



City of Gaylord

COVID-19 Preparedness Plan

April 15, 2020

This preparedness plan has been developed to detail the steps taken by the City in keeping our employees and community safe during this COVID pandemic event. Attached you will find the actions taken to keep us all safe in our work place environment using primarily information provided to us from the Health Department of Northwest Michigan, the State of Michigan, and through CDC notices.

This complied COVID-19 Preparedness Plan, in part, is being prepared due to the "Emergency Order (2020-2) for control of Epidemic/Pandemic and subject to Governor's Executive Order 2020-42" that has been communicated to us by our Health Department and Otsego County. A copy of this order dated April 10, 2020 is attached to this plan.

The attached items detail the following items:

1. **Notice of Electronic Public Meetings** – This document spells out the process whereby the City is conducting electronic public meetings to enable the City Council to continue to effectively conduct the business of the City. This allows for us to continue to have Council meetings to enable the government to proceed in a fashion whereby decisions are being made in a manner just as they have before. It also enables the public to continue with such participation as is needed for the effective operations of the local government.
2. **Employee Exposure or Illness Due to Coronavirus – Memorandum to Employees, dated April 9, 2020** – This document indicates to our employees that the City will follow the CDC guidelines in regard to what happens if someone is sick or has had potential exposure to the COVID-19 virus. It details the guidelines the City will use should potential exposure occur. It also provides the City's policy in the event that an employee is ill and when a return to work can occur. Included with this policy is the CDC memorandum on "Interim Guidance for implementing safety practices for critical infrastructure workers who may have been exposed to the virus". Also included is the "Social Distancing, self-monitoring, quarantine, isolation for COVID-19" from our Health Department. The last inclusion is "Steps to help prevent the spread of COVID-19 if you are sick" from the CDC.

3. **Emergency Order 2020-21 Required Screening documentation for all employees coming to the workplace, dated April 6, 2020** - This form was developed due to the requirements of our Health Department and the ability to have the City determine that each employee attending the workplace is feeling good and has not been exposed to the virus. All employees attending work each day must fill out this form and return to their supervisor at the beginning of their shifts. Included with this form is the Health Department's emergency order. Exempt employees regarding the completion of this form are the members of our Police Department.
4. **Employee Illness Due to Coronavirus – Memorandum to Employees, dated March 25, 2020** – We followed up with our employees on the 25th with this memorandum which indicated the City's intentions to follow CDC guidelines regarding illness to our employees. The CDC guidelines were included "Steps to help prevent the spread of COVID-19 if you are sick". We also followed up with employees by providing them all with letters designating them as critical infrastructure employees. This was a requirement spelled out in one of the Governor's Executive Orders.
5. **Supplement No. 2 to City of Gaylord COVID-19 Mitigation Measures, dated March 23, 2020** – This supplemental to the Mitigation Measures added the "stay at home" order provisions of Executive Order 2020-21 to the City's compliance provisions. It provided the City to add its employees to be designated as critical infrastructure employees. The City also issued new provisions to enable the City to suspend all City Council Committee and DDA Board of Directors meetings until April 30th in order to limit exposures of the COVID-19 virus. We also committed to conducting the City Council meetings via electronic public meetings format. The other key development out of this supplemental revision was to take additional steps to separate the staff and critical staff members by implementing new work schedules in the Administration, DPW, Water, and Wastewater Departments to minimize the potential of key workers getting sick. The new separated staffing work schedules began on Wednesday, March 25th for the Administration Staff, DPW, Water, and Wastewater. The Police Department, due to their 24 hour service requirements, were exempted from segregated scheduling. Chief Claeys had indicated he would adjust schedules accordingly in the event manpower needs had to be corrected due to illness. All Department Superintendents will still report daily as needed.
6. **Supplement to City of Gaylord COVID-19 Mitigation Measures, dated March 18, 2020** – This supplemental closed the City of Gaylord offices to conducting business in person with our staff. This directive also closed our facilities at the DPW and Wastewater Building to citizens. It did provide information that the City Hall will still be operational and the utility departments will still be working.
7. **Coronavirus, City Measures for Protection of Employees and City Residents – Memorandum to Employees, dated March 16, 2020** – Staff felt it important to provide our employees with an update on the latest information regarding this virus. This memorandum was handed out and presented to all of our employee groups with the exception of the Police Department. Chief indicated he would handle his men individually due to the non-typical hours worked in this

department. We were available to answer any questions that our staff had. We also included some information from the Health Department, Michigan Department of Health and Human Services Recommendations for Community Mitigation Strategies, and CDC documents on the illness.

8. **City of Gaylord COVID-19 Mitigation Measures, dated March 13, 2020** – Our Mitigation Measures communication was the first document shared with the community and it asked our citizens to begin to limit their “in person” contact with our Staff. It encouraged our residents to no longer gather in group settings of over 50 persons. It was at this time that we communicated to those organizations scheduled to utilize our conference classroom that they should cancel their events due to the new gathering provisions coming out. All agreed to reschedule to a later time.

The information found in the attachments indicate that we have taken a number of steps to keep our employees safe and limit contact with our citizens thereby keeping them healthy as well. We have taken several additional steps to ensure the safety of our facilities by ensuring that all surfaces are cleaned and disinfected daily. This is being done by the existing employees working in their individual and collective work environment. Our weekly cleaning staff is also ensuring all major cleaning and disinfection comes at the end of week. Hand washing is occurring by all employees throughout the day. The Public Works and WWTP has done the same with their employees disinfecting vehicles on a frequent basis and practicing safe social distancing policies daily.

Our Police Department has recently required the officers to use masks and protective gloves and other necessary PPE when exiting their vehicles on all complaints.

The City has posted signage at all parks encouraging social distancing and informing all citizens that playground equipment is not sanitized and should not be used. Tennis courts are shut down and restrooms closed. Benches in the downtown area are not being set out until the “stay at home” requirements are no longer in effect.

Our Public Utilities are still being maintained and cared for as usual. Sampling and testing is still occurring and repairs of infrastructure is still being completed. State reports are still be submitted and the systems are working well at this time.

The City has been working with our Health Department, Otsego County Emergency Management, and Otsego County officials to stay current on all matters affecting our community. Our team working on these matters are Chief Frank Claeys, Assistant Manager/Clerk Kim Awrey, Human Resources Manager Erika Peters, and City Manager Joe Duff.

This document will continue to be updated internally as the process continues to change.



The mission of the Health Department of Northwest Michigan is to serve our entire community and to achieve health equity by promoting well-being, preventing disease, and protecting the environment through partnerships, innovation, and excellence in public health practice.

Lisa Peacock, Health Officer
1-800-432-4121

EMERGENCY ORDER (2020-2) FOR CONTROL OF EPIDEMIC/PANDEMIC
Required screening and social distancing measures at open businesses and operations subject to the Governor's Executive Order 2020-42

This Emergency Order is made pursuant to Section 2453 of the Public Health Code, being MCL 333.2453.

