

City of Warren COVID-19 Preparedness and Response Plan



Implemented: February 26, 2020
Amended: March 13, 2020
Amended: March 16, 2020
Amended: March 23, 2020
Amended: April 30, 2020

Drafted by: Amanda Mika
Mayor's Office

A worldwide pandemic known as COVID-19 has disrupted daily life as we know it. According to Governor Whitmer's Executive Order No. 2020-42-Temporary requirement to suspend activities that are not necessary to sustain or protect life Rescission of Executive Order 2020-21 ~ Businesses, operations, and government agencies that continue in-person work must adhere to sound social distancing practices and measures, which include but are not limited to:

- (a) Developing a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration. Such plan must be available at company headquarters or the worksite.
- (b) Restricting the number of workers present on premises to no more than is strictly necessary to perform the business's, operation's, or government agency's critical infrastructure functions or its minimum basic operations.
- (c) Promoting remote work to the fullest extent possible.
- (d) Keeping workers and patrons who are on premises at least six feet from one another to the maximum extent possible.
- (e) Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- (f) Adopting policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- (g) Any other social distancing practices and mitigation measures recommended by the CDC.

CRITICAL INFRASTRUCTURE WORKERS DEFINED

In accordance with Governor Whitmer's order, critical infrastructure workers are those workers described by the Director of the U.S. Cybersecurity and Infrastructure Security Agency in his guidance of March 19, 2020 on the COVID-19 response.

This order does not adopt any subsequent guidance document released by this same agency. Consistent with the March 19, 2020 guidance document, critical infrastructure workers include some workers in each of the following sectors:

- (a) Health care and public health.
- (b) Law enforcement, public safety, and first responders.
- (c) Food and agriculture.

- (d) Energy.
- (e) Water and wastewater.
- (f) Transportation and logistics.
- (g) Public works.
- (h) Communications and information technology, including news media.
- (i) Other community-based government operations and essential functions.
- (j) Critical manufacturing.
- (k) Hazardous materials.
- (l) Financial services.
- (m) Chemical supply chains and safety.
- (n) Defense industrial base.

Critical infrastructure workers also include:

(a) Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.

(b) Workers at suppliers, distribution centers, or service providers, as described below. (

1) Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

(2) Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

(3) Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as

critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

(4) Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

(c) Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.

(d) Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.

(e) Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.

(f) Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.

(g) Workers at laundromats, coin laundries, and dry cleaners.

(h) Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.

(i) Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

City of Warren COVID-19 Preparedness and Response Plan

In order to comply with Governor Whitmer's Executive Order No. 2020-42 the City of Warren has prepared the following COVID-19 Preparedness and Response Plan. This Plan may be updated as this situation evolves or as COVID-19 Executive Orders are issued or amended.

Executive Order 2020-42 prohibits businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations.

Under Executive Order 2020-42, workers who are necessary to conduct minimum basic operations are "those workers whose in-person presence is strictly necessary to allow the business or

operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

The City of Warren had previously communicated the work from home/telecommuting/remote working options to city employees on March 19, 2020. The City’s IT Department was integral in achieving this goal and has been equipped for a few years now to undertake this measure. (*Exhibit E*)

All employees who were not essential to operations, and whose job duties reasonably allowed to them to work from home were allowed to do so.

Employees were permitted to take paid leave consistent with the Families First Coronavirus Response Act and City of Warren’s Personnel Policy. Any onsite employee who appeared to have a respiratory illness was separated from other employees and sent home.

Employees who remained at city buildings to perform their work were staggered on certain days, in order to leave smaller crews on-site, to avoid coming within six feet of other individuals. Some employees were relocated and provided additional resources in order to avoid the shared use of offices, desks, telephones, and tools/equipment. Employees should and have been remaining in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six feet of members of the public were provided with appropriate personal protective equipment (PPE) or physical barriers commensurate with their level of risk of exposure to COVID-19. (*Exhibit A*) The number of employees permitted in any breakroom/kitchen/lunchroom from here on out shall be limited to ensure social distancing restrictions can be followed.

On February 26, 2020, CDC posters were erected in all city buildings instructing employees and visitors to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees and the public had access to restrooms to frequently wash their hands and were given access to hand sanitizer at each department front counter (also on February 26, 2020). Employees also had access to tissues and places to properly dispose of them. Signs regarding proper hand washing methods were posted in all restrooms. Hand shaking was discouraged and will further be prohibited to ensure good hand hygiene. (*Exhibits A, O, P*)

On February 26, 2020, also I directed the Public Service Department and Building Maintenance Division to increase cleaning and disinfecting of surfaces, equipment, and other elements of the work environment daily using products containing EPA-approved disinfectants. Employees were provided with access to disposable disinfectant wipes so that their workspaces and any commonly used surfaces could be wiped down before each use. In the event that an employee that has been

in the workplace in the past 14 days tests positive for COVID-19, additional cleaning will be conducted. This was demonstrated in one of our departments already in late March, 2020. (*Exhibits A, C*)

On February 26, 2020, I also directed the Police Commissioner and Fire Commissioner to implement special COVID-19 training to all our police and fire department personnel. In addition dispatch was/is able to assist minimizing exposure to our first responders through a series of screening questions. (*Exhibit A, M*)

- Our Fire Department was able to secure cleaning/disinfecting supplies, special oxygen suits, and PPE to maintain our Ambulances and shared spaces.
- Our Police Department was also armed with PPE implemented one man per vehicle directives.

