



## City of Berkley

# COVID-19 Recovery and Reopening Plan

Date Implemented: (*June 3, 2020*\*\*)

**\*\*Implementation will continue to be subject to guidance and directives provided by the State of Michigan and Oakland County.**

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## INTRODUCTION

To respond to the current state of emergency related to the novel coronavirus SARS-CoV-2 (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, the City of Berkley (“City”) has prepared the following COVID-19 Response, Reopen, and Recovery Plan (“Plan”). This Plan may be updated as the situation evolves, as operational and/or financial needs change, or as state or local orders related to COVID-19 are issued or amended. The COVID-19 pandemic may be the greatest public health challenge that many of us have faced as individuals, organizations, or as a community. The City of Berkley established a COVID response team on Wednesday, March 11, 2020, intending to successfully coordinate, administer, and steer rapid response efforts for the organization and community.

The measure of success has been the staff’s morale, continuity of services, and the level of community engagement. By these measures, our community’s ability to support ongoing public health protocols, such as social distancing and sheltering in place, has been promising. The focus must now shift toward the challenge of safely returning staff to City buildings and reopening to the public.

## RESPOND - REOPEN - RECOVER

City staff has identified the need for a defined project charter to identify key leaders in the City who will play an important role in carrying Berkley and the greater community through life after the pandemic. Actions have been broken down into three tiers: respond, reopen, recover.

1. **Respond** – A successful response to the pandemic relies heavily on ‘surge’ capability via technology, communications platforms, and rapid innovation. In the first wave, City and community leaders responded quickly, establishing protocols and work schedules in conjunction with public health orders and information. If there is recidivism in the amount of COVID infections, personnel will respond with updated policies built on early successes and best practices.

2. **Reopen** – This stage imagines the community strategically and gradually reopening critical sectors like the downtown, public parks, and municipal facilities in a way that reflects new normal expectations like social distancing. Life must return to normal patterns, but it is the responsibility of this team to stay vigilant as the city leaves hibernation.

3. **Recover** – A broad and intensive community outreach effort is required to build a meaningful and effective recovery plan. The objective is to gain direct input about emergent recovery needs from multiple stakeholder profiles affected by the COVID-19 pandemic. As staff returns to work in person, an analysis will be required to ensure the City is prepared and resilient in the face of new challenges and service delivery continues to be efficient and effective.

## **REOPEN PROCEDURES**

The following COVID-19 preparedness & response plan has been established for the City of Berkley in accordance with MIOSHA Emergency Rules for Coronavirus Disease 2019 (COVID-19), the OSHA Guidance on Preparing Workplaces for COVID-19, and the latest guidance from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee exposure to SARS-CoV-2.

The plan outlines what the City has done, and will continue to do, in an effort to slow the spread of COVID-19 in the workplace. Like all things, COVID-19 related, details are subject to change pending updated information from a reliable source such as the CDC, State of Michigan, Oakland County Health Department, etc.

## **EMPLOYEE RETURN TO WORK PLAN**

As the COVID-19 situation evolves, OSHA and CDC guidelines are periodically updated. The City Manager's Office will be responsible for updating the COVID-19 Recovery and Reopening Plan to reflect the latest material. This plan reflects the EOs, State Health Orders, State Laws, and CDC guidance as of January 2022.

References to some of the guidance material are:

- [MI Dept of Labor and Economics](#)
- [Oakland County](#)
- [MDHHS](#)
- [CDC](#)

The City of Berkley 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 the Berkley Department Heads and/or their designees. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role. Designees will be determined by the Department Head.

The plan will be made readily available to employees and labor unions. The plan will be made available via email to all employees, at [www.berkleymich.org/covidreopenplan](http://www.berkleymich.org/covidreopenplan), and available in hard copy to all employees by request to the City Manager's Office.

## ENGINEERING CONTROLS (Per the MIOSHA Guidelines)

The City of Berkley 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.

Engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

The City Manager’s Office and Department Heads 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 at municipal building locations:

Municipal Building & Departments	Engineering Control in Place
<p><b>City Hall:</b></p> <ul style="list-style-type: none"> <li>● City Clerk’s / Treasury Department</li> <li>● City Manager’s Office</li> <li>● Community Development Department</li> <li>● Finance Department</li> <li>● DDA Office</li> <li>● General Meeting Spaces</li> </ul>	<ul style="list-style-type: none"> <li>● Physical Sneeze Guard Barrier at Counter or Reception Areas including City Manager’s Office, Clerk/Treasury Counter, and Community Development Counter</li> <li>● Closure of Front Entry to Finance Department</li> <li>● Ford-Lasko Air Filter Circulators</li> <li>● Regular Maintenance on HVAC System to ensure proper ventilation</li> <li>● Public Signage encouraging mask use for all patrons</li> <li>● PPE &amp; Sanitizer Provided at Counters</li> </ul>
<p><b>Library:</b></p> <ul style="list-style-type: none"> <li>● Administrative Offices</li> <li>● Librarian Staff Areas</li> <li>● Circulation Desk</li> </ul>	<ul style="list-style-type: none"> <li>● Physical Sneeze Guard Barrier at all public Counters including Circulation</li> <li>● Ford-Lasko Air Filter Circulators</li> <li>● Regular Maintenance of HVAC System to</li> </ul>

	<ul style="list-style-type: none"> <li>ensure proper ventilation</li> <li>Public Signage encouraging mask use for all patrons</li> <li>PPE &amp; Sanitizer Provided at Counters</li> </ul>
<b>Parks &amp; Recreation Community Center:</b> <ul style="list-style-type: none"> <li>Administrative Offices</li> <li>Multipurpose Spaces</li> <li>Senior Center</li> </ul>	<ul style="list-style-type: none"> <li>Physical Sneeze Guard Barrier in Main Office</li> <li>Ford-Lasko Air Filter Circulators</li> <li>Regular Maintenance of HVAC System to ensure proper ventilation</li> <li>Public Signage encouraging mask use for all patrons</li> <li>PPE &amp; Sanitizer Provided at Counters</li> </ul>
<b>Parks &amp; Recreation:</b> <ul style="list-style-type: none"> <li>SMART Buses</li> </ul>	<ul style="list-style-type: none"> <li>Physical Sneeze Guard Barriers present in all SMART buses</li> <li>Signage indicating mask requirements displayed</li> </ul>
<b>Public Works:</b> <ul style="list-style-type: none"> <li>Administrative Offices</li> <li>Crew Break Spaces</li> <li>Field Operations</li> </ul>	<ul style="list-style-type: none"> <li>Physical Sneeze Guard Barrier at all public Counters</li> <li>Ford-Lasko Air Filter Circulators</li> <li>Regular Maintenance of HVAC System to ensure proper ventilation</li> <li>Public Signage encouraging mask use for all patrons</li> <li>PPE &amp; Sanitizer Provided at Counters</li> </ul>
<b>Public Safety:</b> <ul style="list-style-type: none"> <li>Administrative Offices</li> <li>Dispatch Reception</li> <li>FOIA/Records Reception</li> <li>Field Operations</li> </ul>	<ul style="list-style-type: none"> <li>Bulletproof Glass at Dispatch Reception</li> <li>Regular Maintenance of HVAC System to ensure proper ventilation</li> <li>Public Signage encouraging mask use for all patrons</li> <li>Sanitizer Provided at Counters</li> </ul>

## ADMINISTRATIVE CONTROLS (Per the OSHA Guidelines)

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The City Manager 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 Berkley:

Designated Employees	Administrative Control in Place:
All Employees	Social Distancing of 6 ft. encouraged, ground markings present for patrons entering buildings
All Employees	Use of face coverings encouraged, provided in all dept.
All Employees	Regular disinfecting of public countertops, especially during high volume periods of patron traffic
City Hall Employees	Promote Use of City Hall Dropbox for business transactions
City Hall Employees	In-person meetings with vendors/patrons may not resume until July 1, 2021; virtual meetings encouraged where appropriate
Library Employees	Promote Use of Curbside pick-up for materials
Parks & Recreation Employees	Use of face coverings required for SMART passengers and employees
Parks & Recreation Employees	Use of face coverings encouraged for Camp Counselors and Youth while indoors

In addition to the Administrative Controls, this section contains important information focused on seven critical areas impacting all City employees:

