**PANDEMIC PREPAREDNESS PLAN**

**Duquesne, MO**

# Contingency Plan for Mitigating the Spread of Pandemic

**PLAN PURPOSE**

To maintain business continuity and to protect our employees during this pandemic event.

**PLAN GOAL**

To provide a guide to employees while working from home or at other city facilities/locations on what is expected of them, how to prevent and recover from a pandemic or related event, and mitigating the impact the pandemic has.

## PLAN OBJECTIVES

In response to the threat of a pandemic virus, the City of \_Duquesne\_ (the “City”) has prepared this plan to meet the following objectives:

1. Establish departmental service continuity plans in the event of pandemic virus in order to insure delivery of basic City services.
2. Mitigate the spread of pandemic virus among employees.
3. Assist employees and their families in managing personal and/or family illnesses during a pandemic virus outbreak.

The KEY priority will be ensuring that essential City operations continue. Each department must develop a list of service priorities and then develop plans for meeting those priorities.

Managing the pandemic—focusing on continuity of operations with considerable loss of staff, depleted resources, a struggling economy, and a nervous public—will be a considerable challenge. Planning increases the likelihood that the City will be able to continue service operations during a global health crisis.

## ASSUMPTIONS

A pandemic virus is unlike any crisis the City has encountered. No one can predict when it might arrive, where it might strike, how long it might last, and how serious its impacts might be. Caution requires that the City plan for a worst-case scenario. Accordingly, the City’s Pandemic Preparedness Plan is based on the following assumptions:

1. As many as 30 to 40 percent of the City’s employees could become ill at the pandemic’s peak; another 5 percent may refuse to report to work, either because they fear becoming ill or because they are caring for afflicted family members.
2. The government will not be able to perform all functions and provide all services at full capacity throughout the pandemic.
3. Any City office may be closed due to staffing shortages or community quarantine.

## PREVENTING VIRUS SPREAD AT A WORKSITE

* 1. Staff shall self-monitor; this will include notifying your supervisor or City Administrator of any of the following:
     1. Temperature greater than 100.4
     2. Dry cough
     3. Shortness of breath
     4. Have contact with someone with COVID-19.
  2. Employees who exhibit these and other flu-like symptoms will be required to remain home until they are symptom free for 48 hours or at the direction of a physician. Employees shall remain absent from work until they have been determined not to provide an exposure risk.
     1. The City will promote proper hygiene etiquette.
     2. The City will provide hand washing and hand sanitizing areas to all employees.
     3. The City encourages staff to wash their hands frequently with soap and mild warm water for 20 seconds, hand sanitizer lotion, alcohol or other antiseptic-based hand wash products. Gloves are not a substitute for hand washing.
     4. Cover your cough with your upper sleeve, or elbow, avoid sharing drinks, food, and stay at least six feet away from others.
  3. If masks are provided, the masks will be placed in each department such that they are readily available to staff. Even with the mask, employees should cover their mouth when coughing or sneezing and wash/sanitize their hands immediately thereafter. Additionally, all employees should avoid/reduce close contact with the public or other employees. The telephone or e-mail should be used to communicate whenever possible.
  4. City may also:

1. Disseminate information on the virus and how it is spread.
2. Disseminate information to employees on proper hygiene methods and other behavior activities and/or restrictions that will reduce the risk of spreading the virus among the workforce.
3. Post educational materials to remind employees of proper cough etiquette, hand washing, and other behaviors that will reduce the risk of infection.
4. Provide information to employees to assist them in protecting themselves and their families during a pandemic.
5. For up to date information about this pandemic, please refer to the below location <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
   1. The City will follow any directive about this virus that is issued by local, county, state, or federal authorities.

## EMPLOYEES EXPOSED OR SUSPECTED OF EXPOSURE

Employees should be conscious of their own health; those who experience any pandemic like symptoms should notify their immediate supervisor and stay home. If symptoms begin at work, employees should notify their immediate supervisor of the potential exposure and go home. Sick leave resulting from pandemic episodes will be processed as per the Pandemic Sick Leave (PSL) Policy.

## GUIDELINES TO MODIFY FREQUENCY AND TYPE OF FACE-TO-FACE CONTACT

**Face-to-Face:** In face-to-face meetings, individuals should limit contact. Participants should practice staying about six (6) feet apart.

