

Plan for Public

	Phase 1-4a	Phase 4b	Phase 5	Phase 6
Is City Hall open to the public?	Closed to Public	Closed to Public except cash payments	Open to public limited to 10 people, strict social distancing in place	Open as in past
Meetings	Virtual	Virtual	Virtual if allowed by state	In person
Masks for public	n/a	If coming in to pay cash, must wear a mask	Must wear a mask	No masks required
City Hall hours	8-12, 12:30-4 CST Monday- Friday	8-12, 12:30-4 CST Monday- Friday	8-4:30 Monday- Friday	8-4:30 Monday- Friday
Special hours for vulnerable people	n/a	8-9:30	8-9:30	no
Late Fees	Will not be assessed	Will be assessed	Will be assessed	Will be assessed
How to contact with questions.	Can call 906-663-4311, or email Kelli at Kelli.Stutz@bessemermi.org	Can call 906-663-4311 or use the phone by the library entrance, or email Kelli at Kelli.Stutz@bessemermi.org	Can call 906-663-4311 or stop in, or email Kelli at Kelli.Stutz@bessemermi.org	Can call 906-663-4311 or stop in
Restrooms	Staff only	Staff only except downstairs ADA bathroom	Staff only except downstairs ADA bathroom	Public and staff
Social Distancing Requirements	Extreme, strict compliance	Extreme, strict compliance. Public will be asked to leave if they can't follow the guidance	Strict Compliance. Public will be asked to leave if they can't follow the guidance	As in the past
Doors open	None	Library Door, must call to be let in.	Normal doors	Normal doors
Contractors	Can only enter if dire and wearing proper PPE. Minimize time in building	Must wear proper PPE	Must wear proper PPE	As normal

Plan for Employees

	Phase 1-4a	Phase 4b	Phase 5	Phase 6
Sanitizing	Daily	3x a day	3x a day	Normal
Masks for employees	If there is an essential service that can only be met through seeing someone wear a mask	Whenever dealing with the public or another coworker	Must always wear a mask	No masks required
Mail	Wear gloves and wash hands after opening	Wear gloves and wash hands after opening	Wear gloves and wash hands after opening	No special precautions necessary
Employees with symptoms	See below	See below	See below	See below
Who works in Office?	Kelli	Kelli	Kelli, Jim, Charly	Kelli, Jim, Charly
Work-site supervisor	Kelli (or Jim if Kelli is absent)	Kelli (or Jim if Kelli is absent)	Charly (or Jim if Charly is absent)	Charly (or Jim if Charly is absent)
Gloves for employees	When opening mail	When opening mail, taking payments, and working at the front counter	When opening mail, taking payments, and working at front counter	Depends on guidance from health department
Social Distancing between employees	All offices have ample space for social distancing. All staff will stay 6 feet apart unless an emergency dictates otherwise	All offices have ample space for social distancing. All staff will stay 6 feet apart unless an emergency dictates otherwise	All offices have ample space for social distancing. All staff will stay 6 feet apart unless an emergency dictates otherwise	Operate as normal
Work place Travel	Limited to essential travel only	Limited to essential travel only	Limited to essential travel only	Operate as normal
Health Screening	Daily	Daily	Daily	Depends on guidance

				from health department
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Steps necessary to enter each new phase

Phase 4b: Governor's ok. Hand Sanitizer available at library door. Sign installed at library door that indicate if people have symptoms or have been recently sick to stay home and that they are legally obligated to wear a mask. Signs on doors updated. Signs with cleaning and this plan posted on doors. Plexiglass installed at front window. Public isn't allowed in office. Must have masks that can be given to public and enough sanitizing spray. Lock is installed on library entrance that allows for remote unlocking or code entry.

Phase 5: Hand Sanitizer available at the three normal entrances. Signs on doors updated to discuss social distancing. Social distancing signs posted throughout City Hall. Floor has tape indicating how far apart people must stand. Public isn't allowed in offices other than City Manager's office; City Manager's office is rearranged to keep people 6 feet away.

Phase 6: Governor's ok.