We have not allowed visitors into any city buildings since March 13, 2020 (Community Centers) and March 16, 2020 (City Hall, Libraries, etc.) Visitors are only allowed in the workplace if they are deemed essential to address an issue related to critical infrastructure functions. (*Exhibits C, D*)

In early March 2020 I announced City of Warren Parks will remain open, while play structures have been taped off and their use is prohibited. I have encouraged walking and jogging in the parks while following appropriate social distancing guidelines of maintaining six-feet of space between individuals. (*Exhibit L*)

To ensure a safe work environment and to remain consistent with the Governor's order all visitors entering city building's MUST have a face covering, making certain their mouths and noses are properly covered. All visitors shall be screened prior to entering the building. A screening questionnaire will be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions we will not allow them into the building. We will provide the visitor with a handout regarding what to do if they might have COVID-19. (*Exhibits N, K*)

An entry screening questionnaire should be completed by all employees before being permitted to enter the workplace and should comply with any required screening process by health professionals. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she should be sent home until allowed to return to work under the relevant executive orders and public health orders. (*Exhibit N*)

We implemented this soon after we moved to a work from home mode on March 23, 2020. An employee or resident of one of the City of Warren's senior housing facilities is considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
 - Fever
 - Persistent cough
 - Shortness of breath

- If they have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee/resident of one of the City of Warren's senior housing facilities believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources/Administrator of office;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

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

- Notify all employees/resident of one of the City of Warren's senior housing facilities who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee/resident of one of the City of Warren's senior housing facilities' work/living area is thoroughly cleaned.
 - These measures have already been taken/were followed in several departments already:
 - Senior Housing
 - Police
 - Fire
 - Building

An employee/resident of one of the City of Warren's senior housing facilities is considered a Confirmed Case of COVID-19 if the person tested positive for COVID-19 or had a health screening with a healthcare provider and that provider deemed them positive.

If an employee/resident of one of the City of Warren's senior housing facilities believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources/Administrator of Office of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.
 - This has already taken place in the following departments:
 - Senior Housing
 - Police

If an employee/resident of one of the City of Warren's senior housing facilities qualifies as a Confirmed Case, then the City of Warren will: **(Exhibit J)**

- Notify all employees/residents of one of the City of Warren's senior housing facilities who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);

- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.
 - This took place and was implemented in the Building Division and Senior Housing.

Consistent with Executive Order 2020-36, Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, uncharacteristic cough, or uncharacteristic shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

I directed all city department heads to maintain their staffing to perform essential functions so the workplace can operate smoothly even if/when key employees are absent. We also utilized various methods of media to communicate important messages to employees and residents. (*Exhibit L*)

- Newsletter
- Newsbeat Magazine
- Water Bill Flyer
- Social Media
- City Website
- Press Releases
- PSA’s
- Radio
- TV (both City Cable and broadcast)

A capstone I am most proud of is that city services have been able to run smoothly and continuous, coupled with the assistance to residents that I have implemented. (*Exhibits C, F, G, H, I*)

- Sanitation is on time and consistent, as well as recycling and compost

- I made the decision to not enforcing grass cutting fines in order to allow for safe and clean neighborhoods free of rodents, etc.
- Suspended Water Shut-Offs
- WWTP is functioning
- Established Food Assistance Hotline
 - Partnered with local food pantries
- Partnership to bring more food to Warren residents through Forgotten Harvest, Gleaner's and Salvation Army

EXHIBIT A

FOR IMMEDIATE RELEASE
February 26, 2020

Contact: Mayor Jim Fouts
Telephone: (586) 574-4520

Warren Mayor Jim Fouts Prepares Warren For Influenza String A And Coronavirus (COVID-19)

Warren, MI – Over these past weeks we have all watched as news of the spread of Coronavirus in China, other parts of Asia and across the globe has been thrust onto our TV screens. As Mayor, it is my goal to educate, detect, and prevent any potential threat to our community here in Warren.

These steps have been taken to protect the citizens of Warren during a potential threat to their health:

- **I have released a Public Service Announcement (PSA), and will continue to educate the public on the symptoms and prevention of COVID-19.**
- **We have implemented a public health management decision making training for all Police and Fire personnel on COVID-19.**
- **Our dispatchers have been educated on COVID-19 risk assessment so that they can alert and assist our first responders of potential risk on any call on which they are sent.**
- **I have issued all municipal buildings to display educational materials from the Center for Disease Control and Prevention (CDC), to help educate and identify symptoms of the COVID-19 virus.**
- **City Hall will feature hand sanitizing stations at each entrance and at each Department counter, to reduce the spread of all viruses.**
- **I will be setting up meetings at local hospitals (Beaumont and St. John Ascension) to make sure they have protocol in place.**
- **We will be meeting with local schools to educate them on symptoms to look for with students and staff.**
- **Masks and gloves will be available for residents visiting city hall, and employees.**

This virus also affects the economic stability of not only China but also the U.S. and the world. **I think our companies may have to rethink investment in China.**

The great economic boom that we have had may now have a downturn into a nasty recession because of the inability of the many plants in China to function because of this disease.