**Hand-Shaking:** Employees should stop shaking hands if there is a pandemic virus outbreak to help reduce the spread of the disease.

**Meetings:** Employees should limit attendance at meetings. Meetings should be suspended when

the same information can be obtained with a conference call, e-mail, or through chat groups over the internet. If a face-to-face meeting is necessary, following these rules may help ensure that transmission of the virus is limited:

1. The room should be cleaned and disinfected using good housekeeping techniques such as disinfecting the table, chairs, phones, and other places that one might be expected to touch.
2. Prop the door open (when doing so would not breach security) to keep employees and the public from touching the doorknob.
3. Spread out as much as possible and avoid hand shaking.
4. Minimize the length of meetings.
5. Meet in large rooms.
6. Require all employees to wash their hands after leaving meetings.
7. Clean the room after each use.

**Increase Social Distancing:** Social distancing means minimizing human-to human contact in peak phases of a pandemic virus. Contacts are those persons who have had close (three feet or less) physical or confined airspace contact with an infected person within four days of that person developing symptoms. These are likely to include family members and/or other living companions, workmates (if in confined airspace environments) and possibly recreational companions.

The City may cancel or postpone all City sponsored meetings/events and/or close public buildings during a virus pandemic.

The City will encourage the use of technology to facilitate social distancing by using communications networks, remote access and web access to maintain distance among employees and between employees and citizens whenever possible.

**Other Best Practices:**

* Locking doors and restricting entry between different departments in the same building. This intermingling of staff among departments should be stopped immediately.
* For departments that share vehicles or maybe shared during this event, the outgoing employee should sanitize the vehicle before the ongoing employee arrives. Clean the places you come into contact with the most. Besides the obvious places such as a door handle, key fob or steering wheel, the most important part of the interior to keep clean is the dashboard. Other places to clean include the inside door buttons, seat belts, gear shifters and touchscreens. The CDC recommends cleaning and disinfecting touched surfaces daily. After a new driver has cleaned the necessary surfaces, the vehicle should be started and windows rolled down so as to exchange all of the air in the cab of the vehicle. Because COVID-19 can remain airborne in a room for up to three hours, a good circulation within the vehicle should minimize this exposure. Before full occupation of the vehicle, set the air system to “floor” to minimize the circulation of germs within.
* Eliminate interaction between shifts and crews with shift change briefings by phone, not in person.
* If your operators become sick and unable to perform their duties, the City will discuss this matter with the local regional Missouri Department of Natural Resources’ office. Additional resources that may be helpful are through the Missouri Rural Water Association and The Missouri Public Utility Alliance (MPUA). MPUA has a program in place for mutual aid but the city/utility must be members to take part.

**INFECTION CONTROL SUPPLIES**

**Hand-hygiene products, tissues, disposal receptacles:** The City will identify the products or supplies needed, the sources from which to obtain them, and maintain an inventory of those items, such as hand sanitizer, tissue paper, masks, and other personal protective equipment items for use by employees in their work area, if such supplies are available. Any indication of an increased threat level may result in an automatic audit and review of inventory levels.

**Availability of medical consultation and advice:** The City will use a combination of sources for medical consultation and advice, including the Center for Disease Control (CDC), web based and information formats, and the County Health Department. An increase in the threat alert level will trigger a review to determine if medical consultation is necessary.

## ADMINISTRATION AND HUMAN RESOURCES

**Trigger Events:** The following events will be considered “trigger events” for implementation of all or portions of this plan:

1. The United States Federal Government through their official agencies issues a pandemic or emergency declaration for the United States, and/or
2. The State of Missouri issues a pandemic or emergency declaration for the State, and/or
3. The County Health Department(s) issues a directive to implement a response plan, and/or
4. An Emergency Declaration by County or the City, and/or
5. Excessive employee absenteeism occurs that results in the City being in jeopardy of experiencing a pandemic related operations emergency, and/or
6. There is confirmation of large-scale employee exposure to pandemic virus pathogens.

