

City of Westfield COVID-19 Safety Plan
Keeping Employees and Members of the Public Safe

1.0 Purpose

On May 1, 2020, Governor Holcomb introduced the Back on Track Indiana plan, which provides five different stages over which Indiana will slowly and strategically reopen. The progression through the five stages is dependent upon external factors and may not occur in a linear matter.

In accordance with Governor Holcomb’s Executive Order, Executive Order 20-26, the City of Westfield (“City”) has developed this Safety Plan describing the measures the City has undertaken to keep its employees and visitors safe. This Plan details, at a minimum, the (a) health screening process, (b) cleaning and disinfecting protocols, (c) personal hygiene measures, and (d) social distancing requirements the City has established and will continue to implement in accordance with applicable local, state, and federal law.

The contents of this Safety Plan are subject to change and may be updated from time to time. Updates will be posted on the City’s website and in each physical location that is open to the public. Employees can access the Safety Plan in their designated workplace information posting location [and electronically on City’s intranet].

2.0 Locations

This Safety Plan applies to City’s operations at the following locations:

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| 1. Westfield City Hall
130 Penn St
Westfield, IN 46074
Hamilton County | 3. Westfield Public Safety Building
17535 Dartown Road
Westfield, IN 46074
Hamilton County |
| 2. Westfield City Services Center
2728 E 171st St
Westfield, IN 46074
Hamilton County | 4. Grand Park
19000 Grand Park Blvd.
Westfield, IN 46074
Hamilton County |

3.0 Definitions

“Back on Track” means Governor Holcomb’s *Roadmap to Safely Reopen Indiana*, including the five-stage plan to reopen and all related standards, industry-specific guidelines, and Executive Orders.

Back on Track information is available here:

<https://www.backontrack.in.gov/>

“COVID-19 symptoms” means symptoms of COVID-19, the condition caused by the SARS-CoV2 virus, as currently set forth by the U.S. Centers for Disease Control and

Prevention (CDC), including fever (body temperature greater than 100.4°F), cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and less common symptoms like nausea, vomiting, or diarrhea.

CDC's symptom list is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

“Visitor” means any individual who is not a City employee who visits City’s physical locations, including residents, guests, independent contractors, vendors, and delivery persons.

“Vulnerable population” means, as currently set forth by the CDC, those at higher risk for severe illness from COVID-19 include:

- Individuals who are 65 years of age or older;
- Individuals with underlying medical conditions, including:
 - Individuals with chronic lung disease or moderate to severe asthma;
 - Individuals who have serious heart conditions;
 - Individuals who are immunocompromised;
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDs, and prolonged use of corticosteroids and other immune weakening medications.
 - Individuals with severe obesity (BMI of 40 or higher);
 - Individuals with diabetes;
 - Individuals with chronic kidney disease undergoing dialysis; and
 - Pregnant individuals.

The CDC’s vulnerable population list is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

4.0 Safety Plan Measures

The following measures will remain in place until modified or ended by City. These measures are in addition to City’s standard policies and procedures designed to protect the health and safety of its employees and visitors and comply with applicable law. These measures may be modified or ended based on federal, state, or local requirements, including progression through the Back on Track stages to reopen Indiana and related Executive Orders.

Protective Equipment/Personal Hygiene

- Employees are provided with N95 masks for use and instruction on proper use, as well as hand sanitizer, tissues, and waste receptacles.
- Visitors are encouraged to wear cloth face coverings while on-site.

- Hand sanitizer has been placed in multiple areas on-site for employees and visitors. Additional hand sanitizer is also available upon request. Restrooms are available for employees and visitors to use for hand washing.
- Employees are provided opportunities throughout the work day for hand washing and use of hand sanitizer.
- CDC posters have been placed throughout the workplace to remind employees and visitors of infection control measures.