Matters concerning the public health of the residents of Antrim, Charlevoix, Emmet and Otsego Counties have been brought to the attention of the Health Department of Northwest Michigan Local Health Officer. The Local Health Officer has determined that controls are necessary to reduce transmission of COVID-19 to protect the public's health of Antrim, Charlevoix, Emmet and Otsego Counties based on the following facts:

1. A State of Emergency was declared March 10, 2020 with an Executive Order expanding the emergency declaration and declaring a State of Disaster on April 1, 2020 by Governor Whitmer and Michigan is under threat of a pandemic virus that has reached epidemic status in Michigan.
2. On April 2, 2020, an Emergency Order regarding the Governor's Executive Orders was issued by Michigan Department of Health and Human Services Director, Robert Gordon, which declared COVID-19 an epidemic in the State of Michigan.
3. All Emergency Orders (also called "Executive Orders") of the Governor related to the Coronavirus and the Emergency Order of the MDHHS Director are incorporated herein by reference.
4. COVID-19 and its effects have been detected within **Antrim, Charlevoix, Emmet and Otsego Counties.**
5. Coronavirus, which causes COVID-19, is a communicable disease and can be transmitted from person to person.
6. The Coronavirus transmission is possible even though the infected person has no symptoms and is unaware of the infection.
7. In order to control and limit the spread of this communicable disease, it is necessary to prevent infected people from coming into contact with uninfected people. It is also imperative that critical infrastructure workers (hereafter, call "worker" or "workers") be protected.
8. Although healthcare workers and their employers are exempt from compliance with Part 1, Section b., Item ii in this Emergency Order, it is recommended that these parties reference the guidance issued in the memorandum dated March 20, 2020 as well as any subsequent guidance from Dr. Joneigh Khaldun, Chief Medical Executive of the Michigan Department of Health and Human Services.

It is hereby ordered that businesses and operations remaining open under EO 2020-42 **must** only be conducting operations that require employees to leave their homes or places of residence for functions that are necessary to sustain or protect life or to conduct minimum basic operations as defined by EO 2020-42 and **must** take the following actions:

- 1) Develop and implement a daily screening program for all workers, who do not work from their residence.
 - a) Screening criteria must include asking the worker the following questions and taking the following actions:
 - i) Determine whether the worker is experiencing the following symptoms: fever, cough, shortness of breath, sore throat, diarrhea. When a touchless thermometer is available, a temperature check is strongly recommended in lieu of verbal confirmation. However, in the presence of a shortage of thermometers, employees may self-report temperature.
 - ii) Determine whether the worker has had any close contact in the last 14 days with someone with a diagnosis of COVID-19. "Close contact" means someone identified as "close contact" by the local health department, a household member, or someone within 6 feet for 10 minutes or longer.
 - iii) Determine whether the worker has engaged in any activity or travel within the last 14 days which fails to comply with Executive Order 2020-42(COVID-19).
 - iv) Determine whether the worker has been directed or told by the local health department or their healthcare provider to self-isolate or self-quarantine.
 - b) A "yes" to any of the screening questions above requires the worker, who is not working from their residence, to be excluded from work:
 - i) 3 days with no fever and 7 days since onset of first symptom.
 - ii) 14 days if close contact of a diagnosed case of COVID-19 as described in 1(a)(ii).
 - iii) 14 days following any activity or travel as described in 1(a)(iii).
 - c) The business and operations remaining open under EO 2020-42 shall maintain written or digital documentation of the results for each worker, who is subject to the daily screening program that is described above. All written or digital documentation, which is required by this Emergency Order, shall be made available to the local health department or its authorized representative upon request.
 - d) Exemptions:
 - i) First responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other essential healthcare workers are exempt from Part 1, Section b., Item ii.
 - ii) Nothing in this order shall limit the operations of first responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other entities that are involved in the mitigation of risk during this pandemic.
- 2) Develop and implement a plan to manage and control social/physical distancing (at least 6 ft spacing) for workers alongside one another and customers waiting in lines within or outside the business.

- 3) Limit capacity inside facilities to provide for social distancing of customers and between customers and workers including but not limited to visual markings and signage, entrance limits, and specialized hours.
- 4) Post this Emergency Order and maintain the posting of this Emergency Order at each entrance to the facility and additionally document distribution of this Emergency Order to all critical infrastructure workers.
- 5) This Emergency Order may be enforced by one or more of the following methods: (a) by injunctive relief as provided in MCL 333.2255, (b) criminal prosecution for a misdemeanor as provided in MCL 333.2243 and/or (c) any other civil or criminal procedure authorized by law. Except as provided by law, nothing in this Emergency Order shall prohibit this Health Department or a County Prosecutor from using more than one enforcement procedure. Prior to filing any pleadings pursuant to MCL 333.2255, the County Prosecuting Attorney or other legal counsel, who represents this Health Department, shall consult with the Health Officer and obtain authorization to commence such litigation. Prior to commencing criminal prosecution, it is recommended that the County Prosecuting Attorney or their staff consult with the Health Officer. The purpose of any consultation is to ensure that the Health Officer agrees that a violation of the applicable law, including any Emergency Order issued by the Health Officer, has been violated.

This Emergency Order shall become effective on **April 10 at 12:00 am (midnight)** and shall be effective until **April 30, 2020 at 11:59 pm**.



Lisa Peacock, Local Health Officer
Health Department of Northwest Michigan
Antrim, Charlevoix, Emmet & Otsego Counties, Michigan

04/10/2020

Date

NOTICE OF ELECTRONIC PUBLIC MEETINGS

Pursuant to the provisions of Executive Order No. 2020-15 issued by Governor Gretchen Whitmer on March 18, 2020, notice is hereby given that the Gaylord City Council will be electronic public meetings until further notice.

The reasons for holding an electronic public meeting are to limit the spread of COVID-19 (novel coronavirus) and to remain in compliance with Governor Whitmer's Executive Order 2020-21, which prohibits any public gatherings through April 13th, 2020.

The electronic public meeting will be held as a telephonic conference. The public may participate in the electronic public meeting by calling 1-989-372-9023 and entering the conference code number 196862 when prompted. The public will be able to listen to all discussion by Council members and will be permitted to speak for up to 3 minutes during the public comment section of the agenda. To make a comment or ask a question please dial *5 and you will be notified when it is your time to speak.

Members of the public, whether or not they are joining the electronic public meeting, may submit written comments and questions regarding any matter, including item of business that will come before the City Council. Written comments and questions may be submitted at any time prior to the start of the meeting. The City reserves the right to summarize long written comments and questions rather than reading them aloud.

To be read aloud during the meeting, public comments and questions must include name and home address of person submitting them and must not include language that would be considered vulgar or be interpreted as hate speech or fighting words. The comments and questions should also indicate the date of the electronic public meeting for which they are being submitted.

Written comments and questions should be submitted to the City Clerk at awreyk@cityofgaylord.org.

Persons with disabilities who require assistance in order to participate in the electronic public meetings should contact the City at the earliest opportunity by emailing awreyk@cityofgaylord.org or by calling 989-732-4060.