- **Disinfection of Environmental Surfaces/Cleaning Protocol:** Implementing consistent decontamination and disinfection protocols for City buildings including common areas, workstations, office equipment, computers, tools, vehicles, and equipment will remain a standard practice. [See details noted in this section.](#)
- **Personal Protective Equipment (PPE):** Face masks are encouraged when inside a City facility or in a City vehicle with other staff and are available to employees. [See details noted in this section.](#)
- **Entry to Work:** Berkley discontinued the requirement for employees to conduct self-monitoring steps at home, prior to coming to work, and upon arrival at work. Effective July 1, 2021, employees no longer need to complete the employee self-screening questionnaire. [See details noted in this section.](#)
- **Social Distancing Practices:** Social distancing will be implemented and remain in effect for all employees where space allows. Alternative protocols have been put in place if unable to social distance. [See details noted in this section.](#)
- **Work Day Illness:** Our ability to recognize potential on-site exposure scenarios followed by an appropriate response to protect our employees and the public remains in our best interest. In addition, we will follow our established protocols for employees returning to work after confirmed or suspected illness and/or a completed quarantine period, as directed by OSHA, State, County, and CDC requirements. [See details noted in this section.](#)

- **Personal Responsibility:** Maintain awareness of, and compliance with, expectations and best practices for control, prevention, and vaccination related to COVID-19. [See details noted in this section.](#)
- **Travel:** The City will follow the CDC, State, and County guidance on travel restrictions. Supervisors may approve travel for work-related employee training, when necessary for departmental operations. The City will continue to follow OSHA, State, County, and CDC guidance and protocols for COVID-19. [See details noted in this section.](#)

## HAND HYGIENE

The City Manager's Office and Department Heads will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular hand washing is required. The frequency of such hand washing 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 Berkley shall provide employees with antiseptic hand sanitizers or towelettes. The City of Berkley will provide time for employees to wash hands frequently and to use hand sanitizer.

The City of Berkley 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. Corresponding signage on handwashing has been implemented in all municipal buildings.

## DISINFECTION OF ENVIRONMENTAL SURFACES

The City has a cleaning contract with GDI. We have spoken with their management and requested increased cleaning frequency, items cleaned, and for a deeper and more intense disinfecting and cleaning process to be used.

Front of operation employees, including but not limited to Clerks, Assistants, and Cashiers, will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected at least daily when no people with confirmed or suspected cases of Covid -19 have been in the space.

Everyone is responsible to wipe down/spray their immediate work surface, phones, computer keyboards, calculators, printers, scanners in your office area, on a regular basis. Shared work areas such as copiers, mailroom surfaces, break room tables and conference room tables are to be cleaned following use. Be thoughtful of those around you.

If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, the spaces that person or person occupied must be cleaned and disinfected using the City of Berkley's electrostatic disinfection equipment.



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.







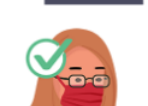
All cleaning practices, procedures, and guidelines as they related to Covid-19 shall follow the current recommendation from the Centers for Disease Control (CDC). Corresponding signage on the disinfection of environmental surfaces has been implemented in all municipal buildings.

## PERSONAL PROTECTION EQUIPMENT (PPE)

All employees are encouraged to wear a face mask/covering when inside a City facility or in a City vehicle with other staff. You must also continue to use the PPE that you would ordinarily use at work.

Employees are encouraged to wear a mask while attending events, conferences, meetings, or other work-related responsibilities, while they are representing the City of Berkley.

**NOTE:** Non-medical grade face coverings are technically not considered PPE. When the engineering or administrative measures described above cannot be implemented or do not protect workers fully, the City of Berkley may require employees to use PPE to supplement other controls. The City of Berkley will determine what PPE is necessary. All PPE, including respirators (N95 filtering facepiece respirators or better, including elastomeric respirators, without exhalation valves or vents), face shields, protective gowns, and gloves, will be provided to workers at no cost.

DO choose masks that	DO NOT choose masks that
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents which allow virus particles to escape</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	 <p>Are specially labeled "surgical" N95 respirators, as those should be prioritized for healthcare personnel</p>
 <p>Have a nose wire to prevent air from leaking out of the top of the mask</p>	

For more information regarding a face mask/covering, visit the [CDC's Guide to Mask webpage](#).