This could even affect the U.S. Presidential election in November. It currently affects the production of GM, Ford, and many other U.S. companies.

First, Warren residents should take comfort in knowing, health officials have informed us that the risk of Coronavirus to our community at this time remains low. Secondly, in a series of proactive steps I have authorized City Administrators to implement a number of preventative measures.

For further information, please visit the Center for Disease Control and Prevention website at www.cdc.gov and the Michigan Department of Health and Human Services at www.michigan.gov/mdhhs.

There is still more to be learned

COVID-19 is an emerging disease and there is more to learn about its transmissibility, severity, and other features and what will happen in the United States. New information will further inform the risk assessment.

We will continue to work closely with all federal, state, county and other municipal partners to mitigate potential risk and immediately address any local signs of infection. Our residents can feel at ease knowing that their health and well-being is now and always will be my number-one priority. My administration, beginning with Police Commissioner Bill Dwyer, Fire Commissioner Skip McAdams, and all first responders are diligently working to ensure your safety.

Finally, my goal continues to be to serve and protect the citizens and visitors in Warren.

I WANT EVERYONE TO BE PREPARED NOT SCARED!

EXHIBIT B

March 12, 2020

ALL MEDIA FOR IMMEDIATE DISTRIBUTION - CITY OF WARREN - WARREN MAYOR JIM FOUTS TO ANNOUNCE ACTIONS WARREN WILL BE TAKING IN REGARDS TO COVID-19

Coronavirus (COVID-19) actions will be announced later today to serve and protect all people in Warren:

- 1) I will be meeting with major department heads at Noon today.
- 2) I will also be meeting with members of the various churches in Warren later today after the staff meeting.
- 3) I will also be contacting leaders of the various school districts in Warren.
- 4) I will also contact some major state leaders.

I did receive a call from the Governor yesterday.

After all of the above I will then announce additional actions that Warren will be taking to protect people against this virus. I am also requesting that all political leaders in Warren put aside their differences to be united to serve and protect our citizens. All hands on deck for this pandemic and no time for political games or partisanship!

Can be reached at Office 586-574-4520, Mobile 586-481-0545, Home 586-573-8058.

Sincerely,

Mayor James R. Fouts
City of Warren
One City Square- Suite 215
Warren, MI 48093-6726
586-574-4520
mayor@cityofwarren.org
www.cityofwarren.org

EXHIBIT C

March 12, 2020

ALL MEDIA FOR IMMEDIATE DISTRIBUTION - CITY OF WARREN - COVID-19 ACTION BY MAYOR FOUTS

Below is a list of actions I have immediately issued to protect Warren citizens:

- 1) Moratorium on Water shutoffs.
- 2) Friday Closure of Warren Community Center, Fitzgerald Recreation Center, and Owen Jax Center thru the end of March. Transportation for seniors and those with special needs will remain active. Meals on Wheels at Owen Jax will also tentatively remain active. Civic Theatre Productions on hold.
- 3) Fire and Police have protocol for assessing potential patients with coronavirus.
- 4) All non-essential persons prohibited from senior housing facilities at Stilwell and Joseph Coach. All gatherings for various activities such as St. Patrick's Day, Bingo, Euchre, and other such events cancelled.
- 5) Human Resources will be issuing guidelines to all employees regarding proper steps to take to limit exposure.
- 6) Building Maintenance will have stepped up efforts to sanitize all publicly utilized areas, including railings, elevators, door knobs and counter tops. This includes repeated cleaning throughout the day.
- 7) All children's toys have been removed from Libraries and additional efforts have been issued involving cleaning kiosks and keyboards, and patrons will be scanning their own library cards.
- 8) City inspectors also have protocol in place to assess the homes/facilities before they enter.

I have met with several religious leaders and school officials and both have taken proper precautionary efforts and will cooperate and collaborate with the city to protect their parishioners. I will discuss more of this later.

Can be reached at Office 586-574-4520, Mobile 586-481-0545, Home 586-573-8058.

Sincerely,

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EXHIBIT D

March 13, 2020

ALL MEDIA FOR IMMEDIATE DISTRIBUTION - CITY OF WARREN - UPDATE FROM WARREN MAYOR JIM FOUTS REGARDING WARREN CLOSURES/ACTIONS PERTAINING TO CORONAVIRUS (COVID-19)

ATTENTION I have ordered the following Warren closures due to the coronavirus epidemic:

- 1) All Warren Public Libraries will be closed effective this Monday thru at least the end of the month.
- 2) Warren City Hall will be closed to the public effective this Monday thru at least the end of the month.
- 3) ALL city personnel will still be reporting to work and we will take emails and phone calls as well.
- 4) AARP tax service will also be closed until further notice.