CITY OF GAYLORD

305 E. Main Street ♦ Gaylord ♦ Michigan ♦ 49735
Telephone: 989-732-4060 ♦ www.CityOfGaylord.com



To: All Employees

From: City Manager Joe Duff

Human Resources Manager

Erika Peters

Date: April 9, 2020

Re: Employee Exposure or Illness Due to Coronavirus (COVID-19)

The City of Gaylord plans to follow CDC guidelines in regards to what to do when you are sick with COVID-19 or if you had a potential exposure to COVID-19. This includes guidelines about what to do if a Critical Infrastructure Employee has a potential exposure but has no symptoms, as well as how to discontinue home isolation and return to work if an employee does show symptoms or tests positive for the virus.

Employees who had a potential exposure to COVID-19 will be subject to CDC guidelines. To ensure continuity of infrastructure, workers may be permitted to continue work following potential exposure to COVID-19, provided they remain **asymptomatic** and additional precautions are implemented.

The City of Gaylord still plans to proceed with caution in regard to staff and community safety and will assess each exposure on a case by case basis. If The City determines an exposure was at such a high risk it poses an exceptional threat to the employee's own health and fellow coworker's health, the employee may be asked to remain home to self-monitor or self-quarantine. However, in the event of a **potential exposure** (as defined by the CDC) The City will follow the CDC guidance on how to proceed. Attached you will find the definition of what a potential exposure is in the CDC documentation. The guidelines to follow should a potential exposure occur will be as follows:

- **Pre-Screen:** When the employee presents to work their Supervisor should assess symptoms prior to the employee starting work.
- **Regular Monitoring:** As long as the employee does not have a temperature or symptoms, they should self-monitor and provide updates to their Supervisor and HR.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Cloth face coverings will be permitted following approval from the employee's Supervisor.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, and shared equipment.

For more information about these safety practices, please refer to the attached CDC guidance "Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19."

In the case of a determined high risk exposure, or an employee who is ill and **has symptoms** of COVID-19, or an employee with **confirmed** COVID-19, the employee will be asked to stay at home and follow the CDC guidelines (attached). The employee will be permitted to return to work following the CDC guidelines for discontinuing home isolation.

For individuals who **will not** have a COVID-19 test, they may return to work 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 fever)

AND

- Other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

- At least 7 days have passed since your symptoms first appeared. *However, The City of Gaylord, in taking every precaution to ensure the safety of community and staff, asks that our employees **remain home for 10 days since symptoms first appeared**, unless otherwise instructed by their Supervisor or Erika.*

The CDC provides additional guidelines for individuals who **will be tested and test positive** for COVID-19. These guidelines can be found in the attachment from the CDC. Employees who receive a positive test may only return once the CDC guidelines have been met, unless otherwise instructed by their physician, Supervisor, or Erika.

Employees who are sick with COVID-19 are expected to provide updates to both their Supervisor and Erika about their condition and progression of symptoms.

If you have any questions please let Erika know.

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employers should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in room.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.



Social distancing, self-monitoring, quarantine, isolation for COVID-19



What do these terms mean? And what do I do if I'm asked to do them?



Social distancing

We should ALL be practicing social distancing. It help protect everyone in our community, especially those who are most vulnerable, from illness. What does this look like?

Individuals can:

- Keep six feet between people as much as possible.
- Get curbside pick up for groceries or restaurant orders instead of going inside.
- Use online or drive-through services at the bank.
- Avoid public places at their busiest times.
- Avoid getting together in large social groups.

Businesses & organizations can:

- Have employees tele-work.
- Limit in-person meetings and travel.
- Modify operations to provide more online options and restrict people from gathering.

You may be asked to do any of the following:

Who should do it?

What is it?



Self-monitoring

People without symptoms, but who had a low-risk exposure like being in an airport or restaurant at the same time as someone with a confirmed case of COVID-19.

- Practice social distancing.
- Check & record your temperature 2x a day and watch for symptoms.
- If symptoms develop, CALL your doctor to explain symptoms and possible exposure before going in.



Self-quarantine

People without symptoms, but who have a higher potential of becoming sick because of where they traveled or having had contact with someone being tested for COVID-19.

- Stay home 24/7 and self-monitor for 14 days.
- Family and roommates should practice social distancing.
- If you become symptomatic, family and roommates should also go into self-quarantine.



Monitored quarantine

Travelers from countries noted by the CDC (<https://wwwnc.cdc.gov/travel>) and close contacts of people who have tested positive for COVID-19.

- Same steps as self-quarantine
- Plus report your twice daily temperatures and symptoms to the Health Department during your 14 days of quarantine.



Self-isolation

People sick with symptoms of COVID-19 but not sick enough to be hospitalized.

- Stay in a separate room from the rest of their household members.
- Use a separate bathroom if possible.
- Family and roommates should avoid contact with sick person and practice self-quarantine.
- Wear a mask if you go into shared spaces.

Steps to help prevent the spread of COVID-19 if you are sick

FOLLOW THE STEPS BELOW: If you are sick with COVID-19 or think you might have it, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home:** People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care. Do not visit public areas.
- **Stay in touch with your doctor:** Call before you get medical care. Be sure to get care if you feel worse or you think it is an emergency.
- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.



Separate yourself from other people in your home, this is known as home isolation

- **Stay away from others:** As much as possible, you should stay in a specific "sick room" and away from other people in your home. Use a separate bathroom, if available.
- **Limit contact with pets & animals:** You should restrict contact with pets and other animals, just like you would around other people.
 - Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people with the virus limit contact with animals until more information is known.
 - When possible, have another member of your household care for your animals while you are sick with COVID-19. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with them. See COVID-19 and Animals for more information.



Call ahead before visiting your doctor

- **Call ahead:** If you have a medical appointment, call your doctor's office or emergency department, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.



Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people and before you enter a healthcare provider's office.
- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live in the home should stay in a different room. When caregivers enter the room of the sick person, they should wear a facemask. Visitors, other than caregivers, are not recommended.



Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.
- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water:** Soap and water are the best option, especially if hands are visibly dirty.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items

- **Do not share:** Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.



cdc.gov/COVID19

- **Wash thoroughly after use:** After using these items, wash them thoroughly with soap and water or put in the dishwasher.

Clean all "high-touch" surfaces everyday

Clean high-touch surfaces in your isolation area ("sick room" and bathroom) every day; let a caregiver clean and disinfect high-touch surfaces in other areas of the home.



- **Clean and disinfect:** Routinely clean high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
 - If a caregiver or other person needs to clean and disinfect a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- Clean and disinfect areas that may have blood, stool, or body fluids on them.
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).

Monitor your symptoms

- **Seek medical attention, but call first:** Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
 - **Call your doctor before going in:** Before going to the doctor's office or emergency room, call ahead and tell them your symptoms. They will tell you what to do.
- **Wear a facemask:** If possible, put on a facemask before you enter the building. If you can't put on a facemask, try to keep a safe distance from other people (at least 6 feet away). This will help protect the people in the office or waiting room.
- **Follow care instructions from your healthcare provider and local health department:** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop emergency warning signs for COVID-19 get medical attention immediately.

Emergency warning signs include*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the operator that you have or think you might have COVID-19. If possible, put on a facemask before medical help arrives.

How to discontinue home isolation



- People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:
 - **if you will not have 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 7 days have passed since your symptoms first appeared
 - **if you will be tested** 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, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

More information is available [here](#).

Additional information for healthcare providers: [Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus](#).

