

Plan for Public

	Phase 1-4a	Phase 4b	Phase 5	Phase 6
How to contact with questions.	Can call (906) 667-0453 or email Neal and BessDPW@chartermi.net	Can call (906) 667-0453 or email Neal and BessDPW@chartermi.net	Can call (906) 667-0453 or email Neal and BessDPW@chartermi.net	Can call (906) 667-0453 or email Neal and BessDPW@chartermi.net
Social Distancing Requirements	Extreme, strict compliance. Staff will leave if social distancing isn't followed	Extreme, strict compliance. Staff will leave if social distancing isn't followed	Strict Compliance. Staff will leave if social distancing isn't followed	As in the past
Working with Public	Only in emergency	Only in emergency	Only in emergency	As in the past
Masks	If in an emergency, the DPW must interact with public, the public is required to wear a mask.	If in an emergency, the DPW must interact with public, the public is required to wear a mask.	If in an emergency, the DPW must interact with public, the public is required to wear a mask.	As in the past
Vendors and visitors	No vendors or other visitors are allowed in facilities unless it's an emergency	No vendors or other visitors are allowed in facilities unless it's an emergency	No vendors or other visitors are allowed in facilities unless it's an emergency	As in the past

Plan for Employees

	Phase 1-4a	Phase 4b	Phase 5	Phase 6
Sanitizing	Daily in vehicles and office	Daily in vehicles and office	Daily in vehicles and office	Normal
Masks for employees	Whenever dealing with the public or another coworker	Whenever dealing with the public or another coworker	Whenever dealing with the public or another coworker	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
Work-site supervisor	Neal (or Bob if Neal is absent)	Neal (or Bob if Neal is absent)	Neal (or Bob if Neal is absent)	Neal (or Bob if Neal is absent)
Gloves for employees	When opening mail and dealing with public or publicly touched surfaces as feasible	When opening mail and dealing with public or publicly touched surfaces as feasible	When opening mail and dealing with public or publicly touched surfaces as feasible	Depends on guidance from health department
Social Distancing between employees	6 feet unless emergency such as a water break or sewer plug.	6 feet unless emergency such as a water break or sewer plug.	6 feet unless emergency such as a water break or sewer plug.	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
Break times	Utilize home for breaks	Utilize home for breaks	Utilize home for breaks	Operate as normal
Vehicles	Bring city vehicles home when feasible. One person per vehicle	Bring city vehicles home when feasible. One person per vehicle	Bring city vehicles home when feasible. One person per vehicle	Operate as normal
Garage	One person in a garage at a time	One person in a garage at a time	One person in a garage at a time	Operate as normal
Separation of Staff	Foreman cannot work directly with heavy equipment operator or water operator unless no other options to limit chance of both contracting the virus at the same time.	Foreman cannot work directly with heavy equipment operator or water operator unless no other options to limit chance of both contracting the virus at the same time.	Foreman cannot work directly with heavy equipment operator or water operator unless no other options to limit chance of both contracting the virus at the same time.	Operate as normal.

Steps necessary to enter each new phase

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.
- 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
- 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. Staff 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 Northern Wisconsin? If yes, you must discuss your travel and activity with the city manager before reporting to work. All employees are strongly encouraged to avoid significant travel. If travel is taken, avoid large crowds and places with outbreaks.
- 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

Procedure if employee contracts or possibly contracts Covid-19

- Close down any building they have been in recently. PTO will not be utilized in this instance.
- Stop utilizing vehicles the employee recently used.
- Contact all employees or contractors who may have been in contact 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.
 - If machinery or equipment are thought to be contaminated and can be cleaned, follow the CDC cleaning and disinfection recommendations. First clean dirty surfaces with soap and water. Second, disinfect surfaces using products that

meet EPA's criteria for use against SARS-Cov-2 and are appropriate for the surface.

- If machinery or equipment are thought to be contaminated and cannot be cleaned, they can be isolated. Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of 7 days before handling.
- 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. Criteria to return to work includes the following:
 - 1. They are free of fever (100.4° F or greater using an oral thermometer) for at least 72 hours without the use of fever reducing medications. AND
 - 2. Other symptoms have improved (ex. Cough, shortness of breath, muscle pain, headaches) AND
 - 3. At least 10 days have passed since their symptoms first appeared
- 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).

Policy for working with Public

If a resident is having an emergency that requires you to deal with them directly ask the following on the phone before seeing them:

- 1) Have they or anyone in their house have been sick in the last 14 days?
- 2) Have they or anyone in their house been in a place that has been heavily impacted by the virus in the last month?
- 3) Do they or anyone in their household have a fever?

If the resident answers yes to any of the questions, have the affected residents stay in a separate room super far away from you. Call City Manager if it seems overly risky