Note: I have received reports that there maybe suspected cases of the virus in Warren. I await further information including additional testing. This is a FLUID situation and subject to change. GM has also closed down the Tech Center except for essential staff. The GM Tech Center is directly across from Warren City Hall. The Governor is also recommending that all houses of worship should be closed if over 250 people are gathering. I have received calls and suggested to Pastors that they too consider closure in order to make it safe for their parishioners.

Can be reached at Office 586-574-4520, Mobile 586-481-0545, Home 586-573-8058.

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EXHIBIT E

March 19, 2020

ALL MEDIA FOR IMMEDIATE DISTRIBUTION - CITY OF WARREN - WARREN MAYOR JIM FOUTS DECLARES A STATE OF EMERGENCY

As the chief executive (Mayor) of Warren, I have officially declared a State of Emergency for the city of Warren effective Monday March 23, 2020. This will do the following:

- 1) Employees will be able to work from their homes. This allows a safe distancing between city employees to ensure their safety by having minimum contact with other employees. This will help to deter the spread of the coronavirus.**
- 2) This will allow me to designate our three community centers* as health auxiliary facilities. This will assist first responders and the medical community when the need arises.**
- 3) Essential services will remain in operation during this crisis.**
- 4) I will continue working at Warren City Hall, although many employees will be working from home through telecommunications.**

****Warren Community Center, Owen Jax Center and Fitzgerald Recreation.***

Can be reached at Office 586-574-4520, Mobile 586-481-0545, Home 586-573-8058.

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EXHIBIT F

March 25, 2020

ALL MEDIA FOR IMMEDIATE DISTRIBUTION - CITY OF WARREN - WARREN MAYOR JIM FOUTS ESTABLISHES WARREN EMERGENCY FOOD HOTLINE DURING COVID-19 CRISIS

During this time of great crisis we need to focus on two words: Faith and Facts
I have an EMERGENCY HOTLINE 586-574-4526 for senior Warren residents as well as those with pre-existing conditions who are in need of food. Please for those only who are in great need! This will be coordinated with local food pantries and volunteers from Warren. Those wishing to help out can also call the HOTLINE number 586-574-4526. Indicate that you are able to assist and leave your phone number. THANK YOU!

Can be reached at Office 586-574-4522, Mobile 586-481-0545, Home 586-573-8058.

Sincerely,

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EXHIBIT G

April 5, 2020

ALL MEDIA FOR IMMEDIATE DISTRIBUTION - CITY OF WARREN - Mayor Fouts Arranges Forgotten Harvest At Warren City Hall Every Monday

Forgotten Harvest will be at Warren City Hall from 9 AM until 1 PM every Monday for the next six weeks to provide free food packages for unemployed needy Warren residents. They will have up to 750 packages. No contact as they will put the food packages in the clean trunk of your car. We have Warren volunteers to help out every Monday. Go to the south parking lot for the food distribution!

Office 586-574-4520, Cell 586-481-0545, Home 586-573-8058.

Sincerely,

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EXHIBIT H

April 8, 2020

ALL MEDIA FOR IMMEDIATE DISTRIBUTION - CITY OF WARREN - UPDATE FROM MAYOR FOUTS ON COVID-19 CONCERNS/QUESTIONS

PLEASE BE SAFE by staying home this week with safe distancing. The virus is very dangerous and can last 3-4 days on surfaces!

I have requested some clarifications from the Governor's office regarding Warren residents concerns and questions.....

1)LANDSCAPING Service ban-Apparently and unfortunately it is still in effect. However, my position is that in Warren if you are merely using a service for lawn cutting and trimming and no more than that, the city will not be issuing tickets. Anything else is not acceptable and we will adhere to the state mandate. I do respectfully disagree and view lawn service as an essential service for seniors and those with special needs.

2)UNEMPLOYMENT checks-They are currently overwhelmed with calls so it is strongly suggested that you log in and do your request over the internet rather than by phone. It will take you about 20 minutes to complete and then your check will be in the mail.

3)FASTEST WAY TO FILE ONLINE is if your last name begins with A-L file Monday, Wednesday or Friday. M-Z File Sun, Tues or Thurs. Anyone unable to do that may file on Saturday.

4)Governor has taken charge of getting needed supplies for Michigan hospitals and is getting Michigan companies to supply what is only supplied by China. Thank you Governor Whitmer!*

ALSO POSTMASTER ANSWERS:

4)I spoke with the Warren Postmaster and he indicated that mail may be delayed a day or two because of coronavirus illness and 14 day isolation. The main supplier for all Post Offices is in Topeka, Kansas. When they have a problem it affects everyone.

5)The Postmaster has assured me that the mail is safe and that there is no known record of anyone getting the virus from their mail.

HOSPITALS:

6)I spoke with some officials at various hospitals in the area and they indicate that they are still in need of PPE (personal protective equipment) and that includes N95 masks, gowns, sanitizing fluids, eye protectors, and other equipment. NOTE: I spoke with a nurse at Warren Ascension Hospital on 12/Hoover and she said they are in great need for N95 masks, gowns, and gloves. I

PUT OUT A REQUEST FOR PPE FOR THAT HOSPITAL. *Help is on the way from Michigan suppliers.