EMERGENCY ORDER (2020-1) FOR CONTROL OF EPIDEMIC/PANDEMIC
Required screening and social distancing measures at open businesses and
operations subject to
the Governor's Executive Order 2020-21

Please complete this form each day you are present at work per the Governor's Executive Order. A detailed description from the Health Department is available to answer any questions. Please ask your Supervisor or Erika for more information.

EMPLOYEE
NAME _____

DATE
WORKED _____

Are you experiencing the following symptoms: fever, cough, shortness of breath, sore throat, diarrhea?	Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19? <i>"Close contact" means someone identified as "close contact" by the local health department, a household member, or someone within 6 feet for 10 minutes or longer.</i>	Have you engaged in any activity or travel within the last 14 days which fails to comply with Executive Order 2020-21 (COVID-19)?	Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?
Select Answer: YES or NO	Select Answer: YES or NO	Select Answer: YES or NO	Select Answer: YES or NO
Please notate in the space below any additional information or comments:	Please notate in the space below any additional information or comments:	Please notate in the space below any additional information or comments:	Please notate in the space below any additional information or comments:

A "yes" to any of the screening questions above requires the worker, who is not working from their residence, to be excluded from work:

- i) 3 days with no fever and 7 days since onset of first symptom.
- ii) 14 days if close contact of a diagnosed case of COVID-19 as described in 1(a)(ii).
- iii) 14 days following any activity or travel as described in 1(a)(iii).

SUPERVISOR SIGNATURE _____

Joe Duff

From: Erika Peters
Sent: Monday, April 06, 2020 8:28 AM
To: Treasurer; Kim Awrey; Joe Duff; Amy Hogle; Jennifer Molski; Holly Franckowiak
Subject: Required Screening -Executive Order 2020-21
Attachments: REQURED SCREENING 2020-1 Public Health Emergency Order.pdf; Required Screening Documentation.pdf

Good morning,

Per the Emergency Order from our Governor and guidance from the Health Department, business and operations that remain open under Emergency Order 2020-21 must begin documenting and keeping written record of required COVID-19 screening questions. These questions must be asked to each employee who comes to work every day to attempt to help slow the spread of the virus.

I have attached the Health Department guidelines which provide more information about this. I have also attached a form which I am asking that you each fill out **every day you come in to work**. Employees who are working from home or at home due to scheduling do not need to fill this form out until they are actually working in the building. Once you complete this form each morning, please give it to me or leave it on my desk so I can make sure we have all required documentation should the Health Department request it. Please let me know if you have any questions about any of this.

The form is attached and available to print, but I will also keep several copies on the front desk (by the typewriter) for easier access too.

Thank you all!

Erika

Erika Peters
Human Resources Manager

City of Gaylord
305 E. Main Street
Gaylord, MI 49735
P: 989-732-4060
F: 989-732-8266



The mission of the Health Department of Northwest Michigan is to serve our entire community and to achieve health equity by promoting well-being, preventing disease, and protecting the environment through partnerships, innovation, and excellence in public health practice.

Lisa Peacock, Health Officer
1-800-432-4121

EMERGENCY ORDER (2020-1) FOR CONTROL OF EPIDEMIC/PANDEMIC
Required screening and social distancing measures at open businesses and operations subject to the Governor's Executive Order 2020-21

This Emergency Order is made pursuant to Section 2453 of the Public Health Code, being MCL 333.2453.

Matters concerning the public health of the residents of Antrim, Charlevoix, Emmet and Otsego Counties have been brought to the attention of the Health Department of Northwest Michigan Local Health Officer. The Local Health Officer has determined that controls are necessary to reduce transmission of COVID-19 to protect the public's health of Antrim, Charlevoix, Emmet and Otsego Counties based on the following facts:

1. A State of Emergency was declared March 10, 2020 with an Executive Order expanding the emergency declaration and declaring a State of Disaster on April 1, 2020 by Governor Whitmer and Michigan is under threat of a pandemic virus that has reached epidemic status in Michigan.
2. On April 2, 2020, an Emergency Order regarding the Governor's Executive Orders was issued by Michigan Department of Health and Human Services Director, Robert Gordon, which declared COVID-19 an epidemic in the State of Michigan.
3. All Emergency Orders (also called "Executive Orders") of the Governor related to the Coronavirus and the Emergency Order of the MDHHS Director are incorporated herein by reference.
4. COVID-19 and its effects have been detected within **Antrim, Charlevoix, Emmet and Otsego Counties.**
5. Coronavirus, which causes COVID-19, is a communicable disease and can be transmitted from person to person.
6. The Coronavirus transmission is possible even though the infected person has no symptoms and is unaware of the infection.
7. In order to control and limit the spread of this communicable disease, it is necessary to prevent infected people from coming into contact with uninfected people. It is also imperative that critical infrastructure workers (hereafter, call "worker" or "workers") be protected.
8. Although healthcare workers and their employers are exempt from compliance with Part 1, Section b., Item ii in this Emergency Order, it is recommended that these parties reference the guidance issued in the memorandum dated March 20, 2020 as well as any subsequent guidance from Dr. Joneigh Khaldun, Chief Medical Executive of the Michigan Department of Health and Human Services.

It is hereby ordered that businesses and operations remaining open under EO 2020-21 **must** only be conducting operations that require employees to leave their homes or places of residence for functions that are necessary to sustain or protect life or to conduct minimum basic operations as defined by EO 2020-21 and **must** take the following actions:

- 1) Develop and implement a daily screening program for all workers, who do not work from their residence.
 - a) Screening criteria must include asking the worker the following questions and taking the following actions:
 - i) Determine whether the worker is experiencing the following symptoms: fever, cough, shortness of breath, sore throat, diarrhea. When a touchless thermometer is available, a temperature check is strongly recommended in lieu of verbal confirmation. However, in the presence of a shortage of thermometers, employees may self-report temperature.
 - ii) Determine whether the worker has had any close contact in the last 14 days with someone with a diagnosis of COVID-19. "Close contact" means someone identified as "close contact" by the local health department, a household member, or someone within 6 feet for 10 minutes or longer.
 - iii) Determine whether the worker has engaged in any activity or travel within the last 14 days which fails to comply with Executive Order 2020-21 (COVID-19).
 - iv) Determine whether the worker has been directed or told by the local health department or their healthcare provider to self-isolate or self-quarantine.
 - b) A "yes" to any of the screening questions above requires the worker, who is not working from their residence, to be excluded from work:
 - i) 3 days with no fever and 7 days since onset of first symptom.
 - ii) 14 days if close contact of a diagnosed case of COVID-19 as described in 1(a)(ii).
 - iii) 14 days following any activity or travel as described in 1(a)(iii).
 - c) The business and operations remaining open under EO 2020-21 shall maintain written or digital documentation of the results for each worker, who is subject to the daily screening program that is described above. All written or digital documentation, which is required by this Emergency Order, shall be made available to the local health department or its authorized representative upon request.
 - d) Exemptions:
 - i) First responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other essential healthcare workers are exempt from Part 1, Section b., Item ii.
 - ii) Nothing in this order shall limit the operations of first responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other entities that are involved in the mitigation of risk during this pandemic.
- 2) Develop and implement a plan to manage and control social/physical distancing (at least 6 ft spacing) for workers alongside one another and customers waiting in lines within or outside the business.

