



CITY OF PORTLAND
COVID-19 Preparedness and Response Plan
April 13, 2020
UPDATED June 1, 2020

The City of Portland (“City”) is asking all employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. This Plan is required by and based on the latest information available from the Michigan Governor through her various Executive Orders which are updated from time to time as ever-evolving conditions change. Technical guidance is also taken from OSHA, the CDC, and Ionia County and is subject to change based on updated information and what may be necessary government operations. As of the date of issuance of this Plan, the OSHA, CDC, and Ionia County documentation used as a guidance is located at:

<https://www.osha.gov/Publications/OSHA3990.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>
<https://ioniacounty.org/wp-content/uploads/Recommendations-for-residents-and-businesses.pdf>

As set forth below, the City has instituted various housekeeping, social distancing, and contingency plans, and other best practices at work areas. All employees, including supervisors and managers (all hereinafter referred to as “employees”) must follow these practices. If you have a specific question about this Plan, please ask your manager or supervisor. If they cannot answer any questions, the questions will be forwarded to the City Manager. Note: Police and First Responders have separate protocols.

OSHA and the CDC have provided the following control and preventative guidance for all employees, regardless of exposure risk, which all employees must perform:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and

Provide non-medical grade face coverings to their employees home if sick or feeling unwell.

- Avoid close contact with people who are sick.
- Do not use other people's work area including phones, desks, offices, tools, or equipment, when possible.
- Remain at least six feet from another person to the extent feasible under the circumstances.
- Wear face coverings or masks outside the home where social distancing practices are difficult to follow.

The City will:

- To the extent possible and available, provide employees and visitors with a place to wash their hands or provide them with an alcohol-based hand rub with at least 60% alcohol if soap and running water are not immediately available.
- Establish policies and procedures to allow social distancing. This may include telecommuting, staggering shifts, and similar practices.
- Restrict the number of employees present on the premises to those who are necessary to perform necessary governmental functions or minimum basic operations as those terms are defined by applicable Governor Executive Order.
- Use efforts to keep employees or visitors who come to the premises at least six feet from one another to the maximum extent possible which may include markings or modification of facilities as necessary.
- Enhance regular housekeeping practices including disinfecting the work environment and work stations.
- Monitor public health communications about COVID-19 recommendations and ensure that employees have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Provide COVID-19 training to employees that covers, 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.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Provide non-medical grade face coverings to their employees.
- Notify the local health department within 24 hours of a confirmed case of COVID-19.

Employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

Human Resources Matters

Human Resources matters including but not limited to leave time, vacation time, sick time, PTO, discipline, retaliation claims and discharge because an employee: (i) has tested positive for COVID-19; and/or (ii) is in “close contact” with either an individual who tests positive for COVID-19 or with an individual who displays one or more of the principal symptoms of COVID-19 shall be handled in accordance with applicable federal and state laws and Executive Order 2020-36 “Protecting workers who stay home, stay safe when they or their close contacts are sick” so long as applicable Executive Orders remain effective. https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-524136--,00.html

Employees should reference their applicable collective bargaining agreements and refer any questions to their supervisors or managers.

Job Site Protective Measures

At this time, given the Michigan Stay Home Executive Order, the City has determined that its employees who continue to operate are in the lower exposure risk category while some tasks may in certain circumstances become medium exposure risks as defined by the CDC, and has established its procedures accordingly. The CDC procedures will serve as a guide whether or not explicitly listed herein.

The City has instituted the following protective measures at all jobsites:

A. General Safety Policies and Rules

- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
- Employees must avoid physical contact with others and shall direct others (coemployees/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- Employees must wear face coverings to when they cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.

- The City understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the City will provide, if available, alcohol-based hand sanitizers, rubs, and/or wipes.
- Employees should limit the use of co-employees' tools and equipment and disinfect when doing so. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- The City will divide crews/staff where possible so that projects can continue working effectively.
- As part of the division of crews/staff, if there is a legitimate reason for an employee to change shifts, the City will have sole discretion in making that alteration.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- If practicable, each employee should use/drive the same truck or piece of equipment every shift.
- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.

B. Employees entering Occupied Building and Homes

- Construction and maintenance activities within occupied homes, office buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Employees should wash or sanitize hands immediately before starting and after completing the work.

C. Job Site Visitors

- The number of visitors to the job site, including the trailer or office, will be limited to only those necessary for the work.
- All visitors will be screened in advance of arriving on the job site. If the visitor answers "yes" to any of the following questions, he/she should not be permitted to access the jobsite:
 - Have you been confirmed positive for COVID-19?
 - Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
 - Have you been in close contact with any persons who has been confirmed positive for COVID-19?

- Have you been in close contact with any persons who have traveled or are also exhibiting acute respiratory illness symptoms, or both?
- Site deliveries will be permitted but should be properly coordinated in line with the employer’s minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if at all possible.

D. Personal Protective Equipment and Work Practice Controls

- In addition to regular PPE for employees engaged in various tasks (fall protection, hard hats, hearing protection), the City will also provide:
 - Gloves: Gloves should be worn at all times while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
 - Eye protection: Eye protection should be worn at all times while on-site.
 - NOTE: The CDC is currently not recommending that healthy people wear N95 respirators to prevent the spread of COVID-19. Nevertheless, employees must wear N95 respirators if required by the work and if available.
- Due to the current shortage of N95 respirators, the following Work Practice Controls should be followed:
 - Keep dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems.
 - Limit exposure time to the extent practicable.
 - Isolate employees in dusty operations by using a containment structure or distance to limit dust exposure to those employees who are conducting the tasks, thereby protecting nonessential employees and bystanders.
- Institute a rigorous housekeeping program to reduce dust levels on the jobsite.

Job Site Cleaning and Disinfecting

The City has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Break/lunchroom areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.

- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids. Notwithstanding this, the City will clean those areas of the jobsite that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again.
- The City will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
- The City will maintain Safety Data Sheets of all disinfectants used on site.
- The City will make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.

Jobsite Exposure Situations

- Employee Exhibits COVID-19 Symptoms:

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The City will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

- Employee Tests Positive for COVID-19:

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and at least seven days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The City will require an employee to provide documentation clearing his or her return to work.

- Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19:

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-employee or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six feet for a prolonged period of time. If the City learns that an employee has tested positive, the City will conduct an investigation to determine co-employees who may have had close

contact with the confirmed positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed- positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the City will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

Confidentiality/Privacy

Except for circumstances in which the City is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The City will inform other employees that an unnamed co-employee has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health within 24 hours of discovering such confirmed case. The City also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

General Questions

Given the fast-developing nature of the COVID-19 outbreak, the City may modify this Plan in the future or take alternate actions as may be required on a case-by-case basis. If you have any questions concerning this Plan, please contact the City Manager. The City Manager is designated as the worksite supervisor to implement, monitor, and report on COVID-19 control strategies who may designate this responsibility as necessary.

Tutt Gorman, City Manager