7)Don't go to the hospital unless you are very sick as our hospitals are overwhelmed with coronavirus cases. It's somewhat dangerous to go to a hospital at this time. Do work on supporting our medical personnel with any support including masks, lunch catered from a local restaurant, and support for their sacrifice and work that they do! I have arranged for a place in Warren to supply our hospital people in Warren with lunch.

Please support PRESIDENT TRUMP on his strong recommendation that we all follow guidelines indicating that you wear a mask when outside your home. And stay home for the next 2 weeks. We must follow the suggestions of our President, the CDC, and our Governor.*

Thank You!

*On a conference call with the White House today President Trump informed us of the various equipment being received. Such as 100,000 ventilators are on their way. He stressed that the government is working diligently to make sure all hospitals are adequately supplied.

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EXHIBIT I

April 10, 2020

ALL MEDIA FOR IMMEDIATE DISTRIBUTION - CITY OF WARREN - UPDATE FROM MAYOR FOUTS ON WARREN SANITATION EFFORTS-LAWN MOWING

Great union* employees at Sanitation & DPW makes Warren the best in the Metro area! We are the only city in this area that is still picking up everything including compost. All other surrounding cities are NOT picking up compost. What's next for these cities? Recycling? Garbage? These surrounding cities also have private sanitation services and we do not! In Warren we invested NINE MILLION DOLLARS on new one man mechanized sanitation trucks and garbage cans. These adhere to social distancing and are safer for the workers since they don't have to touch the trash. So while trash pick up in other cities is languishing Warren is completing the job.

My priority is always to serve and protect our citizens and that's why I also will NOT ticket people for lawn cutting and edging. That's an essential service and without that service we would have tall weeds, rats, mice, and mosquitoes. Our neighborhoods would become blighted and blight begets blight**. Warren has one of the largest populations of senior citizens and they depend upon a lawn service as do many people with various special needs due to injury and illness. I admire and commend Governor Whitmer's effort to keep us safe but prohibiting grass cutting is one that I must respectfully disagree with.

However, I urge Warren residents to try to get by without lawn cutting until it is absolutely necessary. At least for the next few weeks. The Governor's office responded to my lawn cutting question by saying: "No, EXCEPT IF THE SERVICE IS NECESSARY TO MAINTAIN AND IMPROVE THE SAFETY, SANITATION, AND ESSENTIAL OPERATIONS OF A RESIDENCE." My interpretation of this quote is that yes lawn cutting is an essential service! I do strongly support the Governor's efforts to keep us safe by social distancing.

*Only unionized sanitation city in the metro area with the exception of Grosse Pointe.

**That's why we will not be ticketing lawn services for grass cutting and edging. However, this does not mean we will not ticket for other services.

Office [586-574-4520](tel:586-574-4520), Cell [586-481-0545](tel:586-481-0545), Home [586-573-8058](tel:586-573-8058).

Sincerely,

Mayor James R. Fouts
City of Warren
One City Square- Suite 215
Warren, MI 48093-6726
586-574-4520
mayor@cityofwarren.org
www.cityofwarren.org

EXHIBIT J



April 20, 2020

Dear Residents,

This letter is to educate and update Stilwell/Joe Coach residents about the unprecedented challenge of coronavirus (COVID-19). We recognize this is an agitating time and has impacted all our lives. We value all our residents and will follow guidelines support from our leaders to help protect members of our community during this pandemic.

The Centers of Disease Control and Prevention (CDC) states that the best way to avoid this health issue is through prevention:

- Stay home if you are sick & avoid contact with people who are sick.*
- If you must leave your apartment for essential needs, please practice social distancing by staying 6 feet apart from others.*
- Cover your mouth and nose with a tissue when cough or sneeze or use the inside of your elbow.*
- Wash your hands frequently with soap & water for 20 seconds if unavailable, use hand sanitizer that contains at least 60% alcohol.*
- Avoid touching your eyes, nose, and mouth with unwashed hands.*
- Wear a cloth face cover in public. If a mask is unavailable you can wear a scarf, bandanna and or you can make your own. (you could spread the virus even if you do not feel sick).*
- Clean and disinfect frequently-touched surfaces.*

What we expect from you is to follow the CDC guidelines, as listed above and urge you to take these extra safety measures to help prevent the spread of the virus:

- Stay in your apartment if possible and avoid contact with others*
- Avoid any gatherings in your unit or any common areas*
- Do not have visitors unless essential for food or medicine*



- *Do not congregate outside to smoke.*

In addition to the above personal guidelines, we continue to implement property-level measures, including frequent cleaning, sanitizing of the corridors and all common areas throughout the community to minimize the spread of any virus.

If you have any symptoms related to the virus or feel sick with a fever, cough or difficulty breathing please isolate yourself and contact your health care provider. Many providers are providing curbside testing and you must contact your doctor for a prescription to do so. You can also call the COVID-19 helpline for a health screening at 833-559-0659.

