressure in chest
 - Continuous cough
 - Chills/repeated shaking with chills
 - New confusion or inability to arouse
 - Bluish lips or face
 - Muscle ache
 - Loss of taste and smell
 - Vomiting or diarrhea and/or sore throat
 - Conjunctivitis (pink eye)

- They have been exposed to 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 (being within approximately six feet for a prolonged period of time without PPE)

If an employee believes that he or she qualifies as a suspected case (as described above), he or she must:

- Immediately notify supervisor and Human Resources;
- Seek immediate medical care or advise

If an employee qualifies as a suspected case, the City of Brighton will:

- Notify all employees who may have come into close contact with the employee in the past 14 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.
- Send the employee for COVID-19 testing.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person 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 Human Resources of his or her diagnosis; and
- Remain out of the workplace until they are asymptomatic and show a negative result on a COVID-19 test

If an employee qualifies as a Confirmed Case, then we the City of Brighton 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 clean and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Business Continuity Plans

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) identify alternate supply chains for critical goods and services in the event of disruption; and
- (3) develop an emergency communication plan to communicate important messages to employees and constituents.

Classification of Workers Exposure

Following OSHA Standards for classifying worker's exposures City of Brighton employees have categorized as below:

- Police Officers, Deputy Chief, Sergeants, and Police Chief: While performing their daily routine activities, the immediate health risk is considered low. Law enforcement leadership and personnel should follow CDC's Interim General Business Guidance.
- All other City of Brighton employees are considered low risk

Emergency Communication Plan

City Manager is the Public Information and Communication officer and all communications will be funneled through the City Manager's office. The only exceptions:

- Members assigned to the Livingston County Emergency Operations Center (EOC)
- Police policies and procedures related to COVID-19

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020, 2020 CISA Guidance Document, critical infrastructure workers include some workers in each of the following sectors:

- a) Health care and public health
- b) Law enforcement, public safety, and first responders
- c) Food and Agriculture
- d) Energy
- e) Water and wastewater
- f) Transportation and logistics
- g) Public works
- h) Communications and information technology, including news media
- i) Other community-based government operations and essential functions
- j) Critical manufacturing
- k) Hazardous materials
- l) Financial services
- m) Chemical supply chains and safety
- n) Defense industrial base

For purposes of this order, critical infrastructure workers also include:

A. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.

B. Workers at suppliers, distribution centers, or service providers, as described below.

1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in sub provision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

3. Consistent with the scope of work permitted under sub provision (2) of This subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

- C. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- D. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- E. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- F. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- G. Workers at laundromats, coin laundries, and dry cleaners
- H. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- I. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

10. For purposes of this order, workers who perform resumed activities are defined as follows:

- a. Workers who process or fulfill remote orders for goods for delivery or curbside pick-up.
- b. Workers who perform bicycle maintenance or repair.
- c. Workers for garden stores, nurseries, and lawn care, pest control, and landscaping operations, subject to the enhanced social-distancing rules described in section 11(i) of this order.
- d. Workers for moving or storage operations, subject to the enhanced social-distancing rules described in section 11(i) of this order.
- e. Subject to the enhanced social-distancing rules described in section 11(i) of this order, workers who perform work that is traditionally and primarily performed outdoors, including but not limited to forestry workers, outdoor power equipment technicians, parking enforcement workers, and outdoor workers at places of outdoor recreation not otherwise closed under Executive Order 2020-69 or any order that may follow from it.
- f. Workers in the construction industry, including workers in the building trades (plumbers, electricians, HVAC technicians, and similar workers), subject to the workplace safeguards described in section 11(j) of this order.
- g. Workers in the real-estate industry, including agents, appraisers, brokers, inspectors, surveyors, and registers of deeds, provided that:
 1. Any showings, inspections, appraisals, photography or videography, or final walk-throughs must be performed by appointment and must be limited to no more than four people on the premises at any one time. No in-person open houses are permitted.
 2. Private showings may only be arranged for owner-occupied homes, vacant homes, vacant land, commercial property, and industrial property.
- h. Workers necessary to the manufacture of goods that support workplace modification to forestall the spread of COVID-19 infections.
- i. Workers necessary to train, credential, and license first responders (e.g., police officers, fire fighters, paramedics) and health-care workers, including certified nursing assistants, provided that as much instruction as possible is provided remotely.
- j. Workers necessary to perform start-up activities at manufacturing facilities, including activities necessary to prepare the facilities to follow the workplace safeguards described in section 11(k) of this order.
- k. Effective at 12:01 am on May 11, 2020, workers necessary to perform manufacturing activities, subject to the workplace safeguards described in section 11(k) of this order. Manufacturing work may not commence under this subsection until the facility at which the work will be performed has been prepared to follow the workplace safeguards described in section 11(k) of this order.
- l. Consistent with section 9(b) of this order, workers at suppliers, distribution

centers, or service providers whose in-person presence is necessary to enable, support, or facilitate another business's or operation's resumed activities, including workers at suppliers, distribution centers, or service providers along the supply chain whose in-person presence is necessary enable, support, or facilitate the necessary work of another supplier, distribution center, or service provider in enabling, supporting, or facilitating another business's or operation's resumed activities. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

