

Plan for Public

Is City Hall open to the public?	Closed to Public except cash payments and by appointment
Meetings	Virtual
Masks for public	If coming in to pay cash or for an appointment, must wear a mask
City Hall hours	8-12, 12:30-4 CST Monday- Friday
Special hours for vulnerable people	8-9:30
Late Fees	Will be assessed
How to contact with questions.	Can call 906-663-4311 or use the phone by the library entrance, or email Kelli at Kelli.Stutz@bessemermi.org
Restrooms	Staff only except downstairs ADA bathroom
Social Distancing Requirements	Extreme, strict compliance. Public will be asked to leave if they can't follow the guidance
Doors open	Library Door, must call to be let in.
Contractors	Must wear proper PPE

Plan for Employees

Sanitizing	2x a day
Masks for employees	Whenever dealing with the public or another coworker.
Employees with symptoms	See below
Who works in Office?	Kelli and Jennifer as needed for financial transactions.
Work-site supervisor	Jennifer if present. Kelli if only one
Social Distancing between employees	All offices have ample space for social distancing. All staff will stay 6 feet apart unless an emergency dictates otherwise
Work place Travel	Limited to essential travel only
Health Screening	Daily

Working from home

All employees who can work from home, must do so. This includes the City Manager and Clerk/Treasurer. The Clerk Treasurer may in limited frequency need to work at City Hall to make deposits and help with financial checks and balances. This work will be limited to what needs to be done in person.

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 take a covid-19 test. Employees shall follow all CDC and health department guidelines. Given the ever changing environment staff should contact the health department to learn the latest 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.

When all employees return to 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, Jennifer.