



A HERITAGE OF GOOD LIVING

CITY OF LATHRUP VILLAGE
27400 Southfield Road
Lathrup Village, MI 48076
248.557.2600
www.lathrupvillage.org

DEAR LATHRUP VILLAGE TEAM MEMBER:

The City of Lathrup has prepared this COVID-19 Preparedness and Response Plan, in compliance with orders from Governor Whitmer, Oakland County Health Department and Michigan Occupational Safety & Health Administration (MIOSHA) Guidelines. The City will continue to proactively monitor and respond to the public health emergency in accordance to recommended best practices, and in compliance with Federal, State, and County Orders.

We recognize that this new work environment won't come without its challenges. Our focus is on how to keep our employees and visitors safe, and just as critical, how we move forward as a team in this new environment.

The measures we have put in place focus on what we can do as an organization to protect our employees, but this can't be done without your partnership. As we move forward together, we will rely on your individual actions to help keep us and our families protected. We remain committed to providing you a workplace that is safe by ensuring you have the proper tools, equipment and policies you need to stay healthy.

In return we ask that you:

- Follow our screening requirements and all safety policies
- Stay home when you are sick
- Advise your immediate supervisor when you feel you have been exposed to COVID-19
- Practice good hygiene, including frequent and thorough hand washing
- Always wear the appropriate PPE

These precautions are about forcing you to follow the rules; it's about doing our best to protect our fellow employees and visitors, which also means we are protecting our families and those that are most vulnerable. Thank you for being a valued Team Member, as we work together to safely serve our wonderful community!

Sincerely,

Sheryl L. Mitchell Theriot
City Administrator

COVID-19 Preparedness & Response Plan

For Lower and Medium Exposure Risk Employers ONLY

General

The following COVID-19 preparedness & response plan has been established for the City of Lathrup Village, in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The goal of this document is to increase the awareness of COVID-19 mitigation measures and ensuring a safe workplace. It is intended to provide a framework for restarting our facilities and office locations with a consistent response and strategy throughout our operations, while protecting employees and making sure everyone stays safe, healthy and confident about returning to work. It includes practical recommendations based on guidelines from the Centers for Disease Control and Prevention, Oakland County Health Division, OSHA, the Department of Labor and the World Health Organization. This document will change as recommendations are adjusted to meet the needs of the organizations and the continued mitigation of COVID-19.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Sheryl Mitchell Theriot, Lathrup Village City Administrator, has read these emergency rules carefully, developed the safeguards appropriate to the City of Lathrup Village based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

The City of Lathrup Village 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 Sheryl Mitchell Theriot, Pamela Bratschi, Chief Scott McKee and Christopher Clough. The supervisor will remain on-site at all times when employees are present on site, when feasible. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via electronic copy. Hard copies are available upon request.

✓ Exposure Determination

The City of Lathrup Village 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. The City Administrator was responsible for the exposure determination.

The City of Lathrup Village has determined that its administration employees' jobs fall into only the lower exposure and medium 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.

Sheryl Mitchell Theriot, City Administrator verifies that the City of Lathrup Village has no high-risk exposure jobs that are administrative. High exposure risk jobs, such as police officers, have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This plan is not intended for employers who have high exposure risk jobs.

The City of Lathrup Village 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.

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
City Administrator	Lower	Public Contact
Treasurer/Asst. City Adm.	Lower	Public Contact
Police Chief	Medium	Public Contact
Police Clerk	Medium	Public Contact
City Clerk	Medium	Public Contact
Deputy Treasurer	Medium	Public Contact
Govt. Operations/Bldg Clerk	Medium	Public Contact
Administrative Assistant	Medium	Public Contact
Parks & Recreation	Medium	Public Contact
DDA/Economic Development	Medium	Public Contact
DDA/Parks Assistant	Medium	Public Contact
Building & Code Enforcement	Medium	Public Contact
Cable Television	Medium	Public Contact
Building Custodian	Medium	Public Contact

✓ **Engineering Controls**

The City of Lathrup Village 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.
- Increasing the amount of fresh outdoor air that is introduced into the building.

