



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

COVID-19 is an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). SARS-CoV-2 is easily transmitted through the air from person-to-person through respiratory aerosols, and the aerosols can settle and deposit on environmental surfaces where they can remain viable for days. There is currently no approved vaccine or proven effective antiviral treatment for COVID-19. 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 - Designation of City Workforce

City employees conduct a range of operations and services that are typically essential to continued critical infrastructure viability. The City of Brighton makes the following designations:

Tier 1 Employees – Those employees that are critical to providing services that directly affect the life, health and safety of the residents and businesses of the City of Brighton. The following positions are included in this tier: Police Chief, Sworn Police Officers, Director of Public Services, DPS Supervisory Staff and Workers

Tier 2 Employees – Those employees that are essential to providing service and support to services that directly affect the life, health, and safety of the residents and businesses of the City of Brighton: Finance and Assistant Finance Directors, City Clerk, Human Resources Manager, Assessor, Treasurer, Community Development Manager, Police Clerical, DPS Administration & Clerical

Tier 3 Employees – Those employees that are essential to providing support services to Tier 1 and 2 employees and positions: Assistant Assessor, Executive Assistant to Community Development, Finance Clerical, Community Development Clerical

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, are required to work remotely as deemed operationally feasible by the City Manager and in compliance with current and future Executive Orders issued in 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 prisoners in-custody 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
 - Muscle ache
 - Loss of taste and smell
 - Vomiting or diarrhea
 - Sore throat

- 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 (someone within six feet for more than 15 minutes total in a 24-hour period) 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:

- 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 48 hours (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 48 hours 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/her diagnosis; and
- Remain out of the workplace until: 10 days have passed since symptoms have started (or test date if no symptoms) and You are fever free for 24 hours and your symptoms have improved

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 48 hours (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.
- (4) Per the CDC recommendations, and as an accommodation to employees, the City may consider and implement, at the discretion of the City Manager, alternate work schedules during the time of this plan. Employees who desire an alternate work schedule must submit a request to their department head and human resources in writing specifying the reason for the request. All requests will be considered based upon the specific position and the City's operational needs. Additionally, in the event of an emergency, the City may adjust employee schedules as needed to meet operational needs.

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

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 one or more of the following not explained by a known medical condition:

Fever:	<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
Two or more of the following not explained by a known medical condition		
Abdominal Pain:	<input type="radio"/> Yes	<input type="radio"/> No
Diarrhea		
Loss of taste or smell:	<input type="radio"/> Yes	<input type="radio"/> No
Muscle Aches:	<input type="radio"/> Yes	<input type="radio"/> No
Severe Headache:	<input type="radio"/> Yes	<input type="radio"/> No
Sore throat:	<input type="radio"/> Yes	<input type="radio"/> No
Vomiting:	<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 above**, please:

- Self-isolate at home and contact your primary care physician’s office for direction.
- Contact your supervisor and Human Resources Manager

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:

- 10 days have passed since your symptoms started (or test date if no symptoms **and**
- You are fever free; **and**
- Your symptoms have improved
- Contact your supervisor and the Human Resources Manager when you are able to return to work

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? (100.4F 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)

If you answer “yes” to any of the symptoms listed above visitor not allowed to access to the building. V

**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

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 the Michigan Department of Health and Human Services (MDHHS) Emergency Order
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: November 19, 2020

Acknowledgment

**I have received and read a copy of the City of Brighton
*COVID-19 Workplace Preparedness and Operations Plan***

**I understand that failure to fully comply with any of these policies may result in discipline,
up to and including termination.**

Employee Name: _____

Employee Signature: _____

Date: _____