

VILLAGE OF KALKASKA  
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Adopted June 8, 2020

## **COVID-19 PREPAREDNESS AND RESPONSE PLAN**

This COVID-19 Preparedness and Response Plan (the “Plan”) provides guidelines for working in or entering facilities of the Village of Kalkaska (the “Village”) pursuant to applicable Executive Orders of the Governor of the State of Michigan relating to the COVID-19 pandemic, as well as recommendations from the Center for Disease Control and Prevention (“CDC”) and the Occupational Health and Safety Administration (“OSHA”). This is, by necessity, a living document designed to evolve with our growing understanding of the causes and methods of preventing the spread of COVID-19 and with the public health situation as it evolves. The purpose of this document is to provide as safe a work environment as possible given our understanding of the transmission and prevention of the transmission of COVID-19 at the time of this document’s creation.

This document may be changed if applicable Executive Orders of the Governor of the State of Michigan relating to the COVID-19 pandemic and/or guidance from federal, state, and local health agencies are issued. It also may be edited to address situations that may arise as a result of a new or continuing outbreak.

## **VILLAGE OPERATING PROTOCOLS**

After considering and addressing the level(s) of risk associated with the facility and job tasks workers perform at the facility as indicated in OSHA’s Preparing Workplaces for COVID-19 (the “OSHA Guidance”), the facility and the work done in the facility is considered a low-risk work environment as that term is defined by the OSHA Guidance. Accordingly, the Village implements the following measures to mitigate the risk of the continued spread of the COVID-19 virus and to isolate and effectively respond to any positive or presumed positive incident of COVID-19 in the facility.

### **Village of Kalkaska Response Team**

The Village has created a Response Team, which includes:

- The Village Manager
- The Assistant Village Manager
- Department of Public Safety Command Staff
- Supervisors of the DPW and WWTP
- The Village Council President
- The Village Council President Pro-Tem
- The Village Council Personnel Committee Chair

The members of the Response Team have the authority to issue necessary directives for compliance with the Plan, and in conjunction with all Employees have the overall responsibility to ensure that the Plan is implemented and followed.

It is critical to note that Village of Kalkaska employees are charged with diligently complying with the provisions of this Plan.

Members of the Response Team will meet as needed to review and modify the Plan for changes, ensure that the Plan is being implemented, and deal with any positive or presumed positive incidents in the facility. Appropriate members of the Response Team will be available to respond to any covered event.

**All Employees are advised:**

- **If you exhibit any of the following symptoms related to COVID-19, stay home and seek immediate medical attention, or, alert your supervisor and leave the workplace to seek immediate medical attention:**
  - Fever
  - Chills
  - Repeated shaking with chills
  - Sore throat
  - Cough
  - Shortness of breath or difficulty breathing
  - Diarrhea
  - Muscle pain
  - Headache
  - New loss of taste or smell
- If you have had **close contact** in the last fourteen (14) days with someone diagnosed with COVID-19, please stay home.
- If you have **traveled** internationally within the last fourteen (14) days, please stay home.
- All employees must answer health screening questions truthfully before entering the work place.
- If a member of the Response Team directs you to leave work for any reason, you must promptly comply. Failure to do so could result in disciplinary action, up to and including termination of employment.

**Employee Conduct at the Workplace**

The Village has implemented this Plan to keep employees safe. Employees are expected to utilize the following conduct at the workplace:

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing.

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds, or clean your hands with hand sanitizer.
- Use a clean tissue to turn water on and off, and open doors.
- Disinfect surfaces you touch in public areas.
- If soap and water are not readily available, use hand sanitizer. We have placed hand sanitizer in the facility for convenience. Cover all surfaces of your hands and rub them together until dry.
- Disinfecting wipes have been placed throughout the workplace for convenient access. Wipe down frequently touched surfaces. Let your supervisor know if they run out.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid shaking hands with anyone.
- Put at least 6-feet, or as much distance as is reasonably possible, between yourself and others. If you can't maintain that separation you must wear a mask.
- Face masks are not required in the office if employees are working alone but are required when moving throughout the building if you pass within 6 feet of another person.
- When taking your break, maintain at least 6-feet of space from other employees and wipe down all surfaces on which you plan to place any food before you begin your lunch.
- Avoid using another employee's phone, desk, office, or other work tools and equipment, whenever possible.
- Disinfect your workspace at least two times each day.
- Alert a member of the Response Team and go home if you are or begin to feel sick, or if you have been exposed or potentially exposed to coronavirus. Hygiene and isolation are key in managing this virus.

### **Basic Infection Prevention Measures**

The Village has adopted the following Measures to protect the health and safety of its employees, contractors and visitors:

- Restrict the number of employees and visitors present on premises to no more than is strictly necessary to perform the Village's operations or conduct Village business.
- Employees and other visitors are required to complete a health self-screening form and submit it to the Village prior to entering the facility. The Village reserves the right to send any employee home, or refuse entry to any visitor, who reports any symptoms of COVID-19.
- Employees must stay home if they are sick.
- The Village encourages and promotes remote access to meetings and other public Village business to the fullest extent possible, and as permitted by law.
- The Village requires COVID-19 training of employees. This training covers: workplace infection-control practices; the proper use of personal protective equipment; steps the employee must take to notify the Village of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19; and how to report for correction of non-compliant work processes or conditions you might observe.
- The Village expects employees to take steps to reduce workplace entry/exit and traffic flow.
- Restrict business-related travel for employees to essential travel only.