We expect the following from City employees:

1. A face mask or covering is strongly recommended to be worn whenever the workspace is a shared space. Conference rooms, breakrooms, the Council Chambers are some examples of a shared workspace.
2. A face mask or covering is strongly recommended whenever you are traveling throughout the building, which means you are outside your immediate workspace.
3. When you are working at your personal workstation, you may choose to wear or remove your mask or face covering.
4. Working Outside – use and wear the appropriate PPE for the work activity that is being performed. A mask or face covering is no longer required to be worn when employees are working outside, when not working closely with others.
5. If work responsibilities require 2 or more people in a vehicle, all employees are encouraged to wear a mask. A face covering or mask is also encouraged while riding in the vehicle, gator, large equipment, or emergency vehicle, regardless of the windows being down or vaccination status. Disinfect and sanitize each vehicle and piece of equipment before use.

General use and cloth masks have been made available to all employees. Please contact the City Manager's Office if you need additional or replacement masks.

- You may wear appropriate homemade masks if you choose. CDC also advises the use of simple cloth two-layer face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.
- It is important to routinely wash face masks depending on the frequency of use. A simple toss in the washing machine will clean the material appropriately.
- If you plan to wear a homemade face mask/cloth face covering at work, it needs to be appropriate for the workplace. Please do not include any violent graphics, sexually offensive pictures, patterns, verbiage, or slang.

Cleaning Supplies: (not PPE, but appropriate for this section):

- Lysol or disinfectant style wipes
- Disinfectant spray
- Hand sanitizer
- Soap, water, and paper towels

Employees are encouraged to clean their immediate work areas regularly. If the workspace is shared with others, then it is expected to be cleaned more frequently. If

you are running short on the appropriate PPE or cleaning supplies, or feel additional items are needed, please contact your immediate supervisor for assistance.

## HEALTH SURVEILLANCE

### Entry to Work:

The City will use the following process recommended by the CDC to evaluate an employee's safety to work, strictly related to COVID-19.

If an employee has underlying health issues or concerns, they may speak with their immediate supervisor or contact the City Manager directly at:

Matthew Baumgarten

Email: [mbaumgarten@berkleymich.net](mailto:mbaumgarten@berkleymich.net)

Phone: 248-672-0290

## CDC – Quarantine and Isolation Guidance

Definitions:

**Close Contact** - someone who was less than [6 feet away from an infected person](#) (laboratory-confirmed or a [clinical diagnosis](#)) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. Learn more about [close contact](#).

**Exposure** - contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

**Isolation** - the separation of people who are sick or infected with the virus, even if you don't have symptoms.

- Calculating Isolation - Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

**Quarantine** - a strategy used to prevent transmission of COVID-19 by keeping people who have been in [close contact](#) with someone with COVID-19 apart from others.

- Calculating Quarantine - the date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days.
- [Learn why CDC updated guidance for the general public.](#)

This [video](#) will help explain the difference between Isolation and Quarantine.

## When to Quarantine -

Information provided by:

[www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html](http://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html)

### Calculating Quarantine

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

**IF YOU**  
Were exposed to COVID-19 and are **NOT up-to-date** on COVID-19 vaccinations

**Quarantine for at least 5 days**

**Stay home**  
Stay home and [quarantine](#) for at least 5 full days.

Wear a well-fitted mask if you must be around others in your home.

**Get tested**  
Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

**After quarantine**

**Watch for symptoms**

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms**  
[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

**Take precautions until day 10**

**Wear a mask**

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel**

**Avoid being around people who are at high risk**

**IF YOU**  
Were exposed to COVID-19 and are **up-to-date** on COVID-19 vaccinations

**No quarantine**

You do not need to stay home **unless** you develop symptoms.

**Get tested**  
Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

**Watch for symptoms**

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms**  
[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

**Take precautions until day 10**

**Wear a mask**

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel**

**Avoid being around people who are at high risk**

**IF YOU**  
were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)

**No quarantine**

You do not need to stay home **unless** you develop symptoms.

**Watch for symptoms**

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms**  
[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

**Take precautions until day 10**

**Wear a mask**

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel**

**Avoid being around people who are at high risk**

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## Who does not need to quarantine?

If you came into close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine.

- You are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- You are ages 5-17 years and completed the primary series of COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test).

You should wear a well-fitting mask around others **for 10 days from the date of your last close contact with someone with COVID-19** (the date of last close contact is considered day 0). Get tested at least 5 days **after** you last had close contact with someone with COVID-19, if you choose.