- 3) Limit capacity inside facilities to provide for social distancing of customers and between customers and workers including but not limited to visual markings and signage, entrance limits, and specialized hours.
- 4) Post this Emergency Order and maintain the posting of this Emergency Order at each entrance to the facility and additionally document distribution of this Emergency Order to all critical infrastructure workers.
- 5) This Emergency Order shall be enforced as provided by law and violations of this Emergency Order shall be subject to any penalty as provided by law, including, but not limited to misdemeanor penalties as provided in MCL 333.2443.

This Emergency Order shall become effective on **April 6 at 12:00 pm (noon)** and shall be effective until **April 13, 2020 at 11:59 pm.**



Lisa Peacock, Local Health Officer
Health Department of Northwest Michigan
Antrim, Charlevoix, Emmet & Otsego Counties, Michigan

04/05/2020

Date



MEDIA CONTACT:

Erin Luckhardt, PIO

O: 231-347-5628

e.luckhardt@nwhealth.org

www.nwhealth.org

April 5, 2020

Health Department of Northwest Michigan Declares Emergency Order

The Health Department of Northwest Michigan is declaring Emergency Order 2020-1 requiring screening and social distancing measures at open businesses and operations subject to the Governor's Executive Order 2020-21. The emergency order goes into effect on Monday, April 6 at 12:00pm (noon).

Health Officer, Lisa Peacock shared "given that COVID-19 presents a serious threat to public health, our local health departments have been working to ensure the health and safety of critical infrastructure workers. As the threat of COVID-19 increases, I now feel it necessary to take additional steps to protect critical infrastructure workers and the general public."

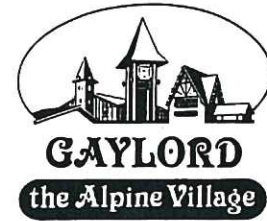
Additional resources to assist businesses in implementing these protective measures can be found here on the [Health Department Website, Coronavirus Page](#) or on the [Center for Disease Control and Prevention's Guidelines and Resources for Businesses](#). For questions on the emergency order, please utilize the Public Health Information Line at 1-800-386-5959.

The Health Department of Northwest Michigan is mandated by the Michigan Public Health Code to promote wellness, prevent disease, provide quality healthcare, address health problems of vulnerable populations, and protect the environment for the residents and visitors of Antrim, Charlevoix, Emmet, and Otsego counties. For more information, visit nwhealth.org.

###

CITY OF GAYLORD

305 E. Main Street ♦ Gaylord ♦ Michigan ♦ 49735
Telephone: 989-732-4060 ♦ www.CityOfGaylord.com



To: All Employees
From: City Manager Joe Duff
Human Resources Manager
Erika Peters
Date: March 25, 2020
Re: Employee Illness Due to Coronavirus (COVID-19)

The City of Gaylord plans to follow CDC guidelines in regards to what to do when you are sick with COVID-19. This includes guidelines about how to discontinue home isolation and return to work. The CDC guidelines suggest discontinuing home isolation (for individuals who **will not** have a COVID-19 test) 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 fever)
- AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved)
- AND
- At least 7 days have passed since your symptoms first appeared. *However, the City of Gaylord, in taking every precaution to ensure the safety of community and staff, asks that our employees **remain home for 10 days since symptoms first appeared**, unless otherwise instructed by their Supervisor or Erika.*

The CDC provides additional guidelines for individuals who **will be tested and test positive** for COVID-19. These guidelines can be found in the attachment from the CDC. Employees who receive a positive test may only return once the CDC guidelines have been met, unless otherwise instructed by their physician, Supervisor, or Erika.

Employees who are sick with COVID-19 are expected to provide updates to both their Supervisor and Erika about their condition and progression of symptoms.

If you have any questions please let Erika know.

Steps to help prevent the spread of COVID-19 if you are sick

FOLLOW THE STEPS BELOW: If you are sick with COVID-19 or think you might have it, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home:** People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care. Do not visit public areas.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you feel worse or you think it is an emergency.
- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.



Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people and before you enter a healthcare provider's office.
- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live in the home should stay in a different room. When caregivers enter the room of the sick person, they should wear a facemask. Visitors, other than caregivers, are not recommended.



Separate yourself from other people in your home, this is known as home isolation

- **Stay away from others:** As much as possible, you should stay in a specific "sick room" and away from other people in your home. Use a separate bathroom, if available.
- **Limit contact with pets & animals:** You should restrict contact with pets and other animals, just like you would around other people.
 - Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people with the virus limit contact with animals until more information is known.
 - When possible, have another member of your household care for your animals while you are sick with COVID-19. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with them. See COVID-19 and Animals for more information.



Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.
- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water:** Soap and water are the best option, especially if hands are visibly dirty.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.



Call ahead before visiting your doctor

- **Call ahead:** If you have a medical appointment, call your doctor's office or emergency department, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.



Avoid sharing personal household items

- **Do not share:** Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.



- **Wash thoroughly after use:** After using these items, wash them thoroughly with soap and water or put in the dishwasher.

Clean all “high-touch” surfaces everyday

Clean high-touch surfaces in your isolation area (“sick room” and bathroom) every day; let a caregiver clean and disinfect high-touch surfaces in other areas of the home.



- **Clean and disinfect:** Routinely clean high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
 - If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).

Monitor your symptoms

- **Seek medical attention, but call first:** Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
 - **Call your doctor before going in:** Before going to the doctor’s office or emergency room, call ahead and tell them your symptoms. They will tell you what to do.
- **Wear a facemask:** If possible, put on a facemask before you enter the building. If you can’t put on a facemask, try to keep a safe distance from other people (at least 6 feet away). This will help protect the people in the office or waiting room.
- **Follow care instructions from your healthcare provider and local health department:** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**.

Emergency warning signs include*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

How to discontinue home isolation

- People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:
 - **If you will not have 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 medicine that reduces fevers)
 - AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
 - AND
 - at least 7 days have passed since your symptoms first appeared
 - **If you will be tested** 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 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, 24 hours apart. Your doctor will follow CDC guidelines.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

More information is available [here](#).

Additional information for healthcare providers: [Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus](#).

March 25, 2020

RE: Critical Infrastructure Employees

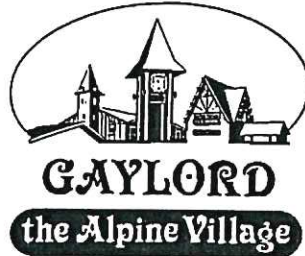
Pursuant to Executive Order 2020-21 which was released by Governor Whitmer critical infrastructure workers must be designated in writing to comply with the ability to attend and conduct work in their occupation.

_____, is considered by the City of Gaylord as a critical infrastructure worker. They work for the City of Gaylord maintaining our public infrastructure that being Water and/or Wastewater and Public Works that are deemed essential to the residents and businesses of our City.

Should there be questions in regards to this matter please contact either Joseph P. Duff, City Manager at (989) 732-4060, cell (989) 619-3922 or Chief of Police, Frank Claeys at (989) 732-1777.