We know many residents have questions and concerns due to the COVID-19 exposure within their community/building. While privacy laws prohibit any unauthorized disclosure of an individual's health information, we are working with legal counsel to provide you with information and updates as appropriate. With great understanding and empathy, we continue to make the safety, well-being, privacy, and dignity of our residents a top priority.

Most business offices are closed, but if you have IRS questions you can contact the IRS on the web at [IRS.GOV](https://www.irs.gov) or by telephone at 800-829-1040, 7 a.m. to 7 p.m. Additionally, if you need help with food assistance, please contact the office and additional resources will be provided.

If you have questions or concerns or would like to share information with management, contact the office of Stilwell/Joe Coach at 586-758-1310.

With sincerest appreciation,

Management

April 23, 2020



Dear Residents,

The Emergency Management Act gives the governor broad power to cope with danger to Michiganders from a disaster or emergency. The governor implements these powers through executive orders ("EOs"), which have the force and effect of law.

As you know, on March 10, Governor Whitmer declared a state of emergency and on April 1, declared a state of emergency *and* state of disaster.

On April 9, she signed EO 2020-42 *to suspend all social activities until the end of April*. This EO has the force and effect of law and states:

1. All individuals must stay at home.
2. All gatherings of people not part of a single household is prohibited.
3. All people who leave home must practice the social distancing measures recommended by the Centers for Disease Control and Prevention ("CDC"). See below.
4. No person shall operate a business that require workers to leave their homes unless those workers are necessary to sustain or protect life or conduct minimum basic operations ("critical infrastructure workers").

There are *limited exceptions* to the stay at home rule:

1. To engage in outdoor physical activity such as walking, hiking, running, cycling, kayaking, canoeing, or other similar physical activity, as well as any comparable activity for those with limited mobility.
2. To perform a job as a critical infrastructure workers.
3. To pick up medication or seek emergency medical or dental care.
4. To purchase groceries, take-out food, gasoline, needed medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of their home.

Governor Whitmer stated:

"This virus is both aggressive and persistent . . . To win this fight, and to protect the health and safety of our state and each other, we must be just as aggressive and persistent."

EO 2020-42.

As tenants, you must do your part to help fight this virus. Your Lease requires you to comply with all laws and refrain from conduct that disturbs, harasses, annoys, or endangers other tenants. See §§ 9 and 25 of your Lease.

April 23, 2020



EO 2020-42 is the law, designed to:

“suppress the spread of COVID-19, to prevent the state’s health care system from being overwhelmed, to allow time for the production of critical test kits, ventilators, and personal protective equipment, and to avoid needless deaths . . .”

E) 2020-42. Alleged violations of this law and your Lease will be taken very seriously and investigated to the fullest extent possible.

We continue to implement property-level measures to protect your health and safety and expect all residents and staff to follow the CDC recommendations:

- Stay informed – the best way to prevent illness is to avoid being exposed to this virus, [visit www.cdc.gov](http://www.cdc.gov) .
- Avoid close contact with sick people, stay at home as much as possible.
- Put at least 6 feet of distance between yourself and other people.
- Wash your hands often with soap and water for at least 20 seconds, or if this not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth.
- **Wear a cloth face cover in public** (you could spread the virus even if you do not feel sick).
- Cover your mouth when coughing or sneezing; immediately wash your hands.
- Clean and disinfect frequently touched surfaces.
- If you feel sick with fever, cough, or difficulty breathing isolate yourself and seek immediate medical care.

We urge all residents to take extra steps to help prevent the spread of the virus:

- Stay in your apartment if possible and avoid contact with others.
- Avoid any gatherings in your unit, patio, or any common areas.
- Do not have visitors unless essential for food or medicine.
- Do not congregate outside to smoke.

If you have questions or concerns, or would like to share information with management, please contact the office of Stilwell/Joe Coach at **586-758-1310**.

Management

EXHIBIT K

Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

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

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **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*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

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

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.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



CS316120-A 04/17/2020

cdc.gov/coronavirus

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. 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 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.
- **Use 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 are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all "high-touch" surfaces everyday.

- **Clean and disinfect** 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.**

- **Use 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.

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 has 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 has 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.