## IF YOU TEST POSITIVE OR DEVELOP SYMPTOMS

- If you test positive or develop COVID-19 symptoms, isolate from other people and follow recommendations in the Isolation section below.
- If you tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. **You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0).**

## When to Isolate

Information provided from:

[www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html](http://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html)

### Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

IF YOU  
Tested positive  
for COVID-19 or  
have  
symptoms,  
regardless of  
vaccination  
status

Stay home for at least 5 days  
Stay home for 5 days and [isolate](#) from others in your home.

Wear a well-fitted mask if you must be around others in your home.

Ending isolation if you had symptoms  
[End isolation after 5 full days](#) if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

Ending isolation if you did NOT have symptoms  
[End isolation after at least 5 full days](#) after your positive test.

If you were severely ill with COVID-19  
You should isolate for at least 10 days. [Consult your doctor before ending isolation.](#)

Take precautions until day 10

**Wear a mask**  
Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel**

**Avoid being around people who are at high risk**

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Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others.

- At home, anyone sick or infected should separate from others, or wear a well-fitting mask when they need to be around others. People in isolation should stay in a specific "sick room" or area and use a separate bathroom if available.

Everyone who has presumed or confirmed COVID-19 **should stay home and isolate from other people for at least 5 full days** (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). **They should wear a mask when around others at home and in public for an additional 5 days.**

### **IF YOU TEST POSITIVE OR DEVELOP SYMPTOMS**

People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 **need to isolate regardless of their vaccination status.** This includes:

- People who have a positive viral test for COVID-19, regardless of whether or not they have symptoms.
- People with symptoms of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

### **Ending isolation for people who had COVID-19 and had symptoms:**

If you had COVID-19 and had [symptoms](#), isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

- You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- You should continue to wear a [well-fitting mask](#) around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a [well-fitting mask](#). Contact your healthcare provider if you have questions.
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until a full 10 days after your first day of symptoms. If you must travel on days 6-10, wear a [well-fitting mask](#) when you are around others for the entire



duration of travel. If you are unable to wear a mask, you should not travel during the 10 days.

- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

If an individual has access to a test and wants to test, the best approach is to use an [antigen test](#)<sup>1</sup> towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a [well-fitting mask](#) around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel as described above.

*<sup>1</sup>As noted in the [labeling for authorized over-the-counter antigen tests external icon](#) [external icon](#): Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.*

Note that these recommendations on ending isolation **do not apply to people** with moderate or severe COVID-19 or with weakened immune systems (immunocompromised). [See the CDC guidance for recommendations for when to end isolation for these groups.](#)

### **Ending isolation for people who tested positive for COVID-19 but had no symptoms:**

If you test positive for COVID-19 and never develop [symptoms](#), isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a [well-fitting mask](#) around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- If you develop [symptoms](#) after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for [ending isolation for people who had COVID-19 and had symptoms](#).
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until 10 days after the day of your positive test. If you must travel on days 6-10, wear a [well-fitting mask](#) when you are around others for the entire duration

of travel. If you are unable to wear a mask, you should not travel during the 10 days after your positive test.

- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

If an individual has access to a test and wants to test, the best approach is to use an [antigen test](#)<sup>1</sup> towards the end of the 5-day isolation period. If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a [well-fitting mask](#) around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel described above.

<sup>1</sup>As noted in the [labeling for authorized over-the-counter antigen tests external icon](#) [external icon](#): Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.

COVID-19 testing sites are readily available. Please call 211 for COVID-19 testing and vaccination assistance. You may also visit [Michigan.gov/coronavirus](https://Michigan.gov/coronavirus) for additional information. A negative test result will not allow immediate return to work.

Please discuss this further with your supervisor and the City Manager's Office.

### **Social Distancing Practices:**

The City has implemented the CDC recommendations to help prevent and slow the spread of COVID-19 in the workplace.

***Social distancing*** means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible. Where distance cannot be maintained, limit the time of close interaction or contact as low as possible, but not exceeding a total of 15 minutes within a 24 hour period.

Employees should practice proper social distancing while using conference rooms. All sneeze guards and separation tools will remain in place at this time, additional tools may be installed as needed. Please adhere to these in the same manner expected of the general public.

### **Work Day Illness:**

***Employee Privacy: The City is required to protect the employee's health and personal information.***

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their immediate supervisor before and during the work shift. The City of



Berkley has provided employees with instructions below for how to make such a report to the employer.