**Once a pandemic crisis is imminent or has occurred, the Mayor/City Administrator (or their designee) will activate the City Pandemic Plan.**

**Pandemic Crisis Assessment:** Upon notification of a pandemic crisis, the Pandemic Leadership Team (Mayor, City Administrator and Department Heads) will meet to:

1. Make an initial risk determination to define the extent of the crisis and determine what portions of the program need to be implemented based on that analysis.
2. Continually assess the severity of the crisis, the efficacy of the City’s response, and determine if changes are necessitated. If members are unable to physically meet due to governmental limitations on travel or quarantine, meetings will be held by conference call.
3. Make a determination regarding the cancellation of public meetings.

**Pandemic Sick Leave (PSL):** During a declared pandemic, **unless the City is exempted from the applicable provisions of the Families First Coronavirus Response Act**, the following sick leave policy will be used for all pandemic related absences, unless otherwise modified by State or Federal regulations. The Pandemic Sick Leave will end on December 31, 2020 (unless otherwise extended by the Federal Government).

1. To be eligible for Pandemic Sick Leave (PSL) under Division E of the Families First Coronavirus Response Act (FFCRA), There are no eligibility requirements associated with employment length for limited paid sick leave.
2. All eligible regular, full-time employees will be provided up to **80 hours of leave**. PSL shall be paid at the same rate as the employee’s regular rate subject to a cap for an employee under 3 (i) to (iii) of $511 per day or $5,110 total, and a cap for an employee under 3 (iv) to (vi) of $200 per day or $2,000 cap. Part-time employees get the average number of hours worked in a two week period. If the part-time employee works an irregular schedule, then the hours are calculated by averaging the previous six month’s hours.
3. An employee becomes eligible for PSL when one of the following occurs:
4. The employee is subject to a Federal, State, or local quarantine or isolation order related to the pandemic;
5. The employee has been advised by a health care provider to self-quarantine due to concerns related to the pandemic;
6. The employee is experiencing symptoms of the pandemic virus and is seeking a medical diagnosis;
7. The employee is caring for an individual who is subject to a quarantine or isolation order or advised to self-quarantine by a health care provider;
8. The employee is caring for a child whose school or care provider is closed or unavailable due to the pandemic; and
9. The employee is experiencing any other condition substantially similar to the pandemic virus, as specified by the Centers for Disease Control (CDC).
10. An employee is not required to use other paid leave provided by the City to the employee before the employee uses this type of paid sick leave.

**EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION**

Division C of the FFRCA temporarily amends the existing Family Medical Leave Act (FMLA) to allow an employee who is unable to work (or telework) to take leave due to a need to care for the employee’s son or daughter (under 18 years of age) if the child’s elementary or secondary school or place of care has been closed, or the child care provider is unavailable, due to a “public health emergency.” A “public health emergency” is defined as an emergency with respect to COVID-19 declared by a federal, state, or local authority. This amendment to FMLA will end on December 31, 2020. The City will provide up to 12 weeks of FMLA leave for employees.

1. The first 10 days of leave is unpaid leave. The City cannot require, but the employee may elect to use accrued leave (e.g., sick, vacation, personal, etc.), during the first 10 days or the employee can use the PSL mentioned above. After the first 10 days, the City must pay the employee 2/3rds of their regular salary.
2. Both full and part-time employees are covered. Part-time employees with irregular schedules would have their hours calculated using the same six-month averaging as above.
3. The paid portion is capped at $200 per day and $10,000 in the aggregate.
4. Generally the employee on leave must be restored to his or her prior position; however, this requirement does not apply to employers with fewer than 25 employees if the position held by the employee on leave no longer exists due to economic conditions or other changes in the employer’s operating conditions caused by the coronavirus pandemic, and the employer makes reasonable efforts to restore the employee to an equivalent position.

**Return to work after illness:** An employee cannot return to work unless they have been fever free (less than 100.4) over 72 hours without the use of medicine. The City has the option of requiring the employee to submit to having their temperature checked before arriving to any City owned building.

**Travel restrictions:** During a declared pandemic virus outbreak, the following travel policy will be instituted:

1. Upon the announcement by the Governor or other authorized public health official that the State of Missouri is subject to a pandemic virus outbreak or emergency, all work related travel will immediately be suspended.
2. The Mayor or City Administrator has the authority to suspend/cancel or ban all leave requests, including: vacation, personal time off, compensation time and sick leave.
3. If travel is imminent and refunds cannot or will not be made, the Mayor/City Administrator may decide to allow the employee to take the prearranged trip, if the employee presents a doctor’s statement indicating that he/she does not have the pandemic virus.