Exhibit L
Water Bill Flyers for March, April, May-thru the COVID-19 crisis

COVID-19 Coronavirus Information

- I have an EMERGENCY HOTLINE 586-574-4526 for senior Warren residents as well as those with pre-existing conditions who are in need of food. Please for those only who are in great need! This will be coordinated with local food pantries and volunteers from Warren. Those wishing to help out can also call the HOTLINE number 586-574-4526. Indicate that you are able to assist and leave your phone number.
- I have also arranged for Forgotten Harvest to distribute food at Warren city hall, south parking lot every Monday from 9 am – 1 pm. First come, first served. Stay in your vehicles and food is placed in your trunk.
- Constantly use soap and water and if not available use sanitizers that are at least 60% alcohol.
- Use masks, gloves and wipes to ensure extra safety BUT do not discard of these in public areas, discard in a safe container not out on the street or parking lot as this can become unsightly and dangerous pollution, for health and the sewer systems.
- Cover your mouth when coughing and or sneezing. Use your elbow if necessary.
- Do not shake hands with anyone.
- If you are over age 60 and or have a compromised immune system because of cancer, diabetes, asthma and other such illnesses be EXTRA CAREFUL and avoid going outside your home. These are some things to be mindful of:
 - The older you are the more likely it is that this disease will be fatal. In Michigan deaths have been 50 and up but there have been some much younger.
 - Men have a greater chance of having difficulty with this disease than women. Men are more likely to die and especially men over 60.
 - Anyone with a pre-existing condition can be seriously affected by this disease.
 - Those that smoke are far more likely to have difficulty with this disease. Indeed in many countries such as Italy this is a key factor for a fatal exposure.
 - People who smoke, consume alcohol or drugs, and or have a poor diet are at greater risk too.

As your Mayor my most important job is to serve and protect the citizens of Warren. With that goal in mind I will continually be updating what we are currently doing to prevent the spread of this horrible virus and how we can do things better. For example:

- 1) I have closed all of the recreation buildings until this virus is no longer a danger and that includes: Warren Community Center, Fitzgerald Recreation Center, and Owen Jax Recreation Center.
- 2) I have closed all libraries.
- 3) I have closed city hall to the public.

- 4) I have closed the parks for everything except jogging or walking
- 5) Yellow tape will be on all of the children's playground items.
- 6) Almost a month ago I made sure city buildings were equipped with CDC charts for citizens and other protections.
- 7) I have issued safe practice guidelines to protect our first responders from the virus.

Please stay a safe distance away from others and do what is suggested to make sure you remain safe. God Bless! - Warren Mayor Jim Fouts

MDHHS Hotline to address COVID-19 health questions – Open seven days a week from 8 a.m. to 5 p.m. Call 1-888-535-6136

Unemployment Claims Hotline – Monday – Friday; 8 a.m. to 4:30 p.m. Call 1-866-500-0017

Mayor Fouts Requesting Heroes Photos

If you or a loved one are frontline workers, (police, fire, healthcare, grocery worker, etc.) Mayor Fouts would like to feature our heroes in our city Newsbeat Magazine Fall edition, titled Warren's Heroes.

Please submit hero photos, with their name and where they work to wmaniere@cityofwarren.org.

Help and Support Each Other

During these hard times, please support your Warren restaurant and businesses. Patronize your local diners, pizzerias, ice cream shops, and small businesses. You can purchase gift cards to use at a later time to help them out.

Now is the time we need to help our neighbors and friends.

Business Hours For Early Shopping

These stores are open to seniors, 60 and over and the disabled:

Kroger's: 7 a.m. – 8 a.m. – M-W-F

Walmart: 6 a.m. – 7 a.m. – Tues. only

Meijers: 7 a.m. – 8 a.m. – Tues. & Thurs.

Oakridge Market: 7 a.m. – 8 a.m. – Mon & Fri.

Randazzo's: 7 a.m. – 8 a.m. – Daily

MAYOR FOUTS' OFFICE FOOD ASSISTANCE

-EMERGENCY FOOD HOTLINE 586-574-4526 for senior Warren residents as well as those with pre-existing conditions who are in need of food. Please for those only who are in great need! This is coordinated with local food pantries and volunteers from Warren.

-Forgotten Harvest at city hall in the south parking lot every Monday from 9AM-1PM, contactless, first come, first served basis, food placed in your clean trunk.

Exhibit M

POLICE/FIRE DISPATCHER SCREENING QUESTIONNAIRE

- For police calls, the caller is asked whether anyone present has COVID-19 symptoms. This information is given to the responding officers when they are dispatched to a scene.

- For **ALL** fire department dispatched calls, the dispatchers are **REQUIRED** to ask the patient, or if it is a 2nd party caller, for dispatch to ask the 2nd party caller the following questions:
 - Is the patient having shortness of breath?
 - Does the patient have a fever?
 - Does the patient have a cough?
 - Has any member of the household been suspected to have or diagnosed with COVID-19?

The dispatcher then needs to communicate with the dispatched units per CAD, rip-n-run notes and verbally on air the answers that were given by the patient/ 2nd hand caller.

EXHIBIT N



**BUILDING ENTRY SCREENING QUESTIONNAIRE
EMPLOYEES AND VISITORS**

Department Visiting: _____

Visitor Name: _____

Date: _____ Time In: _____

In the past 24 hours, have you experienced any of the following symptoms:

- ☐ Fever
- ☐ Persistent Cough
- ☐ Shortness of breath

If the visitor answered “yes” to any of the symptoms listed above the visitor is not allowed access to building. Visitor handed CDC Handout: What To Do If You Are Sick?

In the past 14 days, have you:

Had close contact (within approximately six (6) feet for a prolonged period of time) with an individual diagnosed with COVID-19? or who has exhibited the above symptoms in the last 14 days?