What if you become sick during the day and present any of the following symptoms:

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

The CDC [COVID-19 Symptoms page](#) contains resourceful information regarding symptoms, using a self-checker, physical and social distancing expectations, and more.

You can expect the following steps to be followed:

1. You will be sent home and we suggest that you contact your medical provider and monitor your health.
2. Your immediate supervisor and/or the City Manager will discuss your routine at work and complete a contact tracing interview to outline the persons you had contact with during the time you had symptoms and 2 days (48 hours) prior to the onset of your symptoms.
3. If we discover that you have had close contact with co-workers, we will take appropriate action and notify them of the potential concern.
  - a. We will advise close contact employees based on current CDC guidance.
4. The City Manager and immediate supervisor will follow the procedures outlined in the [“Instructions for Employee Reporting Signs and Symptoms of COVID-19”](#).

**Instructions for Employee Reporting Signs and Symptoms of COVID-19 are as follows:**

1. Staff will contact the direct supervisor (if applicable) and/or the Department Head via email and phone of any symptoms or potential exposure risk. The email will need to include the subject line **“URGENT: COVID-19 EXPOSURE”**
2. The Department Head will contact the City Manager via email and phone about staff symptoms and/or potential exposure risk. The email will need to include the subject line **“URGENT: COVID-19 EXPOSURE”**
3. The supervisor and/or Department Head will need to send those who have been in “close contact” with the infected away from the workplace to monitor symptoms for the recommended duration as well as receive a COVID-19 test. This may include assigning the employee to telework (if applicable to positional classification and duties).

- a. *As defined by MiOSHA, “Close contact” means someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset. (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.*
4. Those who have been infected or have been in “close contact” shall not be permitted to return to the workplace until the procedures outlined in the Administrative Controls portion of this document have been satisfied, including all testing and self-isolation procedures.
5. The supervisor and/or Department Head will need to initiate a cleaning/fumigation of the facility where said employee congregated.
6. The City Manager will initiate communications protocols for informing staff:
  - a. Communication protocols are as follows:
    - i. Inform all individuals who were in direct contact with the symptomatic employee; what actions were taken to aid in the prevention of the spread; and what actions an individual must take per the guidance of Oakland County/State.
    - ii. Inform all staff there was a symptomatic employee; what actions were taken to aid in the prevention of the spread; what actions other individuals who were in close contact are taking per the guidance of Oakland County; any actions all staff must take (if any) per the guidance of Oakland County/State.
    - iii. **NOTE:** Notifications **will not** include the name or contact information, of the COVID-19 positive person.

\*The “close contact” rule does not apply to the following classes of city workers: first responders (e.g., police officers, firefighters, paramedics); as defined in MCL 722.111.

If any employee or staff member does not feel comfortable reporting to their direct report, they can reach the City Manager directly at:

Matthew Baumgarten

Email: [mbaumgarten@berkleymich.net](mailto:mbaumgarten@berkleymich.net)

Phone: 248-672-0290

### **Known or Suspected COVID-19 Exposure:**

The City of Berkley 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 Berkley 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. The City of Berkley will require employees to utilize their employer-provided sick leave during times in which they cannot work remotely or satisfy the responsibilities of their position.

The City of Berkley 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.

### **Vaccinations:**

The City of Berkley encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The City of Berkley will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.

COVID-19 testing sites are readily available. Please call 211 for COVID-19 testing and vaccination assistance. You may also visit [Michigan.gov/coronavirus](https://www.michigan.gov/coronavirus) for additional information.

### **Training and Conference Attendance:**

Supervisors may approve work-related employee training, when necessary for departmental operations. If you have an upcoming work-related event and are uncertain if you should attend, please contact your immediate supervisor for guidance and approval prior to registering for the event.

**Stay informed:** We care deeply about the health and wellbeing of our employees and their families. The recommendations published for steps to take to prevent the spread of the Coronavirus are like those to avoid the cold and flu, see below:

- Wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60-95% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing. Immediately throw the tissue into a closed bin.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid contact with people who are sick.
- Stay home if you are sick and call your healthcare provider.

## TRAINING

**Personal Responsibility:** We are all in a position to support the collective fight against COVID-19. Please do your part. Implementing strategies to slow the spread of the virus in both our personal and professional lives is critically important at this time.