APPENDIX B
City of Brighton

Coronavirus Disease (COVID-19)

Workplace Health Screening

Department: _____

Employee Name _____ Date: _____

Time In: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish):	<input type="radio"/> Yes	<input type="radio"/> No
New or worsening cough:	<input type="radio"/> Yes	<input type="radio"/> No
Shortness of breath:	<input type="radio"/> Yes	<input type="radio"/> No
Sore throat:	<input type="radio"/> Yes	<input type="radio"/> No
Diarrhea:	<input type="radio"/> Yes	<input type="radio"/> No
Current temperature:		

If you answer “yes” to any of the symptoms listed above, or your temperature is **100.4F or higher**, 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 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? (Yes) (No)

Traveled internationally or domestically? (Yes) (No)

If you answer “yes” to either of these questions, please do not go into work (unless exempt). Self-quarantine at home for 14 days.

APPENDIX C
City of Brighton
EMPLOYEE RETURN TO WORK PLAN

For Persons with COVID-19 Under Isolation

Persons with COVID-19 who have symptoms and/or have tested positive for COVID-19 and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed *since symptoms first appeared*.
- Receives a negative COVID-19 test for first responders and critical infrastructure workers is required. The City reserves the right to request a COVID-19 test for all City of Brighton employees.

Any and all people who have had close contact with an individual who tests positive for COVID-19 or with an individual who displays one or more of the principal symptoms of COVID-19 should remain in their home or place of residence, even if they are otherwise permitted to leave under Executive Order 2020-21 or any executive order that may follow it, until either 14 days have passed since the last close contact with the sick or symptomatic individual, or the symptomatic individual receives a negative COVID-19 test.

This section does not apply to the following classes of workers, provided that their employers' rules governing occupational health allow them to go to work:

Health care professionals.

Workers at a health care facility, as defined in section 7(d) of this order.

First responders (e.g., police officers, fire fighters, paramedics).

Child protective service employees.

Workers at child caring institutions, as defined in section 1 of Public Act 116 of 1973, MCL 722.111.

Workers at correctional facilities.

APPENDIX D
City of Brighton

Coronavirus Disease (COVID-19)

Visitor Health Screening

Police/DPS/City Hall Building: _____

Visitor Name: _____

Appointment Date: _____ Time in: _____

In the past 24 hours, have you experienced:

Fever? (100F or above):	<input type="radio"/> Yes	<input type="radio"/> No
Atypical Cough?	<input type="radio"/> Yes	<input type="radio"/> No
Atypical Shortness of Breath:	<input type="radio"/> Yes	<input type="radio"/> No
Current temperature:		

If you answer “yes” to any of the symptoms listed above visitor not allowed to access to the building.
Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days, have you:

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

Traveled internationally or domestically? (Yes) (No)

If you answer “yes” to any of the symptoms listed above visitor not allowed to access to the building.
Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

For office use only:

Security Officer or Employee: _____

Contacted Court/Office and informed them the visitor was not allowed into the building.

Date: _____ Time: _____ Spoke to: _____

**APPENDIX E
SIGNS FOR BUILDINGS**



Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

**Payments can be made at the drop box,
online at www.brightoncity.org**

or

by phone: 810-227-1911

**To make an appointment please contact
Customer Service at 810-227-1911**

**ALL DELIVERIES SHOULD BE MADE PUT IN THE DROP BOX AT THE FRONT OF
CITY HALL**

APPENDIX F OTHER RESOURCES

Governor Whitmer's Executive Order 2020-77

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-528460--,00.html

FAQs from Governor Whitmer on Executive Order 2020-77:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-528528--,00.html

Helpful CDC Guidance:

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

CDC Handwashing 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>

CDC Fact Sheet on Prevent the spread of COVID-19 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>

APPENDIX G

**CITY OF BRIGHTON
COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Certification by Responsible Public Official

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

- 1.) It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020.
- 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 Brighton’s website www.brightoncity.org and at each City of Brighton facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: City of Brighton

Signature:

Name of Official: Nate Geinzer

Title: City Manager

Date: April 28, 2020