1. If an employee lives in a community that has been declared a pandemic zone by its local government, health department or other responsible entity, or is otherwise quarantined due to such an outbreak, the employee shall notify his/her department head and Mayor/City Administrator of the announcement as soon as practical. The affected employee should refrain from travel to and from the workplace until the quarantine is lifted.

## REMOTE WORKING AND FLEXIBLE WORK SCHEDULES

1. Participation in remote work during a pandemic may be mutually agreed upon by the employee and the Mayor/City Administrator. The employee’s position must be identified as remote work capable. The City may, however, require an employee to work remotely, where practical, to reduce the risk of spreading the virus at the worksite. This will be determined on a case by case basis as work site conditions and the health status of an employee warrant.
2. Remote workers may cease their participation in the program at any time, unless they are required to work in the program due to illness or other worksite separation needs. These will be determined by the Mayor/City Administrator. The Mayor/City Administrator may cancel the agreement at any time when it is determined that continuation would not be productive, efficient or in the best interest of the City.
3. Remote workers will be compensated as if duties were being performed at the in-City work location. Overtime may not be worked unless authorized in advance by the Mayor/City Administrator.
4. Remote workers are subject to the same rules and procedures as other employees and are covered by workers’ compensation when performing official work duties at the alternate work site.
5. Remote workers must verify in writing that their home provides workspace that is free of safety and fire hazards and agree that the City will be held harmless against any and all claims, excluding workers’ compensation claims that result from working at a home office.
6. No employee engaged in remote work may conduct face-to-face business from home.
7. The City is not required to provide equipment for remote work; however, the City may provide all or part of the equipment necessary for completing work assignments, including the installation and maintenance of City-owned equipment at the employee’s home. The City will not cover the cost of repair or maintenance of the remote worker’s personal equipment. Equipment needs will be determined by the department’s need during the pandemic event on a case-by-case basis.
8. The City will establish security controls and conditions for use of City equipment and personal equipment used for City work. The remote work employee must use approved safeguards to protect City equipment and supplies. All official City records, files and documents must be protected from unauthorized disclosure or damage and returned safely to the office at the conclusion of the remote work assignment.
9. Employees on probation or on a performance improvement plan are not eligible for remote work. Exceptions may be made if warranted due to the pandemic virus crisis.
10. City employees that cannot work remotely may be sent home with pay, when determined to do so by the Mayor or City Administrator, and remain there until such time they are required to report back to work.

**Procedures:** Employees interested in participating in the remote work program during a pandemic crisis should contact their Mayor/City Administrator to discuss the feasibility of remote work. They must hold a position that the City approves for remote work.

If the employee and the position are deemed suitable for remote work, a Remote Work Agreement must be signed by the remote worker, the Mayor/ City Administrator prior to beginning the program. Exceptions may be made to facilitate emergency situations under the pandemic event as determined by the Mayor/City Administrator.

## FLEXIBLE WORK SCHEDULE

## Work schedules will be determined by the Mayor/City Administrator. Once schedules are defined and communicated to employees, an employee who requests a deviation to that schedule must do so in writing to the Mayor/City Administrator for approval. The Mayor/City Administrator will determine an appropriate schedule for an employee to best fit the needs of the department during a pandemic virus event. The Mayor/City Administrator may require employees to change work schedules in order to reduce the risk of the pandemic virus spreading at the worksite. The Mayor/City Administrator may develop alternative work schedules for one or more employees with approval of the Mayor/City Administrator.

## EMERGENCY COMMUNICATION PLAN – PANDEMIC

To ensure effective emergency communications, the City will ensure the following activities:

1. Set-up a system to track pandemic virus-related absences.
2. Provide a notification for supervisors listing absent employees.

## DEVELOPMENT AND DISSEMINATION OF MATERIALS

**Pandemic fundamentals:** The City may do any of the following to keep employees up to date on the pandemic:

1. Relay information to employees through e-mail, text, and mailings to employees at their homes, if requested.
2. Develop and distribute flyers containing accurate and up-to-date information about the situation.
3. Provide a central bulletin board in City facilities to post information.
4. The City will communicate the Pandemic Response Plan to staff.

**The Mayor or the City Administrator has the final authority to make all decisions related to the Pandemic Preparedness Plan.**