Every day, the individual actions we take can help ensure that we keep each other safe. As part of that effort, we are providing you with training and tools to implement in your everyday actions at work. The training and tools create guidelines and set expectations for how you should be prepared to act at work and do your job as we collectively fight against COVID-19.

The City Manager's Office shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements. The City of Berkeley will train workers on, at a minimum the following (to access materials click the linked sources below):

- **Workplace infection-control practices.**
  - [COVID-19 Workplace Guidelines](#)
  - [General Workplace Safety Guidelines](#)
  - [Stopping the spread of COVID-19 and other respiratory illnesses](#)
  - [Handwashing](#)
  - [Coughing and Sneezing Etiquette](#)
  - [The Difference between Quarantine and Isolation](#)
- **The proper use of personal protective equipment.**
  - [PPE training video by Public Safety Director Matt Koehn](#)
    - Additional sources:
      - [Guide to mask-wearing \(provided by the CDC\)](#)
      - [Guide to putting on PPE \(provided by the CDC\)](#)
      - [Guide to taking off PPE \(provided by the CDC\)](#)
    - [What does Social Distancing mean \(provided by the CDC\)](#)
- [Understanding the difference between Isolation and Quarantine.](#)
- [Understanding the Different COVID-19 Vaccines](#)
- **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.**
  - See section: [Health Surveillance: Instructions for employee reporting signs and symptoms of COVID-19](#)
- **How to report unsafe working conditions.**
  - If any employee or staff member does not feel comfortable reporting to their direct report, they can reach the City Manager directly at:
    - Matthew Baumgarten

- Email: [mbaumgarten@berkleymich.net](mailto:mbaumgarten@berkleymich.net)
- Phone: 248-672-0290

## RECORDKEEPING

The City Manager's Office will maintain records of the following requirements:

- **Training.** The employer shall maintain a record of all COVID-19 employee training, when and if required by the State.
- **Screening protocols.** The employer shall maintain a record of screening for each employee or contractor entering the workplace, when and if required by the State.
- **Exposures.** When an employee is identified with a confirmed case of COVID-19, record 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 Manager's Office will ensure that the records are kept.

## USE OF LEAVE TIME AND FMLA

### Vacation/Time off/Sick Time

The City of Berkley will require employees to utilize their employer-provided sick leave during times in which they cannot work remotely or satisfy the responsibilities of their position. The process for requesting time will be the same as it has always been, through communication with the employee's direct supervisor. Employees that must self-quarantine due to potential exposure or by way of a positive test result, **will be required to utilize their leave banks.**

Currently, there is no requirement for employees returning from international or domestic travel outside of Michigan to self-quarantine for 14 days or undergo COVID-19 testing to return to work. We will continue to monitor CDC and Oakland County guidelines and will modify these requirements when appropriate.

### Family Medical Leave Act (FMLA) Guidance

If you are out with COVID-19 or are caring for ill family members, check with the Department of Labor (DOL) for information on whether such leave is covered under the [Family and Medical Leave Act \(FMLA\)](#). Under the FMLA, [covered](#) employers must provide employees job-protected, unpaid leave for specified [family and medical reasons](#). A Berkley Employee on FMLA leave is entitled to the [continuation of group health insurance](#) coverage under the same terms as existed before they took FMLA leave.

The Family Medical Leave Act is a federal program and you can find more information on how it is affected by COVID at <https://www.dol.gov/agencies/whd/fmla/pandemic>.

### **Employee Assistance Programs Managing Anxiety During Quarantine/Stay At Home**

- Times like these can be stressful. Breaks in routines and major changes can cause stress and uncertainty. The City would like to remind everyone of our employee assistance program (EAP) is available to you at no cost.
- Please take a moment to look at the links below for overall tips about managing anxiety while in quarantine. Help from a counselor is just a phone call away with telephonic & video counseling provided as part of your Employee Assistance Program.
- Telephonic & video counseling sessions can be scheduled at a time that is convenient for you. Be it busy schedules, mobility issues, social anxiety, need for privacy, or just an appreciation of utilizing technology, e-counseling is an effective therapy solution for mental health treatment.
- Call from the privacy of your home or office and one of our helpful counselors will help you address issues that are making it difficult to manage at work or home.

