



CITY OF ALBION

Office of the City Manager

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MEMO

TO: Honorable Mayor and City Council

FROM: Haley Snyder, Interim City Manager

DATE: October 29, 2020

RE: City Manager's Report – November 2, 2020

COVID-19 Preparedness & Reopening Plan – The city's COVID-19 Preparedness & Reopening Plan has been updated to reflect the recent overturn of Governor Whitmer's Executive Orders, as well as the recent emergency rules released by the Michigan Department of Health and Human Services (MDHHS). The plan is attached for your review.

N. Clark Street Road Project – Fourth progress meeting was held on Wednesday, October 28th. Meeting minutes are attached for your review.

2021 Budget Study Session – A 2021 budget study session will be held on Saturday, November 21st, at 9:00a at City Hall with the public attending via Zoom Webinar. Any newly elected Council Members are invited and encouraged to attend and participate.

Recreation Department – Recreation Department Report for the Week of October 19th & 26th is attached for your review.

Collective Bargaining Public Services Employees – Collective bargaining with the city's Department of Public Services union group has been initiated.

Election Day – Tuesday, November 3rd, 2020 is Election Day. Thank you to the City Clerk's Office for all of the hard work that has gone into preparing for this important election. To date, 1,603 absentee ballots have been issued, with 1,251 currently returned.



City of Albion

COVID-19 Preparedness & Reopening Plan

Date Implemented: August 4, 2020

Revised: October 28, 2020

City of Albion

COVID-19 Preparedness & Reopening Plan

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Introduction and Purpose

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. In order to respond to the current state of emergency related to COVID-19 and to comply with relevant state and local orders, the City of Albion has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders, related to COVID-19 are issued or amended.

Section 1: General Overview

The following COVID-19 Preparedness and Response Plan has been established for the City of Albion (“City”) in accordance with City policies and the requirements in the most recent Epidemic Orders from the Michigan Department of Health and Human Services (MDHHS), Emergency Rules issued by the Department of Labor and Economic Opportunity’s Michigan Occupational Safety and Health Administration (MIOSHA). This Plan is also in accordance with *Guidance on Preparing Workplaces for COVID-19* developed by the Occupational Health and Safety Administration (“OSHA”).

Section 2: Basic Infection Prevention Measures

Enhanced Hygiene:

Administrative staff and supervisors must ensure all employees adhere to appropriate workplace behaviors that minimize the possible transmission of COVID-19 from one employee to another. Employees are instructed and encouraged to wash their hands frequently, to cover their coughs and sneezes with tissue or use the inside of their elbow, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or access to hand sanitizer. Employees will also be provided with tissue and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all break areas and restrooms. Hand shaking is prohibited to ensure good hand hygiene.

Sick Leave Policies

Employees are required to stay home if they are sick. Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and the City of Albion’s applicable time off policies. Any onsite employee who appears to have a respiratory illness will be separated from other employees and sent home.

Remote Work

Remote work will be considered for all employees whose job duties can be done successfully and efficiently while telecommuting. Remote work is not guaranteed. All remote work must be coordinated and authorized by Department Heads and the City Manager. In addition, to the extent possible, face-to-face meetings should be limited and replaced with virtual communications. When required, in-person contact should be conducted with PPE and appropriate social distancing.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment using EPA-approved disinfectants will be performed regularly. Employees are prohibited from sharing work equipment, including but not limited to phones, work stations, work equipment, and vehicles. If equipment must be shared, proper and frequent sanitization of the equipment must be performed prior to sharing it with another worker.

Departments will provide employees with access to disposable disinfectant wipes, so that any commonly used surfaces can be wiped down before each use. Employees must follow all manufacturer instructions for the use of all cleaning and disinfecting products (i.e. concentration, application method, contact time, etc.).