Do note that all of this is subject to the Governor's and Health Department's Guidance and is subject to change. We will have to remain flexible as we work through this.

Training

- All staff have received guidance on utilizing masks (<https://newsnetwork.mayoclinic.org/discussion/tips-on-how-to-wear-and-care-for-your-cloth-mask/>) and on sanitizing frequently touched surfaces.
- All staff can and should report unsafe practices to the city manager as soon as they notice the issue.
- If staff notice any symptoms of the virus they should immediately notify their supervisor via a phone call and go home. PTO will not be utilized in this instance.
- Install handwashing signs in bathrooms. Employees shall wash their hands and/or use hand sanitizer above 63% alcohol
 - After blowing one's nose, coughing, or sneezing
 - Before, during, and after preparing food
 - After using the toilet
 - After touching garbage
 - Before and after the work shift
 - Before and after work breaks
 - After touching objects that have been handled by customers

- Staff should contact their doctor to determine if they should take a covid-19 test. Employees shall follow all CDC guidelines including the following:
 - People with COVID-19 who have stayed home (home isolated) can leave home under the following conditions**:
 - If you have not had a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 10 days have passed since your symptoms first appeared
 - If you have had a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, at least 24 hours apart. Your doctor will follow [CDC guidelines](#).
 - People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions**:
 - If you have not had a test to determine if you are still contagious, you can leave home after these two things have happened:
 - At least 10 days have passed since the date of your first positive test
AND
 - you continue to have no symptoms (no cough or shortness of breath) since the test.
 - If you have had a test to determine if you are still contagious, you can leave home after:
 - You received two negative tests in a row, at least 24 hours apart. Your doctor will follow [CDC guidelines](#).

Daily Health Screenings

Before employees come to work, each day they need to do the following:

- Since your last day of work, have you had any of the following:
 - A new fever (100.4°F or higher), or a sense of having a fever?
 - Chills or repeated shaking with chills?
 - A new cough that you cannot attribute to another health condition
 - Headaches that you cannot attribute to another health condition?
 - Shortness of breath that you cannot attribute to another health condition?
 - A sore throat that you cannot attribute to another health condition?
 - New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
 - New loss of taste or smell?
- If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4oF or higher, do not report to work. Self-isolate at home and contact your primary care physician’s office for direction. You should isolate at home for minimum of 7 days since symptoms first appear. You must also have 3 days without fevers and improvement in respiratory symptoms. You will not need to utilize PTO
- Since your last day of work:
 - Have you traveled outside the U.P. (or Iron County, WI)? If yes, you must discuss your travel and activity with the city manager before reporting to work. You may need to use your PTO. Check with City Manager
- Have you had close contact with a confirmed/probable COVID-19 case? If “yes” do not report to work. Quarantine at home for 14 days. You will not need to use your PTO.

Once entering phase 5 when all employees are in City Hall, City Manager must do the following health check with each employee at City Hall:

- Ask the employee to confirm that their temperature is less than 100.4o F (38.0o C)
- Confirm that they are not experiencing coughing or shortness of breath.
- Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue.

Procedure if employee contracts Covid-19

- Close down City Hall. PTO will not be utilized in this instance.
- Contact all employees and contractors who may have been in contact with the individual and Health Dept within 24 hours.
- Utilize latest CDC guidelines. May include the following:
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
 - During this waiting period, open outside doors and windows to increase air circulation in these areas.
- Follow the [CDC cleaning and disinfection recommendations](#):
 - Clean dirty surfaces with soap and water before disinfecting them.
 - To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2](#)[external icon](#)[external icon](#), the virus that causes COVID-19, and are appropriate for the surface.
 - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.
- In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions:
 - Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#).
 - Critical infrastructure workplaces should follow the guidance [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#).
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.
- 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).

Sanitizing Procedure

The following need to be sanitized in the frequency discussed above: Frequently used door knobs, key pads, counter, bathroom faucets, toilets, copier buttons and handle, any shared office items, etc. Sanitation will be done by Kelli and if Kelli is absent, Jim.