TOLL-FREE: (800) 969-6162

[www.helpneteap.com](http://www.helpneteap.com)

[Coronavirus Anxiety Workbook](#)

## **TELEWORK POLICY & GUIDELINES**

**When feasible, employees may establish a teleworking arrangement with their direct supervisor, as outlined by Administrative Directive 2021-01.**

Google Suite - The City of Berkeley uses Google Suite which is a cloud-based platform that allows us to communicate, collaborate, and store data. Outside of Gmail, we utilize many of its core features such as Hangouts, Calendar, Drive, Docs, Meet, and Sheets to achieve our day-to-day operations.

VPN - Our virtual private network (VPN) allows us to connect to the City network to access BS&A applications (Utility Billing, General Ledger), Microsoft Office documents, presentations, or any other files with a secure connection.

- ***IMPORTANT NOTE: Please remember to disconnect from your VPN when conducting or joining a virtual meeting.***

Anydesk - Certain applications will need to be accessed from your computer on your desk. Anydesk will allow remote control access to your desk computer with a secure

connection. In addition, Anydesk will allow IT to remote access your laptop to update or troubleshoot issues.

Video/Audio Conferencing - Attend your meetings and have team conversations, even in a time of social distancing. The City provides you with two platforms to manage remote video and audio conferencing.

- Each department has a unique Zoom account for setting up meetings. If you need to set up a meeting with any outside entity, contact your Department Director for login details.
- Google Meet: This tool is housed within Google Suite. Can be used internally between staff. For instructions on how to use Meeting, click here:  
<https://support.google.com/meet/answer/9302870?co=GENIE.Platform%3DDesktop&hl=en>

General IT Support - Generally speaking, it's best to submit a request/inquiry/question via email to [it@berkleymich.net](mailto:it@berkleymich.net). However, if you need immediate assistance, you can contact Stan Lisica at 248-763-7553.

## HOW TO DEAL WITH THE PUBLIC WHEN CITY BUILDINGS REOPEN

Deciding when to comment on someone's behavior in society's shared spaces has always been complicated. With tensions high, it is common that we may experience residents expressing frustration with you as a City employee.

Here are tips for coping with a tense situation and hopefully resolving it to everyone's satisfaction:

1. **Remain calm.** When a customer starts yelling or being otherwise rude, there is nothing to be gained by responding in a similar manner. In fact, that will probably escalate hostilities. Maintain control of yourself, even if the customer's tirade makes you feel like yelling as well.
2. **Don't take it personally.** Remember, the customer is not angry with you, they are displeased with the situation or the change in protocol on the service you provide.
3. **Use your best listening skills.** The first thing an angry customer wants is to vent. To do so, they need someone to listen—and, for better or worse, you are



that person. Listening patiently can defuse a situation, as long as the customer feels acknowledged in his or her complaint.

- a. Body language can be critically important here. Keep eye contact. Stand or sit up straight. Keep your arms uncrossed.

**4. Actively sympathize and apologize gracefully.** After the customer vents, they want to know you understand where they're coming from and how he or she feels. Express sympathy for their unpleasant customer experience and make an apology, whether the customer's complaint is legitimate or relevant.

- a. A simple, straightforward statement is often all that's needed: "I'm sorry you're not happy with our new policies/hours/etc. I understand that it is not ideal but we want to ensure you along with everyone else are safe. *Can we assist you by inserting an (X example based on your department's services)?*"

**5. Dealing with Masks (As of September 2021)**

- a. The City will not be requiring masks for the public when entering our municipal buildings. However, the City is strongly encouraging all staff members to wear masks when entering a City building.
- b. We are asking everyone to **Practice Kindness**.
  - i. Members of our staff and the public may not be comfortable interacting with others without a mask for a while. It is everyone's personal choice and everyone has their own personal timeline of when they will be ready.
- c. **Staff will not be called upon to "police" others' decisions about wearing a mask.** We will not be engaging with anyone who questions you or others' personal decisions as it is just that.

If an issue escalates to a point that you ever cannot handle, you can always reach out to your direct supervisor or the Department Director for assistance.

If neither of these individuals are available at that precise time, provide the Department Directors city contact information (e.g. phone number or email address) for the customer to reach out to them.

***If you feel unsafe or if the customer becomes unruly, contact Public Safety.***