OVERVIEW - SIGNS & SYMPTOMS

- **COVID-19:** Causes mild to severe respiratory illness – can cause a severe pneumonia-like illness
- **Typical Symptoms:**
 - Fever (>100.4 F)
 - Cough
 - Shortness of Breath
 - Fatigue
 - Headache
 - Muscle or Body Aches
 - New Loss of Taste or Smell
 - Sore Throat
 - Congestion or Runny Nose
 - Nausea or Vomiting
 - Diarrhea
- **Symptoms Onset:** begins 2 to 14 days after exposure
- **How is COVID-19 Spread:**
 - **Person to Person Spread**
 - Exposure to respirator droplets from someone who is infected
 - People without symptoms are able to spread the virus
 - **Contaminated Surfaces**
 - And then touching eyes, nose, or mouth

The City of Lathrup Village 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/Task	Engineering Control
Front Desks	Installation of clear plastic sneeze guards between workers and customers
Administration Office	Installation of clear plastic sneeze guards between co-workers

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The City Administrator and/or they designee 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 The City of Lathrup Village:

The first column indicates 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.
All employees	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All employees – when feasible	Promote remote work (telecommuting) to the fullest extent possible.
All employees – when feasible	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees	Restrict business-related travel for employees to essential travel only.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.

Job/Task	Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)
All employees	Restrict the number of customers in the establishment at any given time.
All employees	Minimize the sharing of tools, equipment, and items.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings).
All employees	Require employees to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace.
All employees	Require customers and the public to wear cloth face coverings.
All employees	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again. Encourage sick customers to use drive-through services, curbside pickup, or home delivery.
All employees	Encourage customers to place orders or services through the phone or web.
All employees	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
City Administrator	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
City Administrator	Maintain flexible policies that permit employees to stay home to care for a sick family member.

Hand Hygiene

The City Administrator and/or their designated staff 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, The City of Lathrup Village shall provide employees with antiseptic hand sanitizers or towelettes. The City of Lathrup Village will provide time for employees to wash hands frequently and to use hand sanitizer.

The City of Lathrup Village shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

Disinfection of Environmental Surfaces

The City of Lathrup Village 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). The City of Lathrup Village will make cleaning supplies available to employees upon entry and at the worksite.

The City of Lathrup Village will be responsible for seeing that environmental surfaces 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, The City of Lathrup Village 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, twice daily as outlined on Attachment A - Disinfection Checklist.

The City of Lathrup Village will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. The City Administrator and/or their designated staff person will be responsible for seeing that this protocol is followed.

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

- Sanitizing sprayer
- Electrostatic sprayer

✓ Personal Protective Equipment (PPE)

The City of Lathrup Village will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

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.

The City of Lathrup Village will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE). The City of Lathrup Village will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals in the workplace. The City of Lathrup Village will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

✓ Health Surveillance

The City of Lathrup Village will 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, together with, if possible, a temperature screening. The City Administrator and/or designated staff persons 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, The City of Lathrup Village will have employees self-screen for COVID-19. The City of Lathrup Village 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.

When obtainable, a no-touch thermometer will be used for temperature screening of employees. The City of Lathrup Village will similarly screen contractors, suppliers, and any other individuals entering the worksite for an extended stay.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their immediate supervisor and/or the City Administrator before and during the work shift. The City of Lathrup Village has provided employees with instructions for how to make such a report to the employer.

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

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

■ RESPONSIBILITIES OF OUR TEAM LATHRUP VILLAGE

INDIVIDUALS:

- Stay home when you are sick or exposed to COVID-19
- Promptly report if you may have been exposed to COVID-19 or tested positive for COVID-19
- Practice good hygiene: wash your hands, cover your mouth when coughing, etc.
- Always wear the appropriate PPE wear designated
- Respect the safety of yourself and others. Be kind, assume others have increased risk or preconditions.
- Follow screening requirements and all safety policies.
- Sanitize your workstation as required; cleaning and disinfecting frequently touched surfaces.
- Adopt an attitude of patience and empathy. Understand stress effects people in different ways.
- Talk to your supervisor if you're feeling physically, mentally or emotionally unwell.