Health Screening Process

- Employees must monitor their own health daily, follow all employer health check reporting protocols, and not report to work if they are experiencing COVID-19 symptoms. Employees experiencing COVID-19 symptoms while at work will be sent home.
- Employees must notify Human Resources promptly if they develop symptoms of COVID-19, tests positive for COVID-19, had close contact with someone who tests positive for COVID-19, or plans to travel outside of the state. Such employees must remain at home and telework and work with Human Resources to determine a return to work date. If employees are unable to telework because they are sick, they will have to use a Sick Day.
- Employees returning to work after having COVID-19 symptoms, a positive test for COVID-19, or having had close contact with someone testing positive for COVID-19 must be cleared to return in accordance with CDC guidelines and applicable federal, state, and local law.
- Employees returning to work must complete a Statement of Health.
 - Employees must attest that they are free of a fever without the use of medication for at least 72 hours, that any symptoms have improved for at least 72 hours, and that at least 7 days have passed since the symptoms first began. Currently, employees are not required to provide a health care provider certification to return to work.
- Beginning in late May, the City will offer employees COVID-19 antibody testing. The antibody testing is completely optional for employees.
- Employee health screening information is confidential and will only be shared with public health authorities or as otherwise permitted by applicable law.
- Visitors must complete a Visitor Questionnaire upon entering a City location and may have their temperature checked with a touch-free thermometer. Visitors refusing to complete such certification, or who disclose heightened risk of COVID-19 infection, will not be permitted onsite.
- Visitors who are members of a vulnerable population are encouraged to use caution and limit on-site visits during stages two and three and should continue to exercise caution during all stages of Back on Track.

CDC Social Distancing Requirements

- Return to work will occur in phases and in compliance with applicable federal, state, and local requirements regarding social distancing. Currently, there is no established end date for social distancing requirements, regardless of Back on Track stage.

- The City has installed signage to remind employees and visitors of social distancing requirements.
- *Physical Distance*: All employees and visitors must maintain 6-feet of physical distance from other individuals unless otherwise required. Visitors accompanying another visitor (such as a parent and child or other individuals living in the same household) are not required to maintain a physical distance from each other.
- *Meetings and Gatherings*: Face-to-face meetings will not occur for the foreseeable future. Instead, employees should continue to conduct meetings virtually, via Skype, or telephonically whenever possible.
- *Conference Rooms*: Conferences rooms are not to be used for the time being. When conference rooms can be used, employees must reserve a conference or meeting room prior to a meeting or gathering and sign-in/out upon entry and exit. Available seating in meeting and conference rooms has been reduced to comply with social distancing guidelines.
- *Visitor Meetings and Gatherings*:
 - If an in-person meeting or gathering is required, the employee hosting the meeting must ask and document the responses to the following three questions:
 - Have you, someone who lives in your household, or someone you are caring for, been diagnosed with COVID-19?
 - In the last 14 days, have you, someone who lives in your household, or someone you are caring for, returned from a CDC Level 2 or 3 country?
 - Within the last 24 hours, have you had any cold or flu symptoms, including fever, shortness of breath, or coughing?
 - These questions are documented in a Visitor Questionnaire for each guest to complete with the guest's name, organization, phone number, and date of visit. The employee host will then indicate which room was used during the meeting. All completed questionnaires must be sent to Human Resources.
- *Break Room and Kitchen Use*: Employees may still use the break room and kitchen but must limit such use to obtaining food and beverages and must maintain 6-foot physical distance from others at all times. No gatherings are permitted during Back on Track Stages Two and Three. Employees must ensure that any break room or kitchen use is limited and quick.

Cleaning and Disinfection Protocols

- High traffic areas are cleaned daily with EPA-approved cleaning products. High traffic areas include printer/copier areas, reception, lobby, shared products, restrooms, and kitchens.
- Building crews use appropriate cleaning products and use new materials for each tenant to reduce cross-contamination.
- Increase touchless options, including touchless trash receptacles in the bathroom.
- Conference rooms, collaboration spaces, shared spaces must be cleaned after each use.
- Wipe down all work surfaces before and after each use. Wipes are available in high-traffic and high-touch areas. Additional wipes are available upon request.

- Employees are provided with disinfectant cleaning supplies, hand sanitizers, and waste receptacles in readily available open spaces, conferences rooms, equipment areas, and other shared spaces like the kitchen.
- Vendors entering the office space must wear appropriate personal protective equipment (PPE) and follow all sanitation protocols when executing services.
- Employees should reduce printing and limit the number of employees using specific printers/copiers.
- Remove office supplies from common areas.

Telework and Business Travel

- Telework will continue to be an option during at least stages two and three of Back on Track, based on needs of the City and employee preference, with priority given to employees who are members of a vulnerable population or who live with members of a vulnerable population.
- All non-essential business travel outside the state is prohibited until further notice. Essential business travel outside the state will be approved on a case-by-case basis. All other business travel, including local travel, must occur in accordance with applicable federal, state, and local travel restrictions.

5.0 Questions and Concerns

The safety and health of employees and visitors is our top priority, and we will continue to update our Safety Plan based on applicable federal, state, and local guidance and business-related conditions. Employees with questions or concerns about this Safety Plan should contact Human Resources. Visitors or members of the public with questions or concerns should contact Human Resources.