Joseph P. Duff
City Manager

Frank Claeys
Chief of Police



March 23, 2020

FOR IMMEDIATE RELEASE

Supplement No. 2 to City of Gaylord COVID-19 Mitigation Measures

Pursuant to Executive Order 2020-21 which was released on March 23, 2020, Governor Whitmer has issued a "stay at home" order. The stay at home order, also known as shelter in place, is intended to prevent the spread of the COVID-19 virus.

Prohibited Activities include public and private gatherings outside a household. Outside of residence individuals must maintain a distance of six or more feet from individuals other than household members.

Critical Infrastructure Workers must be designated in writing and include workers in the following sectors.

- Law enforcement, public safety, and first responders
- Water, Wastewater, and other public works

Previously, the Governor also issued Executive Directive 2020-02, regarding Public Meetings of State of Michigan Public Bodies During the COVID-19 Emergency. This directed all public bodies, to the extent practicable, consider postponing public meetings and/or agenda items that may be deferred until a later time. Public bodies were encouraged to utilize remote access technology, with public participation, if feasible.

The City of Gaylord has now taken the following additional steps to protect our community and its critical infrastructure employees from the spread of this COVID-19 virus. We have begun to separate our critical staff members and will now be implementing new work schedules that split work time in our departments to first accommodate the needs of the community and services and protect our community accordingly. Therefore, we will be working with reduced staff to insure that our staff

remains healthy and that in the event of illness that key staffing can be attained from the existing staffing that we already have.

We also will be adjourning all Council Committees and DDA Board and committees from conducting meetings to limit exposures of those participating until April 30th. Our City Council meetings will also be adjourned until such time as we are able to conduct meetings that comply with the guidelines of Executive Order 2020-15 and Executive Directive 2020-02. The City is actively exploring remote access technology that will ensure compliance with these executive decisions, with staff training to begin soon.

Meanwhile, the City will continue to provide our residents and business community with service during this difficult time. Our team will continue to track updated State, Local Health Department, and Emergency Management activities throughout this event. Any health care related questions can be directed to the Health Department of Northwest Michigan Information line at 1-800-386-5959. For information regarding the City operational changes please contact City Manager Joseph Duff at (989) 732-4060 or Chief Frank Claeys at (989) 732-1777.

Executive Order 2020-21 is available at:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522626--,00.html

Executive Directive 2020-02 is available at:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90704-521677--,00.html



March 18, 2020

FOR IMMEDIATE RELEASE

Supplement to City of Gaylord COVID-19 Mitigation Measures

With recent outbreaks of the COVID-19 virus taking place in our community the City of Gaylord will now take the following precautions to protect our residents and staff and slow the transmission of this virus.

Effective Thursday, March 19th Until Further Notice

1. The City of Gaylord offices will now be closed to customers conducting business in person. We are encouraging all residents and business customers to use the U.S. Mail or online services for utility payments. Residents may also make payments via a drop box located in the foyer of the City Hall.
2. City Hall will continue to be staffed and will be available by phone at (989) 732-4060 to answer any questions related to typical municipal services. We are preparing for a reduction in staff due to potential illness affecting our staff as circumstances may well change through this event. The same can be said of all of our Departments such as Police, Public Works, Water, and Wastewater.
3. The Department of Public Works, Water Department, and Wastewater Department Offices located at 102 E. Seventh St. will also be closed to customers conducting business in person. They can be reached at the following phone numbers and will take appointments as necessary. Department of Public Works Superintendent and Water Department Chief Operating Officer and Field Personnel (989) 732-5475; Wastewater Department Superintendent and Field Personnel (989) 732-0750.
4. Our Police Department will continue to serve and protect the needs of our City and community residents throughout this time period. Anyone requiring a police report can contact the Police Department at (989) 732-1777 and one will be provided electronically.
5. Appointments for municipal services and or face to face visits with staff can be made by calling the respective phone numbers provided and scheduling the appropriate meeting or visit.
6. Any scheduled and unscheduled gatherings of over 50 people throughout our City are discouraged from occurring.

It is the City's intention to continue to provide our residents and business community with continued service during this difficult time. Our team will continue to track updated State, Local Health Department, and Emergency Management activities throughout this event. Any health care related questions can be directed to the Health Department of Northwest Michigan Information line at 1-800-386-5959. For information regarding City operational changes please contact City Manager Joseph Duff at (989) 732-4060 or Chief Frank Claeys at (989) 732-1777.

March 16, 2020

TO: All Employees

FROM: J. Duff, City Manager; Kim Awrey, Assistant City Manager; Frank Claeys, Chief of Police
Erika Peters, Human Resources Manager

RE: Coronavirus (COVID-19), City Measures for Protection of Employees and City Residents

We, as part of the administrative staff, want to provide you all with some information that we hope will assist you as we move through this difficult time as this virus begins to affect our community and work place.

We know that some of you are already aware of the significance of this event and the fact that such a situation has not happened to this extent in our community before. We also are aware that we have no intention to overact to this matter, but we really want to share information and have taken some steps to provide for what we consider a measured, yet hopefully effective response to keep all of you as safe as we can.

There are a series of attachments which are detailed as follows for your review:

1. **City of Gaylord COVID -19 Mitigation Measures.** This document is being reviewed by the various agencies as mentioned in the memo. It is intended to assist us in planning for doing business a little differently from the norm for a short period of time. We also are planning for the fact that some of us may in fact come down with some form of this virus which may require some of us to use sick time to recover. This would require us to work with a smaller staff as well. This could well effect all departments not just the Administrative staff but our DPW, Police, Water, and Wastewater as well.

Therefore, we want to continue our discussions with the Health Department of Northwest Michigan, the Otsego County Emergency Management Team, and our local law enforcement partners to insure that all are aware and supportive of this mitigation plan. City Council will be notified of the actions that we are taking.

2. **Press Release from the Health Department of Northwest Michigan.** This memo provides some tips from our local Health Department on the ways to decrease the spread of the virus. We felt it may be helpful to you all.
3. **Michigan Department of Health and Human Services Interim Recommendations for Community Mitigation Strategies for COVID-19.** This attachment also contains some very good information from the State on how to deal with the spread of this virus and measures for all of us to take in our work and personal environments.

The first thing that is utmost importance to all of us is the safety and welfare of each and every one of you. That is why we are trying to stay ahead of this event as best we can. Now we may be moving at a pace that some of you may think is overactive. Others may say that we should have been moving quicker in our response. This is something each one of us have been discussing for the last two weeks. The most important thing to say is that we know that this is evolving as we go. What we think is happening today may not be anything like what will happen tomorrow. That is the most difficult thing about this health event. Below is what we feel we have to prepare for and where we need all of you to help us get through.

Illness

We think that this event may result in a number of us all coming down with this virus. Should this happen we need you first to contact both your Supervisor and Erika and let them that you are ill. Then if you think that the reason for your illness is this virus review the sheet from the CVD entitled **“What to do if you are sick with coronavirus disease 2019 (COVID-19)”**. Also let Erika know that this is maybe what you have come down with. We want to know so that we can insure that you are getting whatever treatment you may need. The problem is each one of us will react differently to the virus. Just like we all do to a cold or the flu. The most important thing though is to see your Doctor or health care provider if you think things are getting worse. They should also be alerted to the fact that you are ill. This can be done with a phone call to your physician’s office. They can advise you the next steps to take.

