

COVID-19 Preparedness Response Plan

With the COVID-19 (Coronavirus) impact on our community and the world, we provide the following as a response plan to address the steps in place for municipal operations as required by the Governor's Executive Order 2020-114.

- City employees shall continue to observe "physical distancing" standards of six feet (6') as well as practice proper hand washing and hygiene. They should be careful to avoid touching their eyes, nose, or mouth with unwashed hands and avoid close contact with people who are sick. A self-screening consistent with CDC guidelines should be conducted daily. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- All employees should notify their direct supervisor if they are experiencing any symptoms of COVID-19. Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees shall be trained by their direct supervisor on measures to control infection, use of personal protective equipment, and how to report a suspected COVID-19 case or unsafe working conditions.
- A physical barrier, such as a glass/plexiglass wall or "sneeze guard", should be maintained in office spaces to prevent exposure during interactions with the public. Face coverings will be required when interactions take place without a physical barrier or physical distancing.
- Que positions shall be placed on the floor in all lobby areas to help maintain physical distancing.
- Hand sanitizer shall be made available to all city employees, and to the public in building areas where there will be contact with employees.
- City employees in the field (Public Works, Police, Utilities, etc.) shall travel in groups of no more than two (2) per vehicle and shall be required to wear masks if physical distancing (six feet) is impractical, and as appropriate for the activity being performed.
- Employees should limit the use of co-workers' tools and equipment unless those items have been properly sanitized.
- Employees shall stagger breaks and lunches, if practicable, to reduce the size of any group at any one time.
- Personal guests will not be allowed in any public facility.
- Employees should not participate in any unnecessary physical contact.
- Public Health guidelines shall be posted at all entrances and throughout buildings.
- Facility cleaning and disinfection shall be increased, especially on high-touch surfaces.
- When possible, meetings between City staff and others shall be held electronically. When not possible, physical distancing guidelines shall apply.
- Upon notice of a confirmed case in the workplace, the workplace will be temporarily closed for disinfection. Notification will be made to the county health department and anyone who may have come in contact with that person.
- Any questions or concerns can be emailed to the City Manager, Elaine Leven, at eleven@cityofmarinecity.org or by phone at 810-765-0513.

The above items are subject to change based on any future action by the Governor.

**Please
Practice**



6'



**Social
Distancing**