ADMINISTRATION:

- Create an environment for employees to feel comfortable calling in sick
- Allow employees to work from home when prudent or necessary
- Manage and maintain PPE and cleaning supplies to keep workforce healthy
- Create opportunities for contact-free service delivery where appropriate
- Ensure that public areas, workspaces and common areas meet social distancing requirements
- Listen to employee concerns and respond swiftly
- Hold employees accountable for following safety policies and lead by example
- Provide policies to support the health and well-being of our employees and visitors
- Provide support to leadership and employees with safety concerns
- Hold leadership, employees and departments accountable for their roles in mitigating COVID-19

PROTOCOL FOR CONFIRMED COVID-19 CASE WITHIN BUILDING

Details	Activity
Immediately	<ul style="list-style-type: none"> • City administrator or chief of police will order closing the facility to the public • City administrator, chief of police or designated site supervisor will inform any employees in the facility and advise them on how to proceed • City administrator or chief of police will assign person(s) for posting the building closure via building signage, city website, social media. • Visitors that may have been exposed and will be contacted based on the provided information.
Within 24 hours, per Governor Executive, Oakland County, Michigan Department of Health, and/or MIOSHA Orders	<ul style="list-style-type: none"> • City administrator, chief of police or designated site supervisor will inform local health department • City administrator will inform any employees and ask that all contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 also be informed by their direct supervisors within the organization
Before employees and public are allowed to return to the building	<ul style="list-style-type: none"> • Utilize a professional company to conduct a deep clean and spray of the exposed areas of the facility

PROTOCOL FOR FAILURE TO PASS DAILY SCREENING:

Details	Activity
If an individual fails their screening by answering positively to one or more of the principal symptoms of COVID-19	<ul style="list-style-type: none"> They will not be permitted to enter the building or return to work until they have been tested for COVID-19 and received negative results OR they have a confirmed alternate diagnosis from their primary care physician OR at least 72 hours have passed with no fever without use of fever-reducing medication AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared
If an individual fails their screening by answering positively to one or more of the principal symptoms of COVID-19	<ul style="list-style-type: none"> They may wait 10 minutes and retake their temperature If they receive a second positive, they will <u>not</u> be permitted to enter the building or return to work until they have been tested for COVID-19 and received negative results OR they have a confirmed alternate diagnosis from their primary care physician OR at least 72 hours have passed with no fever without use of fever-reducing medication AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared
If an individual fails their screening by indicating close contact with someone with a confirmed COVID-19 diagnosis in the last 14 days	<ul style="list-style-type: none"> Continue daily screening process for symptoms before starting work The employee should <u>always</u> wear a face mask while in the workplace for 14 days after last exposure The employee should stay at least six feet away from other people as work duties permit
If an individual fails their screening by indicating travel over the past 14 days	<ul style="list-style-type: none"> Employee should disclose recent travel to their coworkers so their colleagues can make informed decisions about limiting their contact Domestic travel to non-hotspots as defined by the CDC: Continue daily screening process for symptoms before starting work. The employee should stay at least six feet away from other people as work duties permit. Domestic travel to hotspots as defined by the CDC: Continue daily screening process for symptoms before starting work. The employee should <u>always</u> wear a face mask while in the workplace for 14 days after last exposure. The employee should stay at least six feet away from other people as work duties permit International travel: self-quarantine for 14 days
If the individual failing the screening is a contractor/vendor	<ul style="list-style-type: none"> Their company will be informed.