Next, don’t return to work until you have followed the protocols set forth by your physician or the CDC. Do not return to work until being fever free for at least 24 hour or until symptoms have improved (4 to 5 days after the onset of symptoms). Again it’ll be different for all of us.

Essential Personnel

We have some employees which we consider essential personnel. Those are as follows: Water Department, Rick and Saun; Wastewater Department, all personnel; Police Department, Chief of Police and Administrative Staff, Clerk and financial personnel.

Should some of these individuals get sick we all will need to pick up their responsibilities to insure the safety of our City is intact. Most critical are the Water and Wastewater as we need to know these facilities are continuing to function and that testing and operations continue without interruption. Therefore, should one of you become ill it is critical that you communicate to us and your co-workers so that we can continue on the path necessary to insure the job is getting done.

We have had discussions with every one of these employees so we are hopeful that we can keep these departments operating safely. But we will need you all to help when and if the time comes.

Family

Last and not least we want you all to remember during this difficult time to look after your family. These loved ones are essential to all of our well-being. Should situations present themselves when you are caring for your loved ones during a time of illness let your Supervisor and Erika know. If we can make arrangements to allow you some time away to tend their needs we surely will do so.



Serving Antrim, Charlevoix, Emmet & Otsego Counties

MEDIA CONTACT:
Erin Luckhardt, PIO
Office: 231-347-5628
Information Line: 1-800-386-5959

For Immediate Release
March 4, 2020

Health Department of Northwest Michigan Advises Residents to Prepare not Panic for Coronavirus Disease 2019 (COVID-19)

The Health Department of Northwest Michigan is continuously working on preparedness and response planning for Coronavirus Disease 2019 (COVID-19). Communication occurs daily with federal, state and local officials/partners. The Health Department is monitoring the situation at a local level and coordinating efforts with other local health departments -- this includes Benzie-Leelanau District Health Department, Central Michigan District Health Department, District Health Department #2, District Health Department #4, District Health Department #10 and Grand Traverse County Health Department. Michigan, including Antrim, Charlevoix, Emmet and Otsego Counties have no confirmed cases at this time.

As COVID-19 cases increase worldwide, including in the United States, it is important to be mindful of preparing for a shift from an epidemic to a pandemic. At this time, we are encouraging our communities to ***prepare, not panic***. It is still uncertain when COVID-19 will impact the greater United States, for how long, or the severity, and information is changing on a daily basis.

Health Officer, Lisa Peacock, reminds residents that "It is important to consider actions to reduce the spread of illness in general – things like staying home if you are ill, coughing into an elbow or tissue, and frequent handwashing are important. While the situation is regularly changing, it is also important to stay up to date with reliable sources and to begin identifying some actions that can help protect your health and those you care about."

These measures will help decrease and slow the spread of infection, and reduce the impact on our community:

- Pay attention, and comply, with public health requests and recommendations.
- Get your information from credible sources (Center for Disease Control and Prevention, Michigan Department of Health and Human Services, Health Department, etc.).
- Support your family, friends and neighbors when they need your help.
- Practice good hand washing hygiene – wash hands regularly or use an alcohol-based hand sanitizer (60% or more) if soap and water are not available.
- Stay home when you are sick (work, school, social gatherings, events, etc.).
- Clean all "high touch" surfaces every day with household cleaning spray or wipes.
- Cover coughs, sneezes and avoid touching your face.
- Avoid sharing personal household items.
- Be current on your routine vaccinations.
- Call ahead before going to the doctor or hospital if you are sick (most Coronavirus infections are not serious, but as always, be mindful of concerning symptoms like shortness of breath and prolonged fever).

- For additional information about Coronavirus Disease 2019, please visit www.hhs.gov/coronavirus, or www.cdc.gov/coronavirus, or www.euro.who.int/en/health-topics/health-a-z/coronavirus.

For information about Coronavirus Disease 2019 precautions for schools and daycare centers, please visit <https://www.cdc.gov/coronavirus/2019-ncov/schools/index.html>.

For information about Coronavirus Disease 2019 precautions for businesses, please visit <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>.

###

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GARLIN GILCHRIST II
LT. GOVERNOR

Michigan Department of Health and Human Services (MDHHS)
Interim Recommendations for COVID-19 Community Mitigation Strategies
March 11, 2020

[The most up-to-date guidance on these and other mitigation strategies is available at www.Michigan.gov/coronavirus. This matter is rapidly evolving and MDHHS may provide updated guidance.]

Community mitigation strategies are crucial to slowing the transmission of coronavirus disease 2019 (COVID-19) in Michigan, particularly before a vaccine or treatment becomes available. These strategies provide essential protections to individuals at risk of severe illness and to health care and other critical infrastructure workforces. Preventing a sudden, sharp increase in the number of people infected with COVID-19 will help minimize disruptions to daily life and limit the demand on health care providers and facilities.

These recommended strategies apply at the individual, organizational, and community levels. They apply to businesses, workplaces, schools, community organizations, health care institutions, and individuals of all ages, backgrounds, and health profiles. Everyone has some measure of responsibility to help limit the spread of this disease. Even individuals who are healthy can help prevent the spread of COVID-19 to others.

Michiganders have been preparing for COVID-19 for weeks, and all individuals should continue to take the following basic personal-hygiene measures to prevent the spread of the virus:

- wash your hands often with soap and water or use hand sanitizer;
- avoid touching your eyes, nose, or mouth with unwashed hands;
- cover your mouth and nose with a tissue when coughing or sneezing;
- avoid handshakes;
- avoid contact with sick people who are sick; and
- stay home when you are sick.

Michigan must take further action, however. To help avoid a rapid increase of cases in the state, MDHHS recommends implementing now the following community mitigation strategies. Please note, guidance for health care providers is not addressed in this document, but is available at www.Michigan.gov/coronavirus.

Individuals and families at home:

1. Learn about the signs and symptoms of COVID-19. Symptoms include fever, cough, and difficulty breathing.
2. If you have respiratory symptoms, **STAY HOME WHEN YOU ARE SICK**. Call your health care provider's office in advance of your visit.
3. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
4. Communicate and reinforce best practices for washing hands and covering coughs and sneezes.
5. Be prepared if there is COVID-19 in your household or a disruption of daily activities in your community. For example, maintain a supply of medications, food, and other essentials in your house. Consider alternative shopping options such as curbside pickups or online deliveries.
6. Access services as much as possible online or by phone.

Individuals at risk of severe illness:

These individuals include, but are not limited to, older adults and persons of any age with underlying medical conditions, such as persons with a blood disorder (e.g., sickle cell disease or a disorder being treated with blood thinners), an endocrine disorder (e.g., diabetes mellitus), or a metabolic disorder (such as inborn error of metabolism); those with heart disease, lung disease (including asthma or chronic obstructive pulmonary disease), chronic kidney disease, or chronic liver disease; those with a compromised immune system (e.g., those who are receiving treatments such as radiation or chemotherapy, who have received an organ or bone marrow transplant, who are taking high doses of immunosuppressant, or who have HIV or AIDS); those who are currently pregnant or were pregnant in the last two weeks; and those with neurological or neurologic and neurodevelopment conditions.