- ☐ Yes
- ☐ No

If the visitor answered “yes” to any of the symptoms listed above the visitor is not allowed access to building. Visitor handed CDC Handout: What To Do If You Are Sick?

Employee Screening Visitors:

Contact Department and inform them the visitor was not allowed into the building.

Date: _____ Time: _____ Spoke to: _____

EXHIBIT O

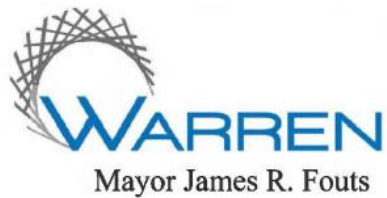
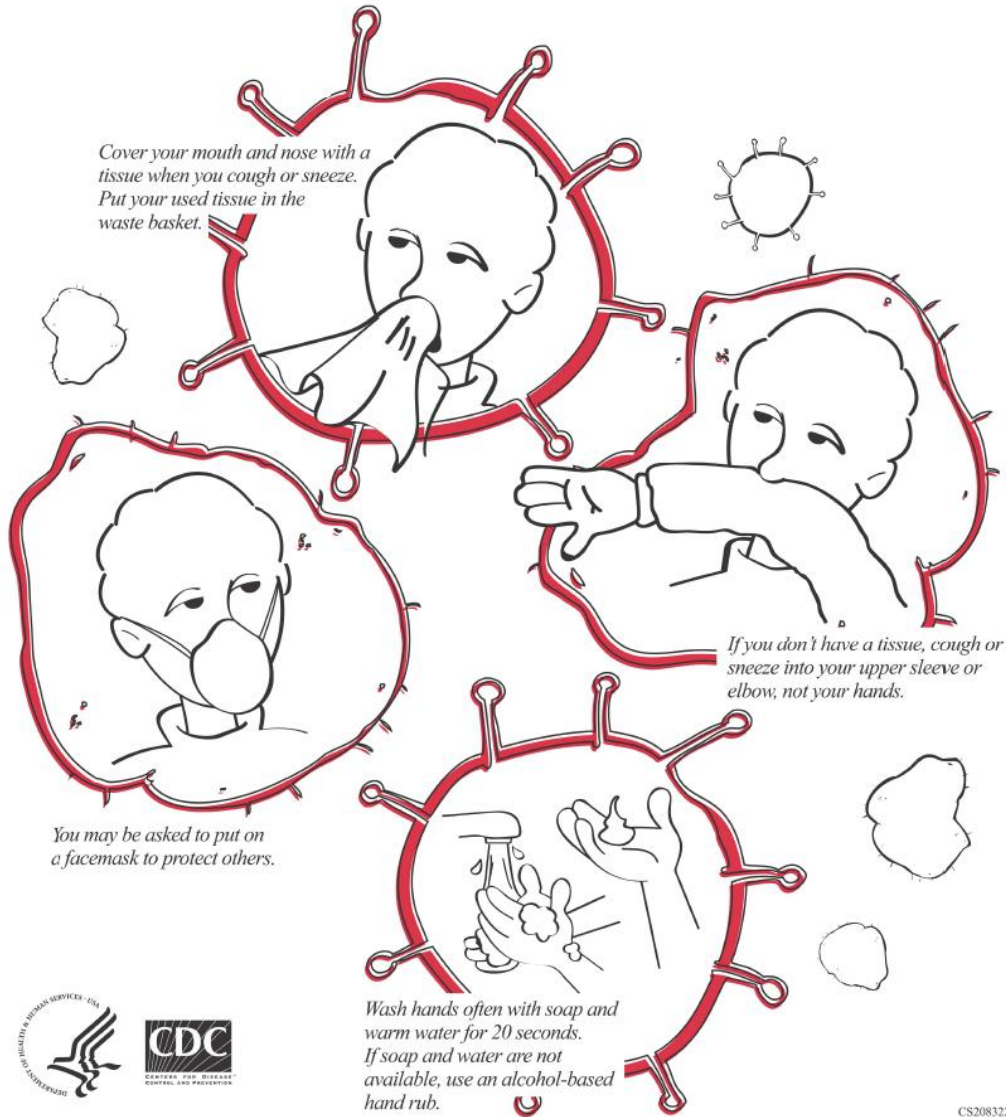


EXHIBIT P

Cover Cough

— Stop the spread of germs that can make you and others sick! —



CS208322



Mayor James R. Fouts

City of Warren
COVID-19 PREPAREDNESS AND RESPONSE PLAN

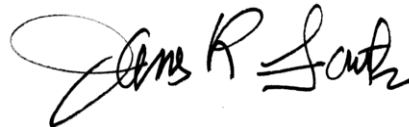
Certification

This is to certify that I have reviewed the City of Warren COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

- 1.) It complies with Michigan Governor Whitmer's Executive Order 2020-42 dated Thursday, April 9, 2020.
- 2.) The plan is consistent with the guidance from U.S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
- 3.) The plan is available on the City of Warren website www.cityofwarren.org and at each City of Warren facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Signature: _____



James R. Fouts, Mayor
City of Warren

Date: April 30, 2020