Use of Face Mask

All employees are required to wear masks covering both the mouth and nose while inside any City of Albion facility in accordance with the most recent Epidemic Orders from MDHHS and MIOSHA. Face coverings must be worn in shared spaces, including during in-person meetings and in restrooms and hallways.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Ground markings, signs, or physical barriers may also be used, if needed. Employees should remain in their assigned work areas as much as possible. The number of employees permitted in any break room or lunch room shall be limited to ensure social distancing and gathering restrictions can be followed. Employees will be provided with appropriate personal protective equipment (“PPE”) appropriate to the exposure risk associated with the job following guidance from the Occupational Safety and Health Administration (“OSHA”) and the Centers for Disease Control and Prevention (“CDC”).

Physical barriers may also be installed for employees proportionate with their level of risk of exposure to COVID-19. The City of Albion may consider alternating days or extra shifts that reduce the total number of employees in the workplace at one time to ensure social distancing can be maintained.

The City of Albion will follow the most updated state and federal guidance with respect to prevention and mitigation measures. Various posters have been posted within the workplace to inform employees of recommended prevention and mitigation measures. The City of Albion will check the OSHA and CDC websites regularly for updates about recommended hygiene and mitigation measures.

Section 3: Prompt Identification and Isolation of Sick Individuals

Employee Self-Screening Before Entering Workplace

The City of Albion has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. At the beginning of each day, prior to the start of the work shift, the City of Albion will mandate employees to self-screen for signs and symptoms of COVID-19 as required by emergency rules and orders. Employees have been directed to promptly notify their direct supervisor and Human Resources of any signs and symptoms of COVID-19. The Employee Entry Screening Questionnaire is attached as Appendix B.

If an employee fails the self-screening process, he/she will be prevented from entering the premises until allowed to return to work under the City’s Return to Work Plan, attached as Appendix A. The City’s screening protocol is set forth in its Temporary Requirements for Protective Safety Measures Policy. Employees refusing to complete the screening process or comply with this Policy may be subject to discipline.

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure, even while away from the workplace. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

Procedures for Reporting Illness

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any ONE (1) new or unexpected of the following COVID-19 symptoms:
 - Fever of at least 100.4F
 - Shortness of breath;
 - Continuous cough.
 - Loss of taste or smell

OR

They are experiencing at least TWO (2) of the following symptoms:

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Fatigue/lethargy/weakness
- Nausea/Vomiting

Note: COVID-19 symptoms are often similar to seasonal allergies, colds, and flu/influenza

OR

- They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - They were notified by a public health official that they were in close contact with someone who tested positive for COVID-19

If an employee qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources COVID-19 coordinator;
- Follow guidance from the Public Health Department such as self-quarantine for 14 days or other duration; and
- Seek immediate medical care and be tested.

If an employee qualifies as a Suspected Case, the City will:

- Ensure that the employee's work area is thoroughly cleaned

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 when that person tests positive for COVID-19 or the provider has made a differential diagnosis of COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources of his or her diagnosis; and
- Remain out of the workplace until they are no longer infectious according to the latest guidelines from the CDC and they are cleared to return to work by public health officials

If an employee qualifies as a Confirmed Case, then the City will:

- Assist the Calhoun County Public Health Department with a close contact (individuals within 6 ft. for more than 15 minutes) investigation, and ensure employees who worked in close proximity to the positive individual are aware;
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace until all necessary cleaning and disinfecting is completed; and

- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

Becoming Sick at Work

The City 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:

- a) Not allowing known or suspected cases to report to or remain at their work location
- b) Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness
- c) Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness

The employee with symptoms will be sent home immediately and the procedures contained under the section of this policy titled *Confirmed Cases* must be followed.

Personal Protective Equipment (PPE)

The City will check the OSHA and CDC websites regularly for updates about recommended PPE and assess the need for PPE for employees. The following will be applied to the selection and use of PPE by employees.

The City will provide any required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. Employees are required to wear masks when workers cannot consistently maintain six feet of separation from other individuals in the workplace.

SECTION 4: ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls

The City will at the minimum implement the following engineering controls:

- Installing physical barriers, such as clear plastic sneeze guards.
- Installing drop boxes for customer service.