1. Individuals at risk of severe illness should stay at home and keep away from others who are sick, except in exceptional circumstances. Wash your hands often, particularly after contact with high-touch surfaces. Avoid crowds and closed-in settings with little air ventilation as much as possible. Avoid cruise travel and non-essential air travel.
2. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
3. In households with individuals at risk of severe illness, provide a protected space for those individuals and have healthy people conduct themselves as if they were a significant risk to those individuals. For example, healthy people should wash their hands before feeding or caring for an at-risk individual.
4. Have a plan for if you get sick, and stay in touch with others by phone or email.
5. Watch for symptoms and emergency warning signs that require immediate medical attention.
6. Family members and caregivers can support older adults by knowing what medications they are taking and ensuring there is an extra supply on hand.
7. Family members and caregivers can support older adults by monitoring food and other necessary medical supplies (e.g., oxygen, incontinence, dialysis, and wound care supplies) and by creating a back-up plan for securing those essentials if they run out.

Assisted living facilities, adult day care programs, and senior living facilities:

1. Encourage personal protective measures among residents, clients, and staff, including handwashing and covering coughs and sneezes.
2. Encourage residents, clients, and staff to stay home (or in their private quarters) when sick and to notify program administrators of illness.
3. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
4. Ensure hand hygiene supplies are readily accessible throughout the facility.
5. If caring for an individual living in a care facility, monitor the situation, ask about the health of the other residents frequently, and know the protocol if there is an outbreak.
6. Implement social distancing measures as feasible, such as reducing large gatherings, altering meal schedules to reduce mixing, and limiting programs with external staff.

7. Limit visitors to only those who are absolutely necessary and implement screening of visitors for temperature and respiratory symptoms.
8. Maintain contact with individuals at risk of severe illness who are no longer able to attend day care programs.

Universities and colleges:

1. Educate students and the community about COVID-19 and preventative hygiene practices.
2. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
3. Encourage staff and students to stay home when sick.
4. Cancel or postpone large gatherings, conferences, and sporting events (e.g., greater than 100 people in a shared space).
5. Consider tele-learning opportunities, as feasible.
6. Communicate and reinforce best practices for washing hands and covering coughs and sneezes.
7. Students and faculty at risk of severe illness should implement plans for distance learning.

Schools and childcare facilities:

1. Educate students and the community about COVID-19 and preventative hygiene practices.
2. Encourage staff and students to stay home when sick.
3. Report influenza-like activity, absenteeism, and potential school dismissals to public health officials.
4. Separate sick students and staff from others until they can go home. When feasible, identify a "sick room" through which others do not regularly pass.
5. Communicate and reinforce best practices for washing hands and covering coughs and sneezes.

6. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
7. Consider having students eat meals in their classrooms as opposed to a cafeteria-like setting, or alter meal schedules for smaller-group gatherings.
8. Limit large gatherings such as assemblies and limit inter-school interactions.
9. Alter schedules for recess and entry/dismissal to reduce the mixing of large numbers of students and staff.
10. Schools with students at risk of severe illness should consider implementing plans for distance learning for those students, to the extent feasible.

Workplaces:

1. Encourage employees to stay home when sick and to notify supervisors of illness.
2. Communicate and reinforce best practices for washing hands covering coughs and sneezes.
3. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
4. Ensure hand hygiene supplies are readily accessible throughout the workplace.
5. Encourage staff to tele-work when feasible, particularly individuals at risk of severe illness.
6. Implement social distancing measures as feasible, including limiting in-person meetings.
7. Limit large work-related gatherings (e.g., staff meetings and after-work functions).
8. Limit non-essential work travel.
9. Cancel or postpone large gatherings, conferences, and sporting events (e.g., greater than 100 people in a shared space).
10. Discourage employees from eating meals in a large group setting, such as a cafeteria.
11. Tailor continuity of operation plans to the COVID-19 threat.

Community and faith-based organizations:

1. Identify safe ways to serve those who are at high risk or vulnerable through outreach and assistance.
2. Encourage staff and members to stay home when sick and to notify the organization of illness.
3. Communicate and reinforce best practices for washing hands and covering coughs and sneezes.
4. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
5. Ensure hand hygiene supplies are readily accessible.
6. Implement social distancing measures as feasible.
7. Reduce in-person gatherings and activities, especially for organizations with individuals at risk of severe illness. Consider offering video or audio of events.
8. Determine ways to continue providing support services to individuals at risk of severe illness while limiting group settings and exposures.
9. Avoid large gatherings (e.g., greater than 100 people in a shared space) or move to smaller and staggered gatherings.
10. For organizations that serve high-risk communities, cancel gatherings of more than 10 people.

Other mass events:

1. Cancel or postpone large gatherings, conferences, and sporting events (e.g., greater than 100 people in a shared space).
2. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, and light switches.
3. Communicate and reinforce best practices for washing hands and covering coughs and sneezes.



What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate. When working with your local health department check their available hours.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.



For more information: www.cdc.gov/COVID19



March 13, 2020

FOR IMMEDIATE RELEASE
City of Gaylord COVID -19 Mitigation Measures

The City of Gaylord has no intention to overact to the Coronavirus (COVID-19). However, it is important that our City officials plan for the potential community transmission of COVID-19 and to take the necessary precautions to protect our residents and staff and to slow the transmission of this virus.

The following operational changes will be in effect until April 17, 2020, when at that time we will reassess any potential changes. These changes have been shared with the following agencies, Health Department of Northwest Michigan, Otsego County Emergency Manager and Home Land Security, and the Michigan State Police.

1. All City residents are discouraged from conducting business directly at the City Hall that can be otherwise conducted via U.S. Mail or dropping of utility bills at a box located in the Foyer of the City Hall. Elderly and at risk populations should avoid direct contact with the City Hall staff.
2. It is our intention to have the City Hall fully operational, however, we also are preparing for a reduction in staff do to potential illness affecting our Administrative Staff as well. The same can be said of all of our Departments such as Police, Public Works, Water, and Wastewater.
3. Our staff will be available by phone to answer any questions related to typical municipal services.
4. Our Police Department will continue to coordinate response plans with our Health Department, Otsego County Emergency Management Team, and local health providers such as Otsego Memorial Hospital.
5. Our Police Department will continue to serve and protect the needs of our City and community residents throughout this time period. Anyone requiring a police report can contact the Police Department at (989) 732-1777 and one will be provided electronically.
6. Any scheduled and unscheduled gatherings of over 50 people throughout are City are discouraged from occurring.

It is the City's intention to continue to provide our residents and business community with continued service during this difficult time. Our team will continue to track updated State, Local Health Department, and Emergency Management activities throughout this event. For health care related issues questions can be directed to the Health Department of Northwest Michigan Information line at 1-800-386-5959. For information regarding City operational changes please contact City Manager Joseph Duff at (989) 732-4060 or Chief Frank Claeys at (989) 732-1777.