ILLNESS AND EXPOSURE

Details	Activity
Feeling ill and you have developed one or more symptoms of COVID-19	<ul style="list-style-type: none"> • Inform your immediate supervisor and following screening protocol • Contact your primary care physician and/or make an appointment for a COVID-19 test or with the Oakland County Health Division – Nurse on Call: <ul style="list-style-type: none"> ○ Phone: 1.800.848.5533 ○ Email: noc@oakgov.com ○ Text: OAKGOV to 28748
Feeling ill and have confirmed positive COVID-19 test	<ul style="list-style-type: none"> • Stay at home for at least 14 days with no fever (three full days of no fever without use of fever-reducing medication) • AND other symptoms have improved such as cough or shortness of breath • AND at least 10 days have passed since your symptoms first appeared • Employee is to contact your primary care physician • Supervisor or city administrator is to contact: <ul style="list-style-type: none"> ○ Oakland County Health 800.848.5533 ○ Michigan OSHA 855.723.3219
If you have had direct contact with someone who has COVID-19 symptoms or has been diagnosed with or is probable for COVID-19 infection, you may be permitted to work provided you remain asymptomatic and the following precautions are implemented:	<ul style="list-style-type: none"> • Daily screening program before starting work to monitor for fever and assess symptoms • The employee should <u>always</u> wear a face mask while in the workplace for 14 days after last exposure • The employee should stay at least six feet away from other people as work duties permit • Notify and provide status updates to your immediate supervisor and/or the city administrator

The City of Lathrup Village 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.

The City of Lathrup Village 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, City Administrator and/or designated staff person 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, The City of Lathrup Village will not reveal the name or identity of the confirmed case.

The City of Lathrup Village 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.

EMPLOYEES, VENDORS & CONTRACTORS

Any contractors or vendors who come into the building to work must follow the same screening and safety policies as employees. Each department is responsible for ensuring any contractors they bring into the building follow screening protocol.

If the building is closed to the general public, recurring contractors should consult with their immediate supervisor or the city administrator regarding which door to use and to ensure they have appropriate access.

Daily, prior to reporting for work, all individuals will be required to complete a survey assessing their ability to report to work and complete a touchless thermometer scan. Any signs of sickness and/or related symptoms should be reported to your immediate supervisor.

Details	Activity
City will supply a safety kit at each designated screening locations	<ul style="list-style-type: none">• Each designated area will include an employee log (Records of reports will be maintained by the designated worksite supervisor(s) as required by the Governor's Executive Orders• Touchless thermometer• Hand sanitizer or disinfecting wipes
Employees will screen themselves when entering the building each day. It is the employee's responsibility to make sure they are screened on-site before starting their shift.	<ul style="list-style-type: none">• Employees must log their temperature each day• Employees must answer health screening questions daily• Employee must sign the policy requiring daily screening (one time only to acknowledge receipt)

VISITORS

Details	Activity
Entering the building	<ul style="list-style-type: none"> Public visitors will be limited to two entrances/exits: <ul style="list-style-type: none"> The Northeast doors near the police station Southeast doors near the city offices. The two West doors along Southfield Road will remain locked.
Signing in	<ul style="list-style-type: none"> All public visitors will be requested to sign and provide their contact information, so that they may be contacted in case of a positive exposure within the building The sign in sheets, located at the front desk of the police department and administration office, will be dated and signed
Masks and Social Distancing	<ul style="list-style-type: none"> Visitors will be required to wear a mask until further notice. Face masks will not be provided for visitors. All visitors must maintain 6 feet social distance. The occupancy of the lobby will be limited in order to maintain social distancing requirements.
Signage	<ul style="list-style-type: none"> Utilize Signage prohibiting entrance if the visitor is displaying or experiencing COVID-19 symptoms will be posted at each door.
Building Access	<ul style="list-style-type: none"> The administration maintains the right to close all or portions of the building to the public, including the restrooms. When under emergency orders, when the building is open to the public, visitors should be limited to the first floor. Visitors are limited to essential business only per executive order. When the building is closed the public, food deliveries for personal use should be met in the parking lot. Virtual or phone meetings are encouraged for city business.

RETURN TO WORK PROTOCOL

Employees who **test positive** for COVID-19 will **NOT** be permitted to return to work until:

- A **minimum** of ten (10) business days after symptoms first started or since they were swabbed for the test that yielded the positive results and seventy-two (72) hours after a fever has resolved without the use of fever-reducing medication and symptoms have improved, whichever is longer, OR
- The receive two (2) negative COVID-19 tests collected more than 24 hours apart and are fever-free for 72 hours without fever reducing medication.

✓ Training

The City of Lathrup Village shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

The City of Lathrup Village 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.