Administrative Controls

The City Manager and Department Directors are responsible for working cooperatively to identify and implement appropriate administrative controls at all work locations. At a minimum, the City will:

- Require sick employees to stay at home and not report to work.
- Minimize contact between individuals as much as possible by requiring social distancing of at least six (6) feet both indoors and outdoors.
- Establish staggered work shifts or create additional work shifts to reduce the total number of employees at a work site to the greatest extent possible.
- Prohibit nonessential work travel until further notice.

Visitors

Nonessential visitors are prohibited from entering the premises. All visitors entering the building will be screened. Using a screening questionnaire, attached as Appendix C, to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions, do not allow them into the building.

The City will follow State of Michigan and/or CDC guidelines regarding the use of masks by members of the public. Employees should avoid confrontation if a visitor becomes argumentative, and contact ADPS personnel as needed for assistance.

Continue to Follow Existing OSHA Standards

The City will continue to adhere to all applicable existing OSHA standards and requirements.

Training

The City will coordinate and provide training to employees related to COVID-19. At minimum, training will be provided, as required, under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of PPE.
- Steps employees must take to notify the City of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
- Rules that the worker must follow in order to prevent exposure to and spread of the virus
- How to report unsafe working conditions

Recordkeeping

The City shall maintain the required recordkeeping under state executive orders.

The following records are required to be maintained:

1. Required employee training.
2. A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
3. When an employee is identified with a confirmed case of COVID-19, any required notifications that are made.

Records will be maintained for at least one year from the time of generation.

Workplace Coordinator

The City Manager is designated as the central worksite coordinator who will work with the department heads to implement, monitor, and report on the COVID-19 control strategies developed under this COVID-19 Preparedness and Response Plan. A departmental supervisor will be on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

SECTION 5: Employee Classifications

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower. Based upon the descriptions of each risk level and the jobs performed by City employees, the City has determined that there are employees in the following risk category: lower (caution) and medium risk. Appropriate protections will be implemented based on each job classification's risk level.

APPENDIX A

EMPLOYEE RETURN TO WORK PLAN

Employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath, new loss of taste or smell) will not be permitted to return to work until:

1. They are no longer infectious according to the latest guidelines from the CDC and the Local Public Health Department has released the individual from isolation

Employees who have been in “close contact” * (within 6 feet for 15 minutes or more) with an individual who has tested positive for COVID-19, within 48 hours of the onset of their illness; or have been notified by a public health official that they were in contact with someone testing positive for COVID-19; or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. They are no longer infectious according to the latest guidelines from the CDC; and
2. If quarantined by a public health official, until released by the public health official; or
3. Their illness has been deemed unrelated to the virus and they have been cleared by a licensed medical professional to return to work; or
4. The symptomatic individual receives a negative COVID-19 test

An employee who has been quarantined or isolated by the local Public Health Department shall not return to work until they've been notified and released by the Public Health Department.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; first responders (*e.g.*, police officers, fire fighters, paramedics); and workers at correctional facilities.

PROGRESS MEETING 4

PROJECT: CLARK STREET IMPROVEMENTS
OWNER: CITY OF ALBION
CONTRACTOR: MEAD BROS. EXCAVATING, INC.
DATE: OCTOBER 28, 2020

ATTENDEES

<u>Name</u>	<u>Representing</u>	<u>Phone</u>	<u>Email</u>
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Coronavirus Impacts

City of Albion – *No changes*

Mead Bros. Exc., Inc. – *No concerns*

Wightman – *No changes*

Schedule

1. Hydrant Relocations: Installation of new 12” line stop and permanent valve as well as relocation of both fire hydrants has been completed. This work was added to the contract via cont. mod. #2.
2. Concrete Work: Concrete curb & gutter as well as sidewalk work is complete. Concrete driveway approaches will be installed after top course HMA paving. Communication will be sent to residents with concrete drive approaches prior to this work. The earliest this work will start is Thursday, November 5th.
3. Final Grading: Final grading of aggregate base is complete with passing density tests. Contractor plans to bring a road grader on site to fine tune grading and re-compact aggregate this week today (October 28th) and tomorrow (October 29th) prior to leveling course paving.