- Prohibit social gatherings and meetings that are not necessary and do not allow for social distancing.
- Employees should refrain from sharing telephones, desks, offices or other work tools and equipment when possible.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- The Village will continue to promote and facilitate remote work for employees to the extent identified in the most current Executive Order(s).
- Request employees and others who are on premises maintain separation of 6 feet or more. Where it is not possible to maintain 6 feet of distance the Village requires the use of facemasks.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- Keep employees and visitors who are on premises at least six feet from one another, including through the use of ground markings, signs, and physical barriers, as appropriate, including those waiting in line either inside or outside Village premises.
- Implementing increased standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19.
- The Village requires disinfection by employees of high-touch surfaces at least twice daily, and minimizing use of shared items when possible.
- The Village will adopt any other social distancing practices and mitigation measures known to the Village that have been recommended by the CDC.
- Pertinent portions of any applicable current Executive Order are incorporated herein by reference.
- The Village supports respiratory etiquette and hand hygiene for employees, customers, contractors and visitors, and will:
  - Provide tissues and no-touch trash receptacles for employees and visitors.
  - Provide soap and water in the facility. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
  - Provide 60% alcohol-based hand sanitizer in the facility. Ensure that adequate supplies are maintained.
  - Prohibit handshaking and encourage the use of other noncontact methods of greeting.
  - Requests employees visit the CDC websites regarding coughing and sneezing etiquette and hand washing for more information.
  - Requires employees and visitors to wear masks, either provided by the Village or homemade, when 6 feet of distance between employees cannot be maintained.
  - Expect employees to disinfect and wipe down work stations at least twice daily.

As needed, the Response Team will ensure that the facility has a reasonable inventory of disinfection and PPE products.

These products include:

- tissues
- no-touch trash cans
- hand soap
- alcohol-based hand rubs containing at least 60% alcohol
- disinfectants
- disinfectant wipes
- disposable towels for workers to clean their work surfaces
- non-latex gloves
- face masks

***Routine Facility Cleaning/Disinfection***

All Village of Kalkaska employees, any retained commercial cleaning vendor, and the Response Team are empowered and directed to ensure that the Cleaning/Disinfection measures outlined in this document are implemented.

***General Disinfection Checklist***

This checklist should be implemented in facilities to reduce the risk of spread of infection.

- Typical surfaces to be disinfected include desks; workstations; keyboards and touch screens; telephones; copying and fax machines; restrooms; doors and window handles; chair arms; faucets, sinks, and bathrooms; tables, surfaces and equipment in common areas; any other shared equipment or devices.
- Employees must follow manufacturer’s product instructions when performing disinfection and are to utilize appropriate PPE.
- The cleaning steps outlined herein should be undertaken at least twice daily, or more frequently if circumstances require.
- Mail and other deliveries are treated to the extent necessary as described below.
- Outside vendors are obligated to provide proof of their qualification to perform these processes.

**Daily Health Screening**

All Village employees and contractors entering any Village facility must complete a health screening form, every day, before they may enter the work place. A health screening form will be placed in the entrance to the facility. You must complete the screening. After you complete the screening, please place your health screening form in the provided secured box. All health screening forms will be maintained in confidential files.

All employees and contractors must answer these screening questions truthfully.

- Do you have, or have you had, any of the following symptoms in the last three (3) days?
  - Fever or increased body temperature

- Chills
  - Repeated shaking with chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Sore throat
  - Diarrhea
  - Muscle pain
  - Headache
  - New onset of loss of taste or smell
  - Persistent pain or pressure in the chest
  - New onset of confusion or inability to arouse
  - Bluish lips or face
- Have you traveled internationally within the last fourteen (14) days?
  - Have you had **close contact** in the last fourteen (14) days with someone diagnosed with COVID-19?

Any employee or contractor who answers “**Yes**” to any of the foregoing questions is not permitted to enter the facility. In addition, any employee will be asked to return no earlier than the following schedule:

- Three (3) days with no fever.
- Ten (10) days since first appearance of any other symptoms.
- Fourteen (14) days since last date of international travel.
- Fourteen (14) days since last date of contact with COVID-19 patient.

The Village will make and maintain a record of all daily employee and contractor screening interviews, but all such records will be held strictly confidential and disclosed only to the extent required or allowed by law.

### **Procedure for Prompt Identification and Isolation of Sick People**

Employees should self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure, and refrain from coming to the facility if they are exhibiting any signs or symptoms of COVID-19 and contact a member of the Response Team.

As described above, the Village will required employees, contractors and visitors to complete a health self-screening form and submit it to the Village prior to entering the facility.

### ***Isolation Protocol for Sick People at the Facility***

If a person feels ill, or if someone observes that another person is exhibiting symptoms of COVID-19 at the facility, they are to contact a member of the Response Team. Telephone communications are preferable, so a member of the Response Team can wear the appropriate PPE prior to aiding an ill person.

The ill person must be sent directly to a designated Isolation Room by the most direct route.

The Isolation Room should be an enclosed area away from the general population.

#### ***Procedure***

- Once the suspected infected person arrives in the Isolation Room, immediately provide them with a mask and nitrile (surgical) gloves. Ask the person to wear them if tolerated. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
- Within 24 hours, the member of the Response Team or employee must call the local health authority.
- The member of the Response Team, and any others attending to the suspected infected person, should also wear a protective mask and nitrile gloves while working with the suspected infected person. The number of people attending to the suspected infected person should be limited only to those necessary.
- The member of the Response Team should direct the suspected infected person to leave the facility and go home or to the nearest health center as advised by the local health authority or health care provider. Public transportation should not be used.
  - If the infected person is well enough to drive their own vehicle, ask them to use it.
  - If someone else is to transport the person in another vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of nitrile gloves.
  - The driver must also wear a mask and gloves and keep them on for the return trip for proper disposal.
  - Once the vehicle has returned to the site, ensure that it is cleaned, and all surfaces, seats, dashboards, door handles, seatbelts, etc. have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves while doing so.
- **Close off** areas used by the ill person for as long as practical, so that other employees do not access the area (if possible, wait up to 24 hours before beginning cleaning and disinfection)
- **Open outside doors and windows in the area** to increase air circulation

#### **Notification and Deep Cleaning and Disinfection if Positive Case Detected**

- Conduct Deep Cleaning/Disinfecting per the following CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning->

[disinfection.html#Cleaning.](#) Deep cleaning should be performed as soon after the confirmation of a positive test as practical.

- Within 24 hours, notify all co-workers, contractors, or suppliers who may have had contact with the employee of the positive test without revealing the name of the employee, unless such employee gives permission to use his or her name.
  - If you have had **close contact** in the last fourteen (14) days with someone diagnosed with COVID-19, please stay home, contact either Village Manager or Assistant Village Manager immediately and take the following steps:
    - Stay home until fourteen (14) days after last exposure and maintain social distance (at least 6 feet) from others at all times;
    - Self-monitor for symptoms;
      - Check temperature twice a day
      - Watch for fever, cough, or shortness of breath
    - Wear a face mask while in the workplace after an exposure;
    - Avoid contact with [people at higher risk for severe illness](#) (unless they live in the same household and had the same exposure);
    - Follow [CDC guidance](#) if symptoms develop.

Notwithstanding the above, if an individual who has visited the facility is confirmed to have a COVID-19 positive test, the facility may, in lieu of performing deep cleaning, shut down the facility for a period of at least 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

**Identify an approved external company that should carry out the deep cleaning activity. This company must have the minimum requirements of:**

- Trained personnel to execute the process of cleaning, disinfection, and disposal of hazardous waste.
- Proper equipment and PPE to perform the task.
- All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated.
- Use of approved COVID-19 disinfectant chemicals to perform this activity.
- Only authorized people can access the site during the cleaning operation.
- Assure that employees are made aware that the work areas have been disinfected.

*Note: For the Village's purpose, deep cleaning is defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions that are administered by an external third party.*

**Personal Protective equipment (PPE) requirements for the Deep Cleaning team:**

- The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste. At the end of the process, the cleaning company must dispose all PPE and cleaning material used in a proper manner.

### ***Receiving Protocols:***

The World Health Organization advises it is safe to receive packages from areas where COVID-19 has been reported, advising that,

*“The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low.”*

The virus does not survive for long on surfaces and the length of shipment time and other environmental factors should inactivate the virus.

If you receive an expedited package from an area where COVID-19 is present and are concerned about possible surface contamination, take these steps:

- Wash your hands frequently with soap and water.
- Use hand sanitizer when soap and water are not available.
- Avoiding touching your face, eyes, nose or mouth.

If packaged materials have been in transit and/or storage at the facility for greater than 48 hours from last human contact within an affected area, no further action need to be taken. At any rate, if employee apprehension remains the following additional precautions may be taken:

- Personal protective equipment such as disposable nitrile gloves and/or the use of disposable surgical masks can be employed
- Disinfection of surfaces and items with a product appropriate to the surface or item being treated

## **COMMUNICATION**

The Village has adopted this Plan. If the Plan is altered, or if any additional change in the situation merits communication, the Village will strive to communicate this with its employees.

A hard copies of the Plan are available. In addition, an electronic copy of the Plan will be provided to all employees and made available on the Village’s website, at [www.kalkaskavillage.com](http://www.kalkaskavillage.com).

## **EMPLOYEE ACKNOWLEDGMENT**

I have read the requirements set forth in the Plan, and I have watched the COVID-19 training video. I understand that if I have any questions regarding the Plan, the COVID-19 training video, or the requirements set forth within the Plan or the COVID-19 training video, I can ask any member of the Response Team.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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