The City of Lathrup Village shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

✓ Recordkeeping

The City of Lathrup Village 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 or visitor 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.

The City of Lathrup Village will ensure that the records are kept.

FREE onsite consultation service for employers

To help employers and employees 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
855.723.3219

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

(MIOSHA/CET-5700 ---revised 10/23/20)

ATTACHMENT A

INDEPENDENT CONTRACTOR AGREEMENT FOR BUILDING SERVICES (CLIFTON GRANT)

SANITIZING CHECKLIST

	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	Sun	Sun	Mon	Mon	Tue	Tue	Wed	Wed	Th	Th	Fri	Fri	Sat	Sat
Lobby														
All door handles														
Handicap door opener														
Tables & all chairs														
Stair Railings														
Counters														
Elevator buttons														
Fountains (if open)														
All Bathrooms														
Faucets														
Stall Door Latches														
Toilet Handles														
Towel Dispensers														
City Offices														
Copier														
Front desk computer mouse & keyboard														
Sneeze guard														
Counter inside City Office														
Outdoor door handles														
Door handles inside and out of														

temperature screening area													
Indoor door handles													
Police Offices													
Counter inside Police Station													
Sneeze guard													
Copier													
Breakroom fixtures													
All door handles													
Upstairs													
All door handles													
Microwave Front													
Fridge door handles													
Breakroom counter													
Breakroom table													

ATTACHMENT B

CITY OF LATHRUP VILLAGE

27400 Southfield Road | Lathrup Village, MI 48076 | 248.557.2600 | lathrupvillage.org

REQUIRED DAILY SCREEN QUESTIONS

The daily screening program applies to all staff, officers and contractors. Turn in the completed and signed form to Supervisor or designee **before** reporting in each day/shift.

Symptom check: Please check if you have exhibited any of these symptoms in the last 24-hours:

_____ Cough	_____ Fatigue
_____ Shortness of breath	_____ Muscle /Body Aches
_____ Sore throat	_____ Headache
_____ Diarrhea	_____ New Loss of Taste or Smell
_____ Fever or chills*	_____ Nausea or Vomiting

*Enter temperature, if over 100 degrees _____

- When a touchless thermometer is available, a temperature check is requested in lieu of verbal confirmation.

Enter temperature reading: _____

_____ Any close contact in the last 14 days with someone with a suspected case or diagnosis of COVID-19

_____ Travel internationally or domestically in the last 14 days

Name

Date

Department

Revised 11/4/2020

ATTACHMENT C



MEMORANDUM

DATE: _____
TO: _____
FROM: Sheryl L. Mitchell, City Administrator
CC: Pamela Bratschi, Asst. City Administrator (for Personnel File)
SUBJECT: COVID-19 Remote Work Policy and Notice

In an effort to maintain a safe work environment, handle critical tasks, and provide continuity of service to our residents during the COVID-19 public health emergency, you are hereby afforded the opportunity to report for work from home. Please list below your schedule for remote and in-person days you are requesting to work each scheduled workweek: Monday - Friday, 8:00 AM - 4:30 PM. These days and times are subject to change as the City's needs evolve. **Note** that a log of your work is to be completed by computer or by hand, and emailed to your supervisor at the end of the workweek on Friday. Should you need to elaborate further on any tasks, please send your supervisor an email fully detailing work you have done or will be doing.

To minimize any potential loss of productivity, your direct supervisor will provide you with items of work that will require your attention. Additionally, all work hours not spent working towards regular tasks and projects will be dedicated towards the monitoring of your department's phone lines and emails. You are required to remain available for any incoming City calls during your regular work shift.

Employees must be accessible for all virtual meetings and conference calls as scheduled. Staff is expected to respond to all phone calls within 24 hours of any messages left. Department heads and senior management staff must be available to respond at any time. Other staff must be available during regular work hours. As noted above, employees must complete daily work logs, and submit weekly.

Please note that this schedule is subject to change by the City and that no remote work overtime is authorized unless pre-approved by your Department Head. Failure to adhere to these remote work requirements and properly document work logs may result in the loss of remote work privileges, and can include discipline, up to, and including termination.

All City employment and workplace policies remain in effect while employee is remotely working.

Work Schedule Information:

Remote: _____ **In-Person:** _____

I acknowledge and agree to abide by this policy:

Employee Signature

Date



FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) LEAVE REQUEST FORM

SECTION I: For Completion by the EMPLOYEE

Please complete this form to request leave emergency paid sick leave and/or the Emergency Family Medical Leave Expanded Act Expanded Family (EFMLEA) and medical leave for specified reasons related to COVID-19 under the Families First Coronavirus Response Act.

Employee: _____ Title: _____
Supervisor: _____ Today's Date: _____

CHECK REASON FOR LEAVE AND PROVIDE RELATED INFORMATION AND/OR DOCUMENTATION:

Employee is unable to work or telework because of the following:

- A Employee is subject to a federal, state or local quarantine/isolation order related to COVID-19.**
Name of government entity that issued the quarantine/isolation order: _____
- B Employee has been advised by a health care provider to self-quarantine due to COVID-19 concerns.**
Name of the health care provider: _____
- C Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.**
- D Employee is caring for an individual subject to a federal, state or local quarantine/isolation order related to COVID-19 or is in self-quarantine by a health care provider.**
Name of the government entity that issued the quarantine/isolation order: _____ ; or
Name of the health care provider: _____
- E Employee is caring for a child if the school or place of care has been closed.***
Name(s) of the children being cared for: _____

Name of the school, place of care, or child care provider that has become unavailable: _____
Statement representing that no other suitable individual is available to care for the child(ren) during the requested leave period: _____

F Employee is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

* For an employee who is has been employed at least 30 calendar days, he or she entitled to up to an additional 10 weeks of paid expanded family and medical leave where the employee is unable to work or telework due to a need to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Date of Leave to Start: _____ Date of Anticipated Return to Work: _____
(Leave cannot start until April 1, 2020, the FFCRA's effective date, and end by December 31, 2020.)

Signature of Employee/Representative _____

Date _____



A COMMITTEE OF NORTH COUNTY

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) LEAVE REQUEST FORM

SECTION II: For Completion by the EMPLOYER

____ **Your leave request is approved. All leave taken for this reason will be designated as:**

____ Emergency Paid Sick Leave; or

____ Expanded Family and Medical Leave; or

____ A combination of leave types which will be communicated to you by separate memorandum.

Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

____ Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement:

____ Date of Leave to Start: _____

____ Date of Anticipated Return to Work: _____

____ Because we have agreed that your leave will be intermittent, the increment of time in which the leave may be taken will be: _____

Please be advised (check if applicable):

____ You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA paid entitlement

____ **Your FFCRA leave request is not approved.**

____ **The FFCRA does not apply to your leave request.**

____ **You have exhausted your emergency paid sick leave or expanded Family and Medical Leave under the FFCRA.**

Signature of City Administrator

Date

CITY OF LATHRUP VILLAGE

EMPLOYEE COVID-19 SCREENING AGREEMENT

COVID-19 is a highly communicable disease which can have devastating health consequences. To help assure the safety of other City of Lathrup Village employees, officers, contractors, as well as the general public, I agree that I will continuously monitor my health for each of the following symptoms of COVID-19, including at the beginning of each work shift, using the available screening formats:

I am experiencing new or unexpected symptoms, such as:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

I further agree that I will not report to work and will immediately notify my supervisor if:

1. I develop **any** of the above COVID-19 symptoms;
2. Anyone in my household develops symptoms of COVID-19 or tests positive; or
3. I am identified by health authorities as a “close contact” to a COVID-19 positive individual.

I further agree that I will immediately notify my supervisor and/or the City Administrator and/or Treasurer/Assistant City Administrator and follow instructions about leaving work during a shift if:

1. I develop **any** of the above COVID-19 symptoms;
2. I learn that anyone in my household develops symptoms of COVID-19 or tests positive; or
3. I am identified by health authorities as a “close contact” to a COVID-19 individual

I acknowledge that I have read the above and understand that it is my personal responsibility to monitor my health and to completely comply with the requirements listed.

Signature _____

Printed Name _____

Date _____