PROGRESS MEETING 4

4. HMA Paving: Lakeland Asphalt has confirmed they will be on site this week Friday (October 30th) to pave leveling course HMA. Top course paving is tentatively scheduled for Wednesday of the following week (November 4th).
5. Structure Adjustments: Contractor will adjust manhole structures and valve boxes to grade between leveling and top course HMA paving. This work is scheduled to begin on Monday November 2nd and will only take one day. Concrete will be poured around structures to leveling course grade after final adjustments.
6. Gravel Shoulders: Gravel shoulder installation will begin immediately following top course HMA paving. Tentative date for this work to begin is Thursday November 5th. *(2 – 3 days to complete)*
7. Restoration: Contractor has continually worked on restoration over the past week. Ditch clean up and topsoil restoration should be complete by early next week. NERC will be scheduled to complete grass seed and mulch blanket restoration once all other project work is complete. Is there an estimated date for tree planting? *Brad to follow up with NERC on trees / seeding.*
8. Pavement Markings: Any updates on plan for pavement markings this year? *Will stripe once gravel shoulder is down. Please provide what type of materials are going to be placed. “Low temperature or regular dry”*
9. Permanent Signage: Is GEBS scheduled for permanent sign install? *Brad to call and get signage up in a couple weeks.*

Final completion tentatively around Nov 10th – 11th.

Other Items

1. Utility Pole Relocations: WOW has relocated all facilities on the east side of the roadway to new Consumer poles. Old poles are bare and ready to be removed. Are there any updated from AT&T regarding relocation of poles on the west side?
 - a. *One pole needs to be removed right by the culvert and can't finalize ditch in this location until removed.*
2. 12965 29 Mi Rd: Has contact been made with this resident regarding a new driveway approach?
 - a. *No further contact with the property owner and the CCRD has not received contact back from property owner.*
3. *Discussed the conversation that was held with w/ Dave Blodgett regarding ditching along his front yard and slopes on Sally Jackson front yard. This was forwarded on from CCRD.*

General Comments

1. Traffic: Roadway is currently closed to through traffic. Access for local traffic has been maintained throughout the project with few issues. Access to driveways may be temporarily closed during paving operations but largely will not be affected. Residents receiving new concrete drive approaches will be asked to stay off their new approaches for 7 days after they are poured. Communication will be sent out to residents regarding this work before it begins.

PROGRESS MEETING 4

- a. *Any concerns w/ parking on shoulder if the road is opened to traffic. No concerns were brought up at this time.*
2. Other:
- a. *Pay Estimate #3 will be sent out the first week of November. Work will show up through end of October.*
 - b. *No further calls/comments from residents to City or County.*

The next progress meeting will be a final inspection / walkthrough of the completed project unless a need is determined for another regular meeting. *City and County will be off for a holiday on Nov 11. Get further updated information on schedule from Mead and send out notice for scheduling the walkthrough.*

The meeting was adjourned at 9:27 am.

After the meeting we received the following schedule updates from the Contractor.

Pavement Markings – Tentatively scheduled for Nov 11

Permanent Signage – Tentatively scheduled for Nov 12

Restoration – Seeding/Mulch Blanket scheduled for Nov 13

- With regard to tree planting, the Contractor is requesting permission to plant trees in the Spring to ensure best results. Will need to review contract / grant documents regarding completion dates.

Recreation Weekly Report: Week of October 19th & October 26th

- Water Aerobic – Water Aerobics was scheduled to start on 10-27-2020 but the start date was set back because of problems with a pump and some piping issues in the pool. The locker rooms were also in need of cleaning. As of 10-26-2020 the repairs have been completed in the pool are however the locker rooms continue to be an issue. This has been brought to the attention of the Administrative Assistant at MOHS and Brad Shedd Facilities Director for Marshall Public Schools.
- Open Gym – Not being offered at this time
- Open Walking: Open Walking started on 10-19-2020. The participation was not there last week however on Saturday the numbers started to increase and on Monday 6-26-2020 there were several more participants in both the morning and evening sessions. As of 10-27-2020 Open Walking has been cancelled at the recommendation of the Calhoun County Health Department who are recommending that opportunities for senior citizens in the school setting not be offered due to a surge in covid -